

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
July 10, 2014**

I. CALL THE MEETING TO ORDER

The Woodbridge Condominium Association Board of Directors Meeting was called to order via teleconference by Wayne McCorkle at 6:17 p.m. on Wednesday, July 10, 2014 in the Basic Property Management Conference Room.

Board Members Participating Were:

Wayne McCorkle, President #302

Bill McCall, #106

Leonard Szmurlo, #315

Jim Meyer, #103

Owner Chappy Faber was a guest at the meeting.

Representing Basic Property Management were Gary Nicholds and Charles Johnson. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVE PREVIOUS MEETING MINUTES

Wayne McCorkle made a motion approve the minutes from the April 28, 2014 Board Meeting as presented. Bill McCall seconded and the motion carried.

III. NEW BUSINESS

A. Parking Space Build Out

Charles Johnson provided a summary of the situation. Originally, there was a flat roof under Chappy Faber's unit. Several years ago, Chappy obtained Board permission and a building permit to install windows above that roof. Subsequently, the flat roof was replaced with a sloped roof, which resulted in the roof edge being much closer to the bottom of the windows. This past winter, Charles noticed an issue with snow building up under the window, which could create leaks in the future. Charles suggested replacing the existing windows with smaller ones.

Chappy Faber said he had proposed that he would buy the new windows and only charge the Association for the other materials and labor if the Board would allow him to build a closet in the unnumbered parking space beside his parking space. He said he was not aware that three of the five Board members would have to approve the project and he was under the impression that he had been given approval so he started work on the closet. At this point the closet frame and doorway are built and some siding has been put up. It needs to be finished and painted to match the building exterior.

Jim Meyer was concerned about setting a precedent of allowing owners to create private space in the common area. Jim felt that Chappy did not complete due diligence to obtain the permissions needed to proceed. Jim said he might be amenable to reimbursing for the materials if he has receipts but he was less inclined to pay for the labor.

Leonard Szmurlo said he had posed several questions that were never answered. His main concerns were setting a precedent and access to those spaces. He felt there had been a miscommunication since there had been some email communication but there was never a vote. In regards to compensation, he said the Board represents the owners and he did not believe that the other owners would be in favor of compensation.

Jim Meyer asked Chappy Faber to provide the receipts for the materials, the drawings, photographs and a breakdown of all costs for both projects. Chappy said he would provide that information by Monday. Charles Johnson will take pictures and send them to the Board. The Board will try to schedule a meeting to review the information before July 14, 2014.

IV. FINANCIAL REPORT

A. 2014 Year-to-Date Financials

Gary Nicholds reviewed the Balance Sheet as of June 30, 2014:

1. Total Checking/Savings - \$114,439 including \$73,166 in Reserves .
2. Total Accounts Receivable – (\$4,985). The credit balance was the result of prepayment of dues.
3. Total Other Current Assets - \$1,687.
4. Total Accounts Payable - \$1,876.
5. Total Liabilities - \$38,531.
6. Total Liabilities & Equity - \$111,142.

B. P&L as of June 30, 2014

Gary Nicholds reviewed the significant variances to budget:

1. Snow Removal – \$3,460 over budget.
2. Building Repairs – \$1,466 over budget.
3. Legal – \$798 under budget.
4. Boiler Repairs – \$1,770 under budget.
5. Gas – \$535 under budget.
6. Trash Removal - \$689 under budget.

Wayne McCorkle made a motion to approve the June Financial Report. Jim Meyer seconded and the motion carried.

V. PROPERTY MANAGEMENT REPORT

A. Unit 307 Leak

There was a leak in Unit 307 in March caused by a disconnected compression fixture. The plumber reconnected the compression fixture when the leak was reported at no charge but the other related repairs (the units below also had some damage) were delayed per the tenant's request. This leak was initially treated as an Association responsibility. At no point was it considered that the Association would not pay the bill. The Board decided at the April 28, 2014 meeting, after the bill had already been paid, that the owner of Unit 307 should be charged for the repairs. The invoice was sent to the

owner and he has objected. It is a rental unit and notes have been left instructing occupants to leave the cabinet doors open.

Leonard Szmurlo noted that anything beyond the drywall was an owner responsibility, and he felt the repair should be an owner cost.

Charles Johnson said this same situation arose once before with the same fitting in the same unit and the Association paid the repair expense. The unit freezes every year but usually Charles catches it before it causes damage. He noted that he has found the heat turned off in the winter in that unit in the past.

Charles will call the owner tonight. If he is not able to reach him within a week, he will send the owner contact information to Wayne McCorkle. The owner should be given a deadline of one week to respond.

Charles noted that the soffit vents have been closed on Building A. This will not eliminate the freezing problem but there should be fewer issues.

B. Handrails & Painting

The painting of the building is finished and after deductions for unpainted rails and the addition of the dumpster painting, the total cost was \$13,250. There was \$18,600 budgeted.

Due to an oversight, the siding replacement and soffit work was not included in the budget. Charles decided they needed to be done.

The bid from Chappy Faber for handrail replacement was \$12,459 and the painting will not exceed \$7,500. The intent is to do the work this summer.

Wayne McCorkle was in favor of installing the wooden railings. Bill McCall noted that the lowest bid was from Chappy Faber. The other bids were \$14,000 and \$22,500 for carpentry. The Board discussed the potential conflict of interest with having Chappy do the work. Charles Johnson was asked to check Chappy's insurance coverage.

Wayne McCorkle made a motion to accept Chappy Faber's bid for the wood railings as proposed, pending confirmation of his insurance. Jim Meyer seconded and the motion carried. The contract will not be awarded until proof of insurance has been received.

C. West Building Painting Completed

The painting has been completed except for the handrails. The contractor will be coming back to address a few items. The garage was not included in the contract. Charles Johnson recommended painting the sheetrock at the bottom of the stairs. He did not think the entire garage needed painting at this point.

D. Garage Entry

Jim Meyer noted that the green railroad ties outside the garage needed to be shored up. Charles Johnson said it would be an expensive project since the dirt would have to be dug out.

E. 208 Electrical Bid

Discussion of this topic was tabled until the next meeting.

F. 208 Window

Discussion of this topic was tabled until the next meeting.

G. Touch Up Painting on East Building & Light Post

Discussion of this topic was tabled until the next meeting.

H. Painting of Chase

Discussion of this topic was tabled until the next meeting.

I. Closing in the Soffits

Discussion of this topic was tabled until the next meeting.

J. Declarations Update

Discussion of this topic was tabled until the next meeting.

VI. OLD BUSINESS

A. Clubhouse Furniture

Discussion of this topic was tabled until the next meeting.

VII. NEXT MEETING DATE

The next Board Meeting was set for Monday, July 21, 2014 at 6:00 p.m. to address the remaining agenda items from this meeting.

VIII. ADJOURNMENT

Wayne McCorkle made a motion to adjourn at 8:04 p.m.

Approved By: _____ Date: _____
Board Member Signature