

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
November 13, 2019**

I. CALL TO ORDER

The Woodbridge Condominium Association Board of Directors Meeting was called to order by Jamie Lewis at 6:01 p.m. in the Basic Property Management office.

Board Members Participating (*via teleconference) Were:

Jamie Lewis, President, #301
Bill McCall, #106*
Kris Ann Knish, #208*

Wayne McCorkle, #302*
Doug Sullivan, #104*

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Jason Blarjeske. Erika Krainz of Summit Management Resources was recording secretary.

With five Board members participating, a quorum was confirmed.

II. REVIEW OF ACTION ITEMS

1. Bill McCall adjusted the timer sensor for the exterior garage light.
2. The internet comparison information is in the meeting minutes.
3. Jamie Lewis sent a letter about the boiler issues to the Board for review last week. She did not receive any comments.
4. Jamie Lewis and Gary Nicholds reviewed the existing Larwood documentation. There is some information that needs to be sent to the attorney.

III. APPROVAL OF PREVIOUS MINUTES

Motion: Wayne McCorkle moved to approve the August 13, 2019 Board Meeting minutes as presented. Bill McCall seconded and the motion carried unanimously.

IV. FINANCIAL REPORT

As of October 31, 2019, there was \$84,450 in the Operating Cash account and the Reserve Cash balance was \$145,498 for a total of \$229,948. The Operating surplus was \$21,788 and the Reserve deficit was \$3,791 for a combined surplus of \$17,997. There were savings in Insurance Claims Contingency, Building Repairs, Boiler Repairs, Gas and Electric.

Motion: Jamie Lewis moved to accept the Financial Report as presented. Doug Sullivan seconded and the motion carried unanimously.

V. MANAGEMENT REPORT

Jason Blarjeske reported on completed projects:

1. Cut the grass, trimmed the bushes and pulled weeds.
2. Installed snow fence along the walkway by Unit 113.
3. Added glycol to 450 building and cleaned out the construction materials from the boiler room.
4. There were heating issues in the top middle unit. KA Mechanical noticed that the boiler pressure was only calling for 4%. The PSI was increased to 18.
5. The heat tape has been turned on and is functioning.

6. Schmidt Electric connected new heat tape on the 400 building and is working on connecting the heat tape in the back gutters of the 450 building.
7. Fletcher is recommending replacement of the heat tape and soffit on the back of 111. He will do caulking and sealing where there is separation between the gutter and beam, add flashing to prevent water intrusion and treat the new trim on the turret.
8. Donato Lipari could provide a condition report for the siding, railings and decking in February.
9. Rubber mats or carpet with rubber backing could be used to cover the slippery walkway on the second floor of the west building. The cost would be \$500 for the carpet option. Kris Ann Knish suggested additional signage warning of the high alpine environment.
Action Item: Bill McCall will look at carpet options at Home Depot and email the information to the other Board members.
10. Bids for painting were received from Ron Burke with Summit Color Service (\$41,695) and Dave Schroeder of Allman Painting (\$41,800) and Domingez Painting is expected to submit a bid. There would be an additional cost for changing the color. A decision should be made by December 31st.
11. Some of the Aspen trees behind the 450 building were damaged by beavers over the weekend. One could blow over in a strong wind and needs to be removed as soon as possible. The tree might be on Town property. Jason Blarjeske will arrange for removal if the Town cannot take care of it in a timely manner.

VI. OLD BUSINESS

A. *Primestar Issue*

Action Item: Jamie Lewis will finish this matter within the next week.

B. *Dues Allocation Changes for Sewer, Cable & Internet*

Jamie Lewis reviewed the history of the cable and internet. Up until 2017, each owner was charged a flat rate per unit for the cable and owners were responsible for their own internet. In 2017, a contract was negotiated with Comcast for cable and internet for the entire complex. The Annual Meeting minutes reflect that internet would be charged as a flat fee because allocating based on unit square footage would require an amendment to the Declarations. The cable expense, however, was changed to be charged based on square footage. The Annual Meeting minutes also indicate that owners approved a \$65/unit/month flat fee for internet and cable. Jamie Lewis proposed changing the assessment back to a flat rate per unit, effective March 1, 2020.

The sewer bill has two separate line items in the dues allocations worksheet, one for the three new units and a second for the other 29 units. It has been confirmed that there is only one sewer line from Woodbridge to the main line. The Sewer District charges based on the number of taps which is based on square footage. Jamie Lewis proposed allocating the sewer bill based on unit square footage. The largest change would be \$7/unit/month increase.

Motion: Kris Ann Knish moved to allocate the cable/internet expense as a flat fee per unit and to allocate the sewer expense based on unit square footage, with the change to be effective March 1, 2020. Doug Sullivan seconded and the motion carried.

- C. *2020 Proposed Budget & Reserve Projects*
Projects listed in the 2020 Reserve schedule include painting the east building (\$41,000), painting the west building (\$30,000), finish deck work (\$24,000), landscaping and retaining wall (\$32,000), asphalt repairs (\$1,000) and Clubhouse (\$17,000), for a total of over \$100,000. There is adequate funding to do these projects but it would decrease the Reserve balance to about \$40,000. Patti Vande Zande recommends an 80% funded level. **Action Item:** Jamie Lewis will forward the proposed 2020 Budget to all Board members for review.

- D. *Response to Owners on Boiler Costs*
Jamie Lewis responded to the owners with questions about their boilers.

VII. NEW BUSINESS

- A. *Hiring Consultant to Assess Building Needs*
Action Item: Jamie Lewis will call two other Associations to request a recommendation for a structural engineer to assess the buildings.

- B. *Heating Issue Unit 305*
The plumber hired to check the heat found there were holes in the closet and cold air was coming up from the garage. The owner was asked to submit a description of the issues and photos to the Board but has not yet done so.
Action Item: Jason Blarjeske will inspect the unit.

- C. *Election of Officers*
The terms of Kris Ann Knish and Jamie Lewis will expire at the Annual Meeting. Both are willing to run again. Other owners interested in serving will be asked to submit self-nominations.

- D. *Woodbridge Website & Board Email Addresses*
Jamie Lewis said all Board members and BPM should be receiving copies of any correspondence sent from the Board email address but this does not appear to be occurring.
Action Item: Jamie Lewis will follow up with Richard Garcia.

VIII. SET NEXT MEETING DATE

The Annual Meeting will be January 11, 2020 at 2:00 p.m. Future meetings were scheduled for February 4, 2020, May 5, 2020, August 4, 2020 and November 3, 2020 (first Tuesdays).

IX. ADJOURNMENT

Motion: Wayne McCorkle moved to adjourn at 8:15 p.m. Jamie Lewis seconded and the motion carried.

Approved By: Jamie Lewis Date: November 20, 2019
Board Member Signature