

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION  
ANNUAL MEETING  
January 11, 2020**

**I. ROLL CALL/CERTIFYING PROXIES**

The Woodbridge Condominium Association Annual Meeting was called to order by Jamie Lewis at 2:05 p.m. at the Frisco Senior Center.

Board Members Present Were:

Jamie Lewis, President, #301

Wayne McCorkle, Vice President, #302

Bill McCall, Manager at Large, #106

Owners Present Were:

Jim Schneider

Jim Meyer

Patricia Rashed & Dennis McGrane

Andrea & Paul Sakiewicz

Marnie & Jeffrey Kondo

Meredith Long

Jill & Steve Merrill

Lynne Monahan

Lindsay Galbraith

Annette & Brian Wannamaker

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

**II. PROOF OF NOTICE/QUORUM**

With 13 owners present and 10 proxies received a quorum was confirmed.

**III. APPROVAL OF PREVIOUS MINUTES**

**Motion:** Lynne Monahan moved to approve the January 2, 2019 Annual Meeting minutes as presented. Paul Sakiewicz seconded and the motion carried.

**IV. CONDUCT OF MEETING**

Jamie Lewis reviewed the rules of conduct for the meeting.

**V. BOARD COMMENTS**

Wayne McCorkle thanked the owners for attending and reviewed the following:

1. All Association documents are posted on the Association website.
2. The Board can be reached by email at [woodbridge\\_mgrs@woodbridgeinn.org](mailto:woodbridge_mgrs@woodbridgeinn.org).
3. Owners were reminded that condominium living involves shared spaces and noise travels.
4. The Association insurance policy is "walls in".
5. Owners are responsible for the repair and maintenance of all items inside their units, including appliances, and for clearing snow from their back balconies.
6. Owners are encouraged to ensure Basic Property Management has updated contact information. Owners must provide written permission for the management company to share their contact information with other owners.  
**Action Item:** Management will send a quarterly email verification to all owners to ensure their emails are current.
7. Per the contract, the management team spends 6-7 hours weekly at the property. They are responsible for coordinating maintenance for the property and working with the Board.

- They take care of the buildings, grounds and Clubhouse and arrange for repairs. They are not a concierge service, are not responsible for in-unit repairs and are not there to clean up after owners and guests. Management should be contacted after hours, 8:30-4:30 Monday – Friday, ONLY for emergencies such as fires, floods (not small leaks) and imminent threats. The management fee has not been increased in several years.
8. The dues have not been increased since 2011.
  9. Owners and guests must follow the rules. Owners are responsible for their guests. Complaints are followed up and fines are issued. The Rules and Regulations are posted on the website and are updated annually. Owners are responsible for their condo for everything from the walls in. The Town of Frisco has implemented short term rental regulations. Owners who rent short term are required to post the Rules and Regulations in their unit. There is a hotline that can be called to report short term rental tenant violations.
  10. The garbage truck has a video camera and monitors the dumpster area. Additional charges can be levied for material left outside the dumpster and they will not remove construction debris. The dumpster gates should not be blocked. Trash bags should never be left on the decks. Glass and plastic bags cannot be put in the recycling bin. The County recycling facility by the Animal Shelter accepts both.
  11. Owners should call Basic Property Management immediately to report water leaks. They can facilitate repairs but leaks between units are the responsibility of the unit owners.
  12. Suggestions for repair services will be posted on the website.
  13. Owners should report plumbing issues such as air in the lines to management.

## VI. FINANCIAL REPORT & RATIFICATION OF THE BUDGET

### A. Year-End Financial Report as of 12/31/19

Gary Nicholds provided the report as of 12/31/

1. Operating Cash – \$115,417
2. Reserve Cash - 129,840
3. Total Cash - \$245,256

The year-end net Operating surplus was \$28,200 and the Reserve surplus was \$14,532 for a total of \$42,732. The surplus will be transferred to Reserves.

### B. Approval of 2020 Budget

There is no dues increase in the 2020 Budget. There are some large Reserve expenses scheduled in 2020. They include \$60,000 for painting the East and West buildings, a \$5,000 contingency, \$15,000 for a structural engineer report, \$20,000 for Clubhouse improvements and \$1,000 for crack sealing. The projected year-end Reserve balance is \$66,698.

**Motion:** Paul Sakiewicz moved to approve the 2020 Budget as presented. Jim Schneider seconded and the motion carried.

### C. Notes on Dues Allocations

Three units in the West building have their own boilers for hot water and heat. The operating expenses are divided into four categories. Category A expenses are based on the unit square footage. Category B expenses are based on the square footage of each unit but exclude the units that pay for their own utilities. Category C expenses are a flat rate per

unit. Category D expenses are assigned to the Clubhouse and are divided among all owners based on the unit square footage. Every owner contributes to the Reserve based on square footage. Capital improvements are paid for out of the Reserve Fund. Not all common element maintenance directly benefits everyone.

After review of the allocations, the internet/cable is now a flat rate. The sewer allocation was recalculated. Some unit dues will increase and others will decrease. The aggregate total of dues for all units will be the same. The new calculations will take effect March 1, 2020. There will be no dues increase for 2020 but owners should expect an increase in 2021.

**Action Item:** The Board will post the revised dues allocation with a comparison of the per unit expenses for 2019 and 2020 on the Information tab on the website.

## **VII. MANAGEMENT REPORT**

Projects in 2019 included replacement of the hot tub cover and hot tub jets, installation of a locked cover on the Clubhouse thermostat, annual fire suppression inspection, garage pressure washing, removal of several dozen small trees behind both buildings, addition of metal diversion strips at the stairwell entrances to divert drainage, painting of the stairwells, railings and decks, boiler replacement in the West building with a two stage boiler and an expansion tank, addition of skid carpets on the second floor deck of the West building, installation of heat tape and gutter on part of the East building roof to divert drainage to the planting beds and extensive repairs to the siding on the West building.

Projects in 2020 will include staining both buildings and the dumpster shed (with no color change), parking lot maintenance (with an assessment of the need for crack sealing and seal coating) and the fire system inspection in February.

## **VIII. NEW BUSINESS**

### *A. Project Planned for This Year*

The projects will include infrastructure evaluation and Clubhouse renovations. Owners with expertise and interest in helping should contact the Board. The Clubhouse project will include converting the closet in the hot tub room into a changing room and floor replacement. Patricia Rashed volunteered to help with the Clubhouse project. There was a request to update the washer and dryer equipment.

### *B. Owner Work Day*

An Owner Work Day will be held on June 20<sup>th</sup>. The Association will sponsor a barbecue.

## **IX. ELECTION OF MANAGERS**

The terms of Jamie Lewis and Kris Ann Knish expired and both were willing to run for re-election. Patricia Rashed self-nominated. All candidates provided biographical information, with Bill McCall speaking on behalf of Kris Ann Knish. Secret ballots were tallied and Jamie Lewis and Kris Ann Knish were elected to the Board.

**X. OWNER COMMENTS**

Owner comments and questions addressed the following topics:

1. Building color change – The Board will consider changing the stain color when the infrastructure analysis is completed and updates are made.
2. Deck replacement – This project will be included in the infrastructure analysis.
3. Window cleaning – The Board will look into methods for cleaning the third-floor windows for units that do not have decks.
4. Laundry equipment – An owner requested cleaning of the washing machines.
5. Investment in property – An owner commented that the properties are valuable and any investment in the property is money well spent.
6. Kudos – Jim Schneider complimented the Board and management company on the condition of the property. Jamie Lewis and Bill McCall were recognized for the work they have done on behalf of the Association.
7. Dog issues – There is a unit on the first floor of the East building with a barking dog that is a nuisance. The owners were asked to report such issues to the Board with specific information about the date and time. Such issues can also be reported to the hot line if the unit is a short-term rental.

**XI. DATE OF NEXT ANNUAL MEETING**

The next Annual Meeting will be held on January 23, 2021 at 2:00 p.m.

**XII. ADJOURNMENT**

**Motion:** Meredith Long moved to adjourn at 4:17 p.m.

Approved By: \_\_\_\_\_ *Jamie Lewis* \_\_\_\_\_ Date: \_\_\_ January 14, 2020 \_\_\_\_\_  
Board Member Signature