

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
August 28, 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 6:01 p.m.

Board Members Participating Were:

Wayne McCorkle, President #302

Bill McCall, #106

Leonard Szmurlo, #315

Representing Basic Property Management were Gary Nicholds, Eric 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 July 21, 2014 Board Meeting as presented. Leonard Szmurlo seconded and the motion carried.

III. PROPERTY MANAGEMENT REPORT

Charles Johnson met with the Summit County Building Department about the electrical in Unit 208. He was told there is nothing the County can do. The County is not in the business of inspecting existing property. Gary Nicholds did some research and found that the Town issued a building permit and a Certificate of Occupancy in 1996 but no electrical permit was pulled at that time. Charles pointed out that installing the two meters at a cost of \$1,200 would basically be a wash since the unit owners are paying part of the gas bill even though they do not have any gas usage.

The main issues are a potential safety concern with the occupants not being able to turn off their breakers and the business/maintenance issue of how a breaker is reset when it is thrown because the occupants do not have access to the rooms where there breakers are located. Leonard Szmurlo asked whose responsibility it should be for fixing the problem. Charles Johnson felt that the Board had demonstrated due diligence by informing the owner of the problem. There was agreement that the Association is responsible for the wiring inside the walls.

Leonard Szmurlo suggested hiring someone from an electrical company to inspect the wiring and provide a written opinion about the safety of the existing system. Gary Nicholds anticipated the cost for the inspection would be \$100 – 200. Gary was authorized to hire an electrician to do an inspection and provide a report at a cost not to exceed \$300. The report will be sent to the owner of the unit and the rental manager. The owner will be told that if a breaker trips, Basic Property Management will reset it during regular business hours at no charge but if management is called for assistance after hours there will be a \$75 fee per occurrence.

IV. OLD BUSINESS

A. *Painting of Chase and Railing Construction*

Charles Johnson said the contract for painting of the chase and handrails has been signed. There have been delays due to weather. The painter is now taking the sections of railing to his garage for painting as they are completed. Bill McCall said there was one board on the restaurant building that was replaced and not painted. Charles will follow up.

There was discussion about changing the procedure for posting and removing the notices on the unit doors. Charles Johnson it was a logistical challenge because the work schedule was constantly changing.

B. *Unit 307 and 301 Leaks*

There was a leak from the bathroom of Unit 307 into the bathroom of Unit 207. The owner in the unit with the damage is responsible for the repairs based on the bare walls policy. There was a second leak in the chase. Turner Morris repaired the chase and the owner repainted the spot. The source of the bathroom leak has not been identified and it is currently dry. There was a third leak earlier in the winter from the frozen water line going to the dishwasher. It was deemed by the Board that it was an owner responsibility because it was in the cabinet under the kitchen sink.

In Unit 301, there was a leak caused by holes in the metal roof from snow fence that was ripped off.

Gary Nicholds said Unit 307 was under contract. During the inspection it was determined that the heat was not working. Charles Johnson will have the line bled.

C. *Water Leak into Laundry Room*

There was some water damage in the laundry room. It appears to be coming from the shower in Unit 208. The laundry room ceiling will have to be opened to identify the source. If the leak is determined to be the result of an improper installation, the unit owner should be required to pay for all repairs.

D. *Heating System*

Bill McCall said the heat turned on in his unit last week. He was under the impression that the heating system was turned off for the summer. Charles Johnson will follow up with Albert.

E. *Parking Space Build Out*

Chappy Faber told Charles Johnson that he would tear out the shed and dispose of the materials once the railing project has been completed and he has a truckload to take to the dump, which should occur in the next few weeks, weather permitting. Charles will tell Chappy that if the shed is not removed when the railings are complete, the Board will have it removed and charge him for the labor.

There are some personal items in the bicycle enclosure, including a dog kennel and some windows. Charles Johnson said the windows belong to Chappy and he will ask him if the other items are his. Chappy will be reminded that the enclosure is only for bicycle storage.

Charles commented that Brad Redmond's tenant has toolboxes and other items stored along the length of the balcony behind the Clubhouse. Charles has spoken to the previous Board about this but the Board at the time did not take any action. Leonard Szmurlo said if it is common space, it can not be used for storage of personal items. Wayne McCorkle will review his notes on this issue but agreed that the enforcement should be consistent and owners should not be permitted to store items in common areas.

F. Chappy's Windows

Gary Nicholds said the Board had not decided if the Association would pay for the windows and if so, how much. Leonard Szmurlo said the damage he saw inside the unit was on the windowsill and it looked to him like damage that could be expected when it rains or snows and the windows are left open. The window is south facing, so it might be assumed that the snow melts quickly. Leonard did not see any water damage to the flashing, siding or roof.

Chappy provided two invoices:

1. Blue Line Window and Door - \$3,671.76 for the Hurd window package.
2. Tar River Construction – \$2,386 invoice for Chappy's labor.

Charles Johnson said he had spoken to Chappy about replacing the windows and raising the sill to prevent leaking from melting snow on the roof, but he never instructed Chappy to proceed with ordering the windows since the Board had not given final approval.

Wayne McCorkle said Chappy should be directed to stop all work and provide a written proposal for the Board because the window replacement impacts the exterior appearance and could impact the structure of the building. In addition, the standard procedure is to solicit multiple bids for this type of work and he would like to have a competitive bid for the installation labor. Chappy should be told he will be responsible for the window expense.

Bill McCall was in favor allowing Chappy to replace his windows with the same size windows with no change to the openings. The other Board members agreed.

Leonard Szmurlo proposed tabling a decision and asking Chappy to provide a detailed description of what he will do to the building exterior when he changes the window opening. It should include details for the ice shield and painting along with an itemized bid. No work can be done until the Board has given clear approval. The Board will discuss this issue further by email and try to have a decision no later than September 23rd.

G. Declarations Update

Gary Nicholds said an insufficient number of owners cast votes so the Declarations update initiative failed. Only 16 responses were received and 25 would be required to pass it. Two owners voted in favor of everything except for returning the Working Capital. Gary suggested trying again at the Annual Meeting. The owners present can be asked to vote in person and ballots sent to the remainder of the membership. Wayne McCorkle apologized for not voting. The Board agreed with Gary's suggestion. The owners will be told that the voting process will start at the Annual Meeting and if they are not going to attend, they can submit their vote by mail.

V. NEW BUSINESS

Wayne McCorkle said he would need to step down as President of the Board in January. He suggested soliciting other Board members. Bill McCall's term will also expire in January. Both incumbents indicated they would be willing to run for re-election.

Leonard Szmurlo said the snow removal contractor should be told not to bury the fire hydrant when plowing. Gary Nicholds will follow up with the snow removal contractor.

VI. SET NEXT MEETING DATE

The next Board Meeting was set for Tuesday, October 21, 2014 6:00 p.m.

VII. ADJOURNMENT

Gary Nicholds made a motion to adjourn at 8:29 p.m.

Approved By: _____ Date: _____
Board Member Signature