

Woodbridge Inn Homeowner's Association Annual Meeting 2020 Agenda

1. Role Call/Certifying proxies
2. Proof of Notice/Quorum
3. Approval of previous minutes
4. Rules of the road
5. Board Comments
6. Financial report – ratification of the budget and dues allocation
7. Management report
8. New Business
9. Owner's comments
10. Election of managers
11. Date of next annual meeting
12. Adjournment

1. Role Call/Certifying proxies
2. Proof of Notice/Quorum
3. Approval of previous minutes

Role call

Homeowners attending = 13 of 31 units: 42%

Homeowners sending proxies = 10 of 31 units: 32%

We had 74% of homeowners either in person or by proxy so we were able to conduct our business.

THANK YOU for your effort everyone!

4. Rules of the road

- Mute your phones and electronics
- We will not discuss individual unit issues at this meeting
- Ask questions during the slides, but they are not for comments and discussion
- Be courteous and professional when addressing the meeting or individuals
- Contribute to the meeting goals
- Think before speaking
- Keep an open mind – listen to others
- Stay on point
- **Attack the problem, not the person**



- Please mute your phones and electronics
- We will not discuss individual unit issues at this meeting. Please email BPM and the Board with specific questions, problems, suggestions for solutions
- Ask questions during the slides, but the slides are for information only; not for comments and discussion except for the Comment period
- Be courteous and professional when addressing the meeting or individuals
- Contribute to the meeting goals
- Think before speaking
- Keep an open mind – listen to others
- Stay on point – do not wander off on tangents. BPM/Board will stop these tangents. We have the room till 4:00 – and the board needs to meet afterwards
- Attack the problem, not the person

5. Board Comments



Website Navigation

- Our HOA Declarations, By-laws and Articles of Incorporation are under *Documents*
- You can find meeting *Minutes* back to 2006
- *Policies* are found on the next tab
- Notice the new *Information* tab: It contains documents you can use for your renters and yourselves. Check back occasionally for updates to this page
- To reach the current Board of Managers, use the *Contact Us* page or email: woodbridge_mgrs@woodbridgeinn.org
- For BPM contact info: click on the link to their website at the bottom of the page
- Questions about using the online payment should be directed to Patti Vande Zande: patti@basicproperty.com

To email the Board of Managers use:

woodbridge_mgrs@woodbridgeinn.org

Include attachments such as:
pictures, PDFs or WORD documents.

The email will be sent to
all current Board members.

woodbridge_mgrs@woodbridgeinn.org

Please do not use board member individual email address.

Note that contact with the board is for NON IMMEDIATE issues only, response time may take 12-36 hours

Ask not what your HOA can do for you,
Ask what you can do for your HOA.



HOA Philosophy

- In 1961, JFK used this statement (instead of HOA he used country) in his inaugural address to the nation to inspire Americans to see the importance of civic action and public service.
- Applying this to an HOA, if you come to the Board and BPM with problems, please have suggestions and an intent to be part of the solution rather than expecting the problem to be solved for you.
- Remember that HOA Board members are owners like you, the difference between you and them is that they have volunteered their time and effort to maintain and improve a community of which you are a part.
- Take time to understand the challenges the board members and property managers have in meeting the HOA's objectives, and think about what you can do to help.
- An HOA is a community with common goals that benefit the whole, not individuals

Condo living is very different from single family home living.

- Homeowners must consider community needs along with consideration of their own needs.
- We should view our condos as a piece in a puzzle; every piece is uniquely important, but also depends on other puzzle pieces for structure and uniformity of the big picture.
- We understand that personalizing a living space is important for everyone, however living in close quarters such as a condo does require some restrictions to maintain the aesthetic appeal of the entire complex. We want our complex to reflect the beauty of the surrounding mountains, rather than detract from it. Your personalization should be inside your unit only.
- We should be conscious of sound as it travels easily across decks and up and down stairwells in our common living area.
- The Board does not hear from owners until something goes wrong. We would love to hear when something goes well!

Running Woodbridge is best done as a team with BPM, the Board and the Homeowners working together to solve problems and prevent issues from falling into the cracks.



- BPM and the Board welcome questions and reminders about ongoing issues as long as they are courteous and professional.
- Remember, BPM is on-site for 6-7 hours a week or about 3 times a week.
- They are there to do specific tasks and not to clean up after owners and guests.
- Anything that increases their time at the complex can possibly cause a charge to the HOA.
- Our units are our homes and we should treat the buildings and grounds as such. We should all pick-up trash and pull up weeds to keep our complex neat – just like you do at home.
- See Slide 23 for information about a Woodbridge Work Day! Meet your neighbors, and the Board and BPM will provide lunch!



Things to remember

Owners and Guests must follow the rules

Owners are responsible for their guests

Complaints are followed up and fines are issued

Everyone staying at Woodbridge must follow the rules and regulations to ensure a peaceful and safe community.

Owners are responsible for their guests. The owner incurs fines for rules guests have broken and it is between the owner and the guest as to whether the owner is reimbursed.

Complaints are followed up and fines are issued for violations

Rules and Regulations: Available on the website and at this meeting

Short Term rentals ordinances state renters must have a copy of “applicable HOA policies specific to the property”. This means Rules and Regulations, which are updated annually, usually in December.



Recycling and Trash

Cameras on truck to video enclosure and trash in dumpster

Automatic monitoring of time truck is on property

No construction materials in dumpster

Do not block dumpster gates

Trash bags should never be on the deck – decks are always clear

NO GLASS or PLASTIC BAGS



Post the guidelines in your unit




Trash and Recycling: more than you ever wanted to know!

- Trash and Recycling Guideline are available on our Website and in meeting handouts
- There are cameras on the trash trucks which video the trash in the dumpster – if there is construction material, they will not pick up the dumpster.
- Do not place things in front of or leaning on the gate – the trash trucks automatically times the pick-ups and if they go over the allotted time, we are charged extra –i.e. if the driver has to get out and move things to open the gate. OR the driver will not pick up the trash and we will get charged extra if they have to come back.
- Place trash immediately in dumpster – please do not store on the decks or grounds. Animals (bears, racoons, birds) will be attracted to it or wind will spread it, aside from it being unsightly.
- The HOA may be charged extra if BPM has to pick up trash on the property from trash bags left on decks and scattered by wind or animals. They are there to shovel snow, maintain the hot tub, boilers, lighting, conduct unit checks, maintain the landscaping and other specific tasks.
- Decks should always be clear of everything, not just trash. That means no benches or chairs or artwork.
- Follow recycling guidelines – NO GLASS OR PLASTIC BAGS in recycling bin
- Ensure your renters understand this.


What to do if you have a water leak

Get out your mask, snorkel and fins



- Call BPM: **970.668.0714**
- Send an email to the Board:
woodbridge_mgrs@woodbridgeinn.org



Knock on the door of the unit above you and ask them to check for leaks. Ask that they stop using a water source if it is leaking.

What to do if you have a water leak

1. Get out your fins and snorkel (just kidding)
2. Call BPM 970.668.0714
3. Email the Board; woodbridge_mgrs@woodbridgeinn.org
4. Leave message if there is no answer
5. If it is a leak into your unit, go to the unit above and ask them to check for leaks – look for simple things first; loose joints, deteriorated caulking, blocked drains, leaks from faucets, toilets or tubs. Ask them to stop using the water source until it is fixed.
6. Contact the unit owner and explain the problem.
7. Homeowners should work together – it is the leaking unit’s responsibility to fix the leak and repair damages to all affected units
8. Ensure that BPM has access to your unit so they can gain entry in the event of a leak.
9. BPM will force entry into the unit if needed and it is the owner’s responsibility to fix it
10. First floor units will leak into the garage through the garage ceiling.
11. Home owners should work together to fix and repair the leak. It is your responsibility – not the board or BPM. BPM will help guide you.

Basic Property Management responsibilities



Buildings



Grounds



Clubhouse

What constitutes an emergency?



Fires



Floods (not leaks)



Imminent threats

Basic Property Management responsibilities

- Manage property, not rentals or guests
- Arranges maintenance and repairs for building and grounds, including, fire systems, hot tub, sauna, physical plant (heating), snow removal in common areas
- The on-site manager is there 6-7 hours per week to do the above duties
- BPM is not a concierge service.
- They are not repairmen for appliances inside your unit
- BPM's office hours are 8:30 to 4:30
- Adding more services will increase dues

Emergencies

- Fire, floods, severe or possible damage to people or structure
- Not minor leaks – ask the person above to stop using a water source that may be leaking until it can be repaired – owner is responsible to find and repair leak.
- BPM available during work hours 8:30 -4:30 M-F
- After hours is only for emergencies

Owner Responsibilities

Everything from the walls in
Keep back balcony free of storage and snow

All appliances







Owner responsibilities

- Owners are responsible for maintaining condos from the walls in. That means all appliances such as refrigerators, dishwashers, fireplaces stoves, etc. are your responsibility to install, maintain and repair.
- Shovel your back balcony – BPM does not shovel limited common elements and would have to enter your unit to get to them if they did.
- Board approval is REQUIRED for changes to the outside of your unit whether or not you have made other changes to the outside previously.
- There is no storage on back decks.

Emergencies

- Fire, floods, severe damage to people or structure
- Not minor leaks – owners should handle them with their neighbor. Please complete a “Permission to Publish” form so contact information for owners can be distributed. If you choose not to give permission, BPM will need ask you to contact the neighbor who is trying to reach you. That will take time and in the event of a water leak, more damage (that you are responsible for) could occur.
- BPM available during work hours 8:30 -4:30 M-F
- After hours is only for emergencies

Need to know who to call for repairs?

We will place information on the Woodbridge website for suggestions for repair services.

If you have used a company for a service and would like to share it with other homeowners, please send it to BPM and the board to be included on the website page.



Heating in the complex is baseboard hot water. Each building has a boiler to supply hot water to unit radiators.

Call **BPM** with lack of heat or insufficient heat in your unit. The **Board of Managers** does not handle heating problems.

Heating malfunctions

Occasionally, air is trapped in radiator lines and needs to be bled.

Occasionally, unit thermostats and zone valves fail and must be replaced.

These repairs should be done by a plumber.

Bleeding lines is a system issue and is covered by the HOA.

Thermostats and zone valves are the responsibility of the homeowner.

6. Financial Report
Approval of 2020 Budget
Notes on dues allocations

Due Allocations

Expenses are divided into 4 categories:

Category A: Expenses that are based on the square footage of each unit*

Category B: Expenses that are based on the square footage of each unit but exclude units that pay for their own utilities

Category C: Expenses that are per unit – flat rate

Category D: Expenses that are assigned to the Clubhouse and are divided among all owners based on the square footage of each unit

*32 Unit sizes range from studios to 2 bed room condos at 1.60% - 5.48% of total building square footage for Category A.

Condos range from 436 ft² – 1534 ft²

How are dues allocated?

- Yearly expenses are calculated a over 6-18 months ahead, based on past history and increases either known or expected.
- All expenses are assigned a category as described on this slide
- Each unit's share of each expense is calculated
- Yearly expenses for each unit are totaled and divided into 12 monthly payments

Category A Expenses –based on ft²

Insurance	Hot tub/clubhouse expenses
Unit inspections	Landscaping
Meeting expenses	Security/fire alarm
Licenses and permits	Snow removal
Postage	Taxes
Printing	Cable – changing as of March 1, 2020
Professional fees	Electric for common areas
Legal/Accounting	Sewer
Management fees	Trash Removal
Building repairs	Reserve dues

*Everyone pays their own electricity

- This is a list of expenses that are divided by square footage of the unit
- Please note that all units are separately metered for electricity and pay their own bills. Electric expenses are for the clubhouse, outside lights, heat tape etc.

Category B Expenses – based on ft² with unit exceptions

Common boiler licenses, permits and inspections
Heating system and Boiler repairs
Gas
Water

Category C Expenses – flat rate

Internet and cable – one bill

Category D Expenses – Clubhouse expenses

Reallocation of clubhouse and common area expenses
to each unit based on square footage

Category B expenses are divided among all units EXCEPT the 3 units on the 1st floor of the West building which have their own heat and potable water boilers, as well as individual gas and water connections.

Things to think about in HOA finances

- Every owner contributes towards the Reserve account based on square footage
- The Reserve account pays for capital improvements
- Not all common element maintenance directly benefits everyone



- Every owner contributes towards the Reserve account based on the square footage of their unit.
- The Reserve account are the funds that pay for capital improvements to the common elements, such as boiler replacements, roofs, major building repairs, painting, parking lot, garage, landscaping.
- There are many instances in common element maintenance and repair that do not directly benefit all contributors; this is the way our declarations have directed that finances be conducted. This is the way most HOAs handle finances.
 - East building owners pay for west building repairs and well as West building owners pay for East building repairs.
 - 1st and 2nd floor owners pay for roofs even though only 3rd floor owners have them.
 - Units on the inside of the building pay for painting the ends of the building even though their walls are not on the outside.

Dues Reallocations

Internet/cable – now a flat rate

Sewer bill allocation recalculated

Some units will have higher dues, some will lower have dues

The aggregate total of dues for all units will be the same

New calculations take effect March 1, 2020

There will be no dues increase for 2020, only a dues recalculation

Expect an increase in dues in 2021



- Dues are not increasing this year, however they have undergone a reallocation based on more equitable calculations of Internet/cable and sewer expenses
- Internet – now a flat rate rather than percentage based on square feet of unit
- Sewer bill allocation recalculated based on square footage. When the restaurant was converted to units, they were given separate sewer bills. There is only 1 sewer line at Woodbridge.
- New allocations will take effect March 1, 2020
- Some units will have higher dues, other will lower dues, but the aggregate total of all units will be the same.
- There will be no dues increase for 2020
- Expect an increase in 2021 after Infrastructure study is completed.
- Costs have continued to increase while dues have stayed the same.
- In the budget, there was an overage in the aggregate expenses, which has disappeared this year. Dues income now equals expenses.



7. Management Report

2019: Some of the work done

- New hot tub cover
- Locked cover for clubhouse thermostat
- Garages cleaned
- Removed trees behind both buildings
- Metal diversion strip on Stairwell entrances
- Painted stairwells, railings and decks
- Replaced boiler in West building
- Skid carpets on second floor deck West Building
- Heat tape on part of East building roof
- Extensive repairs to siding on West building

2020: Planned work

Both buildings will be painted
No color change
Parking lot maintenance
Fire system inspection - February



Next fire system inspection is in February

8. New Business

Projects Planned for this year

- Infrastructure evaluation
- Clubhouse renovations
- Need homeowners with interest and expertise to help



Infrastructure evaluation

- Siding, decking, railings, especially the back of the West building and the 2nd floor deck of the West building
- Color changes – board and Paint Committee decided we were not comfortable with a color decision without professional advice
- Landscaping timbers across the front of the East building
- Goals with the analysis are safety, functionality, and building protection for at least 30 year
- Enclose trash and recycling areas to prevent wildlife intrusions, make the gate more functional and less prone to damage.

Clubhouse Renovations

- Convert closet in hot tub room to changing room, with access to shower
- Renovate bathroom
- New flooring where the carpet is

We need homeowners with an interest in helping with these 2 projects.

- Many people have expressed concern for the buildings – now is the time to do something about it. Contact the Board if you can help.



Work Day

Meet and greet other owners
Saturday June 20th, 2020

Landscaping, painting, trash pick up
The HOA will provide BBQ and beer

The logo for 'Work Day' features the word 'WORK' in a stylized font where the 'O' is a circular saw blade, the 'R' is made of wood planks, and the 'K' is formed by a hammer and a screwdriver. Below 'WORK' is the word 'DAY' in large, colorful block letters: 'D' is green, 'A' is blue, and 'Y' is yellow.

Please put this date on your calendars! Come meet other owners and have some lunch after the work day.

9. Owner's Comments



Ground Rules

Two minutes per comment period

Yield floor when time is called

State the topic of your comment

Stick with facts, leave out emotion

Be courteous and professional

Comments are for topics not already discussed

No individual unit issues will be discussed

See Annual meeting minutes for discussion

10. Election of Managers

Board Members

- Volunteer position with a 2 year term
- 4 scheduled Board conference calls plus annual meeting
- Discussions and votes by email between meetings

5 member board

- 3 positions expire in odd years
- 2 positions expire in even years

2 board members will be elected today



Jamie Lewis and Kris Ann Knish were re-elected to the Board of Managers

11. Date of next annual meeting

Saturday, January 23, 2021

January 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23 HOA
24	25	26	27	28	29	30
31						

Save this date for the annual meeting in January 2021

12.



Mr. Henshaw has made a motion that we adjourn the meeting, so he can clean the room.

Who wants to be Mr. Henshaw?