

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
October 22, 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 7:00 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 transcribed the meeting from recording.

II. APPROVE PREVIOUS MEETING MINUTES

Wayne McCorkle made a motion approve the minutes from the August 28, 2014 Board Meeting as presented. Leonard Szmurlo seconded and the motion carried.

III. FINANCIAL REPORT

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

1. Total Checking/Savings - \$99,553, with \$60,033 of that total in Reserves.
2. Total Accounts Receivable - \$4,585 credit balance due to prepaid dues.
3. Total Other Current Liabilities - \$5,350.

There were no owner delinquencies.

Gary Nicholds reviewed the Profit and Loss Statement as of September 30, 2014:

1. Total Income - \$1,582 favorable to budget due to Laundry income.
2. Total Expenses - \$1,502 favorable to budget due to savings in Insurance, Legal, Boiler Repairs and Grounds Maintenance. Snow Removal was \$3,460 unfavorable to budget, Building Repairs was \$1,233 unfavorable to budget due to chimney sweeping, Hot Tub/Clubhouse was \$1,262 unfavorable to budget due to control board and valve diaphragm replacement and Meeting Expense was \$528 unfavorable to budget due to extra meetings. Wayne McCorkle requested clarification from Margarita Sherman regarding which account is being charged for the meeting minutes.

Bill McCall requested an explanation of the \$250 unit inspection charge. Gary Nicholds said in 2009 there were numerous issues with units flooding. The Board decided to institute mandatory inspections. The charge is a flat fee for inspection of all available units that is done at least every other week during the summer and weekly during the winter. Bill McCall requested that management provide a simple document that can be left in every unit whenever a unit is entered by staff that indicates the date, the name of the person who was in the unit and the reason for the entry. The forms in the units that

are initialed whenever an inspection is performed should be replaced once they are full. Gary Nicholds was also asked to provide a list of the units that are being inspected regularly; there are some owners who have refused to grant permission for access to their units.

Reserve expenses included:

1. West Building Painting - \$14,730 versus a budget of \$18,500. There was additional unbudgeted work done, including siding replacement, deck staining, railings and caulking for \$14,900 and soffit repairs for \$6,130.
2. Deck Railing Replacement - \$13,159 versus \$38,000 budget.

Bill McCall clarified that the actual expenses were about \$15,000 for painting, \$15,000 for the extras, \$6,000 for the soffits and \$13,000 for the railings for a total of \$49,000. The budgeted amounts were \$18,500 for painting and \$38,000 for the railings for a total of \$56,000, so the projects were actually about \$7,500 under budget overall.

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

A question was raised regarding when management is authorized to enter units. Gary Nicholds stated that he periodically sends a letter to owners requesting permission to inspect the units. Most owners have granted permission but a few have not. For those units, if there is a suspected leak, fire or other emergency, management can enter the unit at any time to address the problem.

IV. PROPERTY MANAGEMENT REPORT

A. Unit 208 Electrical

Gary Nicholds said he sent the unit owner an email regarding the electrical panel and copied David Cosby, Sr. He explained in the email that the fire inspector felt the configuration was not safe because the occupants would not be able to access the panel to cut off power in the event of a fire. The owner was advised to install an electrical panel and was told that management would not provide assistance with resetting breakers outside of business hours, and that there would be a \$75 charge to reset the breaker during regular business hours. The owner responded and directed Gary to talk to David Cosby, Sr.

Gary Nicholds will discuss the situation with the insurance broker Steve Dorado.

B. Unit 208 Window Update

The owner asked for pricing for window replacement. Charles Johnson said he received one estimate this afternoon. Depending on the quality, the least expensive window would be \$582 and a better quality window would be \$790, plus \$540 for removal of the old and installation of the new. Jim Meyer commented that he received much lower pricing from Gregory Door and Window. He will forward the information to the Board.

C. *Painting Update*

Charles Johnson said the painting had been completed. The garage ceilings were repaired again. There is another area that still needs repair. Charles was asked to make the basic sheetrock repair himself since it is not very visible and there may be an ongoing leak in that area. Gary Nicholds and Charles will look at the area and report back to the Board.

D. *Chappy's Window*

Charles Johnson said the installation would be done with best practices and to building code. Adding rubber flashing all around the windows would cost thousands of dollars because all the siding would have to be removed.

Jim Meyer did not think raising the window by any amount would resolve the leak problem because the snow accumulates in that area. Chappy made the decision to replace the windows and purchased them without consulting the Board. If the window replacement is an Association responsibility, then it is the Board's responsibility to identify the best and most cost effective solution. Since the windows were not part of the original construction and there is no evidence of current leaks, Jim thought the best solution would be to remove the windows and replace them with a solid wall. He felt that if Chappy is allowed to replace the windows, he should be required to sign a waiver taking full responsibility for any future damage caused by leaks.

Leonard Szmurlo thought raising the windows might partially resolve the problem, but he agreed with Jim Meyer regarding Chappy's lack of communication with the Board. The Board also asked Chappy to provide a written proposal for what he plans to do, but so far he has only provided two invoices for the windows.

Paul Sakiewicz did not think the Association should pay for the window replacement. He suggested adding heat tape on the roof to melt the snow instead of replacing the windows.

Wayne McCorkle made a motion to deny the request to change the structure of the wall but to allow Chappy to replace the windows in like kind using the existing opening at his own expense. Jim Meyer seconded and the motion carried.

E. *Parking Space Build Out Update*

Gary Nicholds reported that the structure had been removed. Bill McCall said Chappy's truck was measured. If it is parked with the hitch, it is in violation of the length restriction and could cause damage to cars driving past. Gary Nicholds will advise Chappy of this restriction and will ask him to remove the hitch when parking in the garage.

F. *Unit 201 Update*

Gary Nicholds said he spoke to the Fire Chief and was told that walling off the door to the lock off was not a fire code violation since there are still two means of egress. Bill McCall asked if permits were pulled for the work. He was concerned about

responsibility in the event of a fire. There was general agreement that this would be an owner responsibility.

G. Heat Tape

The heat tape has been turned on for the winter. Charles Johnson checks the tapes that he can easily access on a regular basis. A suggestion was made to cut a hatch to the attic to provide access to the other areas of heat tape so it could be checked. Charles said it should be possible to access the heat tape through the garage ceiling. He will try to develop a plan for regular inspection.

V. NEW BUSINESS

A. Annual Meeting

Annual Meeting materials are generally sent out about 30 days prior to the meeting. The meeting is scheduled for January 17, 2015. Gary Nicholds will try to book space at the Senior Center. Wayne McCorkle suggested setting up a teleconference or videoconference link for out of town owners who want to participate.

B. Gas Pipe Hole

Gary Nicholds contacted the gas company representative about the hole. She came to the property and looked at the hole and Gary is waiting for a response from her. He will follow up and try to get an update by Friday.

C. 2015 Budget

Margarita Sherman will draft a 2015 Budget and send it to the Board for review by October 31st if possible.

D. Upcoming Reserve Projects

Bill McCall said his building would need to be painted in the next year or so at a cost of about \$25,000 and the roof would need replacement for about \$60,000. He asked the Board to think about the cost benefit of replacing the wood siding with some other material versus the cost of repainting. Paul Sakiewicz thought there was a Town ordinance that prohibited any siding material other than wood. The Reserve Study anticipates a \$35,000 expense for painting the east building next year and there is \$54,000 scheduled in 2016 to replace the east building roof. Turner Morris can be asked to inspect the roof and provide an estimate of the remaining useful life.

E. Management Contract

Jim Meyer said the contract specifies that Charles Johnson is only committed to six hours per week for the property. He did not feel this was adequate. He asked the Board to think about ways to get more coverage so issues can be addressed proactively. Gary Nicholds said this was a fair statement and the combination of his time and Charles' time well exceeds six hours weekly. Charles has a superior work ethic and manages to get a lot done due to his organizational skills. Gary will talk to Charles about this and will develop a proposal for the Board.

F. Clubhouse Improvements

Paul Sakiewicz asked if the exposed pipes in the Clubhouse laundry room could be framed in and if the Clubhouse could be spruced up in general. This project should be considered in light of the new budget.

G. Siding and Clubhouse

Leonard Szmurlo was in favor of looking into replacement of the exterior siding with another material, if permitted. He was also in favor of making some improvements to the Clubhouse. He suggested discussing replacement of the Clubhouse furniture at the Annual Meeting. There may be owners who are willing to donate some furniture or volunteer their labor to help with painting or other projects.

H. Renter Pets

Bill McCall asked how many pets are allowed in rental units. Renters are allowed to have two pets.

VI. SET NEXT MEETING DATE

The next Board Meeting was set for Wednesday, December 3, 2014 at 6:00 p.m.

VII. ADJOURNMENT

Wayne McCorkle made a motion to adjourn at 8:45 p.m.

Approved By: _____ Date: _____
Board Member Signature