

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
July 21, 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 6:16 p.m. in the Basic Property Management Conference Room.

Board Members Participating Were:

Wayne McCorkle, President #302	Bill McCall, #106
Leonard Szmurlo, #315	Jim Meyer, #103
Paul Sakiewicz, #202	

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

II. APPROVE PREVIOUS MEETING MINUTES

In Section V.A., “taped and floated” should be added before “drywall”.

Jim Meyer made a motion approve the minutes from the July 10, 2014 Board Meeting as amended. Bill McCall seconded and the motion carried.

III. OLD BUSINESS

A. 208 Electrical Bid

Charles Johnson received three bids for upgrading the electrical system in Unit 208. They were \$3,600, \$25,000 and \$1,340. Charles noted that the first two did not include the cost for repairing and painting the drywall after the rewiring is completed. The third bid for \$1,340 proposed installation of submeters on the 240 volt service to the electric range and the 120 volt service to the plugs in the mechanical room and Clubhouse but no rewiring inside the unit. The submeters would have to be read monthly and the owner would be billed for usage. This would be the least expensive option overall. There would still be an issue, however, with the occupant not having access to the electrical panel if a breaker is thrown. In addition, the Fire Department pointed out that not being able to turn off the power from inside the unit was a safety concern.

Gary Nicholds said he would check the town records to ensure there were building permits pulled and that a Certificate of Occupancy was issued for the unit when it was converted from a sales office to a residential unit. Gary and Charles will also meet with the electrical inspector, discuss the situation with the electrical contractor and try to determine who is now responsible for making the changes to the wiring. There was agreement of all Board members that the safety issue had to be addressed.

B. Touch Up Painting on East Building & Light Post

Charles Johnson said some of the handrails on the east building were peeling. The building is scheduled for painting next year. The Board agreed to postpone the touch up painting.

C. Painting of Chase

Charles Johnson said painting the chase was included in the bids for the construction of the handrails. He has received two bids and is waiting for a third. Both bids for painting the chase were \$7,500.

D. Railing Construction

Charles Johnson received three bids for construction of the railings but the third bid was subsequently withdrawn. The bid from Lazlo was \$22,500 and the bid from Chappy was \$12,459. Gary Nicholds confirmed that he had had copies of Chappy's insurance policies. There will need to be a building permit and final inspection by the town. Leonard Szmurlo was concerned about the lack of detail regarding the construction method and fasteners in the bid. Charles said he would request a more detailed proposal. The warranty or guarantee should also be included in the bid.

Leonard Szmurlo made a motion to table a final decision until Charles has obtained the requested details for the bid. Paul Sakiewicz seconded and the motion carried.

E. Unit 307 Leak

Charles Johnson called the owner to inform him of the Board's decision at the last meeting. He explained to the owner that a line to the dishwasher froze and pushed the fitting apart. The plumber fixed it at no cost. Charles noted that the owner had been told to leave the cabinet doors open during periods of low temperatures. Charles also placed a notice in the unit with those instructions but the renters often leave the doors closed. Charles also explained the bare walls insurance policy to the owner.

Paul Sakiewicz felt the cold air leakage was a common element problem. He did not think it was tenable to expect owners to keep their cabinet doors open. Charles noted that the soffits had been sealed in that building to reduce the airflow. The only other solution would be to fill the wall behind the cabinets with spray foam. Paul was in favor of this action. Jim Meyer felt the owner should be taking steps himself to protect the pipes from freezing.

A suggestion was made to invite the owner to attend the next Board Meeting to state his case. Leonard Szmurlo stated that the Association had a bare walls insurance policy, all owners are aware of it and agreed that the owner should be taking the appropriate steps to prevent freezing. Charles suggested adding heat tape to the pipes under the sink.

Paul Sakiewicz made a motion to table the discussion. Wayne McCorkle amended the motion to include that the owner would be invited to attend a meeting with the Board within the next three weeks. Jim Meyer seconded and the amended motion carried with Leonard Szmurlo opposed.

F. Parking Space Build Out

Charles Johnson received some cost information for the two windows from Chappy Faber today. He did not receive any cost information for the closet. Paul Sakiewicz suggested reconfiguring the space for bike storage. Charles said there was a bike rack in the covered area behind the gate by the dumpster so additional bike storage is not really needed. He will add some signage to the bike storage area. Jim Meyer proposed creating angled parking in the other garage to create more spaces. Leonard Szmurlo said he looked at that option, but there is a problem caused by the distance between the doorway and the post. There was general agreement that common space cannot be designated for personal use.

Wayne McCorkle made a motion to instruct Chappy Faber to disassemble the unapproved closet and not to reimburse him for the labor or materials. Jim Meyer seconded and the motion carried unanimously.

Charles Johnson was asked to send the window cost information to the Board for review and discussion at the next meeting. The total cost was approximately \$6,000 for materials and labor.

G. Clubhouse Furniture

Paul Sakiewicz will put some furniture in the Clubhouse at a cost not to exceed \$500.

IV. NEXT MEETING DATE

Gary Nicholds will contact the owner of Unit 307 and propose two or three dates for the next Board Meeting.

V. ADJOURNMENT

Wayne McCorkle made a motion to adjourn at 8:17 p.m.

Approved By: _____
Board Member Signature

Date: _____