

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
May 5, 2020**

I. CALL TO ORDER

The Woodbridge Condominium Association Board of Managers Meeting was called to order by Jamie Lewis at 6:05 p.m. via teleconference

Board Members Participating Were:

Jamie Lewis, President, #301
Kris Ann Knish, #208

Wayne McCorkle, Vice President, #302
Bill McCall, #106

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

With four Board members participating, a quorum was confirmed.

II. APPROVAL OF PREVIOUS MINUTES

Motion: Kris Ann Knish moved to approve the February 4, 2020 Board Meeting minutes as presented. Bill McCall seconded and the motion carried unanimously.

III. FINANCIAL REPORT

As of April 30, 2019, the balances were \$102,852 in Operating Cash and \$144,007 in Reserve Cash for total cash of \$246,858. The P&L reflected an Operating Surplus of \$1,640 and a Reserve surplus of \$3,153 for a combined surplus of \$4,793.

The boiler repair expense was \$4,579 and the cost was paid from Reserves.

Motion: Jamie Lewis moved to accept the financial reports as presented. Wayne McCorkle seconded and the motion carried.

IV. MANAGEMENT REPORT

Jason Blarjeske reported the following:

1. The Clubhouse is closed for all usage except laundry. The hot tub has been drained and turned off. Laundry room use instructions and hours have been posted along with a sign-up sheet.
2. The lock box and door lock codes for the Clubhouse have been changed.
Action Item: Jason Blarjeske will forward the codes to the Board members.
3. The heat tape was turned off last week.
4. Trash patrols are ongoing.
5. The garage door was oiled.
6. Units checks are being done every other week.
7. The trash and recycle door locks have been repaired. Bill McCall suggested reducing the frequency of trash pick-ups by 50% until the units are being rented again. The trash is currently picked up twice weekly and recycling once weekly.
Action Item: Jamie Lewis will talk to Waste Management about reducing the service.
8. The snow fencing will be removed and stored.

9. The carpet walkways on the second-floor walkways is usually removed for the summer. The Board requested that the carpet be left in place.
10. The garage floors will be swept and power washed this week.
11. Signage around the property will be repaired as needed.
12. The parking lot should be crack sealed this summer. The cost the last time it was done was around \$2,400. It is scheduled this year in the Reserve plan.
13. The Tolin boiler maintenance contract is about \$5,000/year for both buildings. Wayne McCorkle had some concerns about certain clauses in the contract.

Motion: Jamie Lewis moved to have Fred Sprouse review the boiler maintenance contract. Wayne McCorkle seconded and the motion carried.

There was general discussion about units being rented short term despite the County ban. The Board agreed it was not their responsibility to police usage of the units and not to take further action.

V. RATIFY EMAIL VOTES TAKEN DURING THE LAST QUARTER

A. *Unit 213 Balcony Back Door Replacement*

The owner will be required to replace the balcony back door with a Board approved door that matches the building exterior.

Motion: Wayne McCorkle moved to ratify the vote taken outside of a meeting regarding the door replacement. Kris Ann Knish seconded and the motion carried.

B. *Terms for Dues Payment Due to COVID-19*

Motion: Wayne McCorkle moved to ratify the vote taken outside of a meeting regarding dues payment during the pandemic. Kris Ann Knish seconded and the motion carried.

VI. OLD BUSINESS

A. *Dominguez Painting Contract*

A contract was received from Dominguez Expert Painters for painting both buildings (excluding the garages) this summer. The attorney recommended inclusion of clauses that specify a requirement for general commercial liability insurance with the Association named as additional insured, an indemnification provision and a dispute resolution provision.

Action Item: Jamie Lewis will add the recommended clauses to the contract.

Action Item: Management will send notification to the owners regarding the painting schedule.

Action Item: Bill McCall and Kris Ann Knish will tour the garages and report back to the Board by Friday regarding the need for painting the garages.

B. *Set Date for Condominium Clean-Up Day*

Due to the pandemic, there will not be a clean-up day this year.

VII. NEW BUSINESS

A. Video Meetings

The Board discussed using Zoom or Google Hangouts for future meetings. The Board agreed to try Zoom for the next meeting. Any Board member who has security concerns with connecting online can call in by phone.

B. Structural Engineer

A structural engineer could inspect the property and draft a Reserve Study at a cost of \$2,500 - \$4,000. Gary Nicholds recommended hiring a structural engineer to specifically look at the stairs, railings, decks and any other areas that could present a potential liability. **Action Item:** Jamie Lewis will contact the two structural engineers that she has researched.

C. Clubhouse Project

The project has been on hold. There was agreement that the project until next year in the interest of safeguarding the Association finances during the pandemic.

Motion: Bill McCall moved to table the Clubhouse project and to reconsider it in the context of next year's budget. Wayne McCorkle seconded and the motion carried.

D. Board Member

Doug Sullivan discussed his removal from the Board with Jamie Lewis. The Board agreed he should be asked to submit an official letter of resignation if he no longer wants to serve on the Board. The Board can appoint an owner to fill the remainder of the term.

Action Item: Management will send an email to Doug Sullivan regarding this matter on behalf of the Board.

VIII. SET NEXT MEETING DATES

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

IX. ADJOURNMENT

Motion: Wayne McCorkle moved to adjourn at 7:53 p.m. There was no objection and the motion carried.

Approved By: *Jamie Lewis*
Board Member Signature

Date: May 18, 2020