

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION  
BOARD OF MANAGERS MEETING  
February 4, 2020**

**I. CALL TO ORDER**

The Woodbridge Condominium Association Board of Managers Meeting was called to order by Jamie Lewis at 6:02 p.m. in the Basic Property Management office.

Board Members Participating (\*via teleconference) Were:

Jamie Lewis, President, #301

Wayne McCorkle, Vice President, #302\*

Kris Ann Knish, #208\*

Bill McCall, #106\*

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. APPROVAL OF PREVIOUS MINUTES**

**Motion:** Wayne McCorkle moved to approve the January 11, 2020 Board Meeting minutes as presented. Kris Ann Knish seconded and the motion carried unanimously.

**III. FINANCIAL REPORT**

As of December 31, 2019, the balances were \$93,912 in Operating Funds and \$120,105 in Reserve Funds for total cash of \$214,017. The P&L reflected savings in Snow Removal and Building Repairs. The Association was budgeted to end the year with a \$5,219 deficit and ended with a \$28,200 Operating surplus. The Reserve surplus was \$14,532 for a combined surplus of \$42,732.

**Action Item:** Gary Nicholds will ask Patti Vande Zande how much of the surplus can be moved to Reserves for discussion at the next meeting.

**Motion:** Bill McCall moved to accept the financial reports as presented. Kris Ann Knish seconded and the motion carried.

**IV. MANAGEMENT REPORT**

1. Jason Blarjeske said there are issues with the boiler in the 400 Building. Tolin Mechanical cleaned it out a couple of times and replaced part of the vent joint. Tolin will be back on site Thursday to do another combustion test to confirm it is operating properly. Tolin submitted a preventative maintenance proposal, which was forward to the Board this afternoon.
2. Schmidt Electric replaced the heat tape in the gutters on the back side of the 450 Building.
3. Chris Fletcher installed trim and siding board on Unit 111 and painted it to match the rest of the building. The owner claims there is still a leak. He believes it is coming from the deck of Unit 213. Eric Nicholds saw minimal damage and no evidence of active water leaks. The owner was told that a test can be done by pouring water on the deck above. The owner will let management know when it works for both units owners to have the testing done. If there is a leak from the deck, the Association will be responsible for making the repairs.

- Action Item:** Add the back decks to the list for the structural engineer.
4. Most of the space heaters have been picked up from the units and are stored in the Clubhouse.

## V. UNIT ISSUES

### A. *Unit 213 Storage Shed & Back Balcony Doors*

The storage shed has been removed from the back deck. There is still the issue of the back balcony doors to be discussed. A first violation letter was sent to the owner for installing the balcony doors without approval. There was also a \$200 fine issued for the storage shed on the deck. A second fine of \$500 was issued when the shed was not removed by the deadline. Jamie Lewis asked if the owner owed \$700 for both fines or if the \$200 fine is included in the \$500. After discussion, the Board agreed future fines should be cumulative.

**Motion:** Wayne McCorkle moved to waive the second fine of \$500 and to fine the owner \$200 in this case for this situation. Bill McCall seconded and the motion carried unanimously.

The owner sent a letter to the Board. The issue is if the doors match the building exterior. When the east building was painted, the window trim was painted brown and frames were painted white. When owners replace windows, the Board has been approving white frames. This is the first time a back patio door has been replaced so there is no precedent. For Unit 213, the door frame is white and the trim is brown, which matches the decision made for windows. The owner is being fined for lack of approval, not for the door. The doors on the first floor are sliders but have frames that are the same size as the faux French doors.

The two options are to allow owners to paint the white frames brown to match the other floors or to require replacement. The owner requested a hearing and chose to send an email rather than participate in the meeting. Jamie Lewis told the owner the previously established deadlines will still stand unless the Board decides otherwise.

**Motion:** Bill McCall moved to notify the owner that the Board has reviewed his letter. The Board has decided that the March 1, 2020 deadline stands for receipt of architectural drawings, the June 1, 2020 deadline stands for door replacement, the \$500 fine will be waived and the \$200 fine stands. Doug Sullivan seconded and the motion carried unanimously.

## VI. OLD BUSINESS

### A. *Email Addresses Confirmed*

Jamie Lewis confirmed the existing email addresses are correct. The only owner who did not respond was Unit 305.

### B. *Permission to Publish Forms Sent*

Jamie Lewis is sending out permission to publish forms to all owners. She will forward all responses to Kerry Hartnett.

### C. *Check with Webmaster RE: Emails from woodbridge\_mgrs@woodbridgeinn.org Delivered*

There are issues with emails sent from the Association address not being delivered. Jamie Lewis is working with Richard Garcia on this matter. She will copy “Woodbridge Managers” on future emails.

## VII. NEW BUSINESS

### A. *Boiler Inspections & Maintenance Contract*

Tolin Mechanical submitted a proposal for a maintenance contract. Jamie Lewis would like clarification on several points before approving. She would like the equipment broken out by the east and west buildings and detail of the service that will be provided. Gary Nicholds recommended scheduling a phone call for clarification.

**Action Item:** All Board members were asked to review the agreement and send questions and comments to Jamie Lewis.

### B. *Warnings & Fines for Violations*

The first violation results in a written warning. Second violations result in a fine. Jamie Lewis asked if there is a timeframe limitation between a first and second violation. The Board agreed there should not be any expiration and subsequent violations after the first will escalate per the fine schedule regardless of the amount of time between incidents.

### C. *Issues to Discuss with the Structural Engineer*

The list for discussion with the structural engineer includes the staircases, decks, back balconies, railings, trash and recycling bin enclosures, siding, landscaping walls across the front of the east building, the leaks on the backside of the west building by Unit 111 and attic inspections for holes and insulation

## VIII. SET NEXT MEETING DATES

The next meetings were scheduled for May 5, 2020, August 4, 2020 and November 3, 2020.

## IX. ADJOURNMENT

**Motion:** Jamie Lewis moved to adjourn at 7:48 p.m. Wayne McCorkle seconded and the motion carried.

Approved By:     *Jamie Lewis*          Date: February 12, 2020  
Board Member Signature