

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

**I. CALL TO ORDER**

The Woodbridge Condominium Association Board of Managers Meeting was called to order by Jamie Lewis at 6:03 p.m. via videoconference

Board Members Participating Were:

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

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

John Cona of Cona Engineering was a guest on the call.

Representing Basic Property Management were Gary 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 MEETING MINUTES**

**Motion:** Bill McCall moved to approve the May 5, 2020 Board Meeting minutes as presented. Wayne McCorkle seconded and the motion carried.

**Motion:** Wayne McCorkle moved to approve the June 4, 2020 Board Meeting minutes as presented. Kris Ann Knish seconded and the motion carried.

**III. ENGINEERING REPORT**

John Cona said he performed two site visits. He reviewed his report:

1. Drawing Review – He reviewed all available drawings in the Clubhouse.
2. Roof Insulation – He observed 12” of insulation in two locations in the East building through the roof hatches, which is typical in Summit County, but some areas had no venting or airflow. He did not recommend any changes unless there is a problem. He will check the attic space above Kris Ann’s unit the next time he is on site. There is a damaged gable vent on the east building.
3. West Building River Side – The posts for the lower deck have double blocking that is not tied in to the deck joists, which affects the stability of the deck post. The blocking should be tied in to the deck joists in all locations.
4. Sloped Roofs – All units have a different solution. The best solution includes a drip edge over flashing that covers the fascia and extends over the shingles. The gaps on the ends of the drip edge should be well sealed. Any flashing not in this configuration should be modified.
5. Decks – The third level decks are open and water passes through the deck boards. The second level decks are sealed by a flat roof membrane since there is living space underneath.
6. Handrails – All outside handrail corners should be attached with Simpson A21Z angle brackets and screws as a safety improvement.

7. Steel Posts – Some of the steel posts supporting the decks are missing the connector bolts.
8. East Building Railing – The 4” x 4” wood posts are toenailed. They should be attached to the joist above with a galvanized strap. Connect the ends of the handrails to the building with angle brackets.
9. East Building Roof Overhang – Add Simpson joist hangers to both ends of the roof joists, 4” x 4” support posts to first and second level decks to carry some of the load and box in the support posts to the deck joist framing to ensure secure attachment.
10. West Building Stair Tower – Some of the deck boards have rotted due to moisture from the plywood. The plywood should be removed when the deck boards are replaced. The mid-spa wooden post needs to be bolted to the vertical steel post since the concrete supporting post is split. The mid-span 4” x 4” wood post needs to be supported by a new 12” concrete caisson 4” above grade and at least 42” below freeze line. The base of the wood stringers should have steel supports to provide a 1” gap at the concrete to prevent deterioration. The top of the steel post should be capped. The upper handrail should be reinforced and attached with a bolt to the steel railing. The upper stair platform brace support is pulling away from the building. The existing brace should be removed and a new pressure treated lumber brace attached with lag bolts to the header over the window.
11. Trash Enclosure – The goals are a lockable entry for the garbage truck, a lockable man door, bear entry protection and a deterrent to disposal of large items. The proposed solution is to change the configuration to accommodate two 6-yard left side entry bins, pour a new 4” reinforced concrete slab on the right side at the same level as the slab on the left, remove the center wall and add a new 6” x 6” column tied to the existing header for gate support, widen the right side gate on the left opening by about 20”, move the concrete bollard closest to the building to allow for a concrete entry pad and lockable man door, frame out the front and left sides of the enclosure with plywood to match the rear with a 2’ gap at the front above the gates for airflow and re-use the existing gates as is with the widening. There would need to be some other structural changes to support a roll-up door. He will check on the requirements for airflow.

Bill McCall asked what the three highest priority projects would be. John Cona felt the brackets on the handrails were the most critical, followed by the B Building stairwell knee brace and mid-span posts.

Jamie Lewis asked for a contractor recommendation. John Cona knows some contractors who could do this work. He could write an RFP for Phase 1.

He noted that he did not address the flat roofs or retaining walls.

The Board will discuss the proposal by email.

#### **IV. FINANCIAL REPORT**

Gary Nicholds reported that as of June 30, 2020, the Operating cash balance was \$115,994 and the Reserve cash balance was \$144,024 for a total cash balance of \$260,019.

The P&L reflected a \$9,540 Operating surplus and an \$8,825 Reserve surplus for total surplus of \$18,365. The budget projected a deficit.

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

## V. MANAGEMENT REPORT

Jason Blarjeske reviewed the following:

1. The Clubhouse cleaning schedule is back on track on Mondays and Fridays.
2. The Clubhouse code has been changed.
3. The Maintenance Office has been cleaned out and organized.
4. COVID-19 signs have been posted around the property.
5. The Clubhouse bathroom has been cleaned and locked.
6. The boulders along the rock wall were placed back on top of the wall.
7. The sagging west building gas line was shored up.
8. Mountain Pest control will start blocking the woodpecker holes and install deterrents.
9. Dominguez will start the painting project next week. The boom lift will be dropped off at the property on Friday. Jason will meet them on site to review the scope of work. They will also paint the garage walls. The unit numbers for the parking spaces will need to be re-stenciled.
10. The garages were power washed.
11. The parking lots were crack sealed.

## VI. UNIT ISSUES

### A. *Unit 213*

The owner did not replace the back balcony door by the June 1<sup>st</sup> deadline. The owner indicated he lost his job because of COVID-19. A letter was sent with an extension to the end of August. The owner responded and raised some other issues. Another Board response was sent indicating that the other issues have been addressed. Bill McCall said there should be a requirement for correcting the problem before the unit can be sold. Jamie Lewis said the vehicle for enforcement would be filing a lien.

### B. *Unit 107*

The Board discussed a legal issue related to this owner.

**Action Item:** Gary Nicholds will consult with the attorney regarding the options.

### C. *Unit 111*

The owner noticed water pooling in the track of their sliding door after a rainstorm. Jason Blarjeske asked them to give permission to enter the unit so he could conduct a water test with a hose but they did not respond. The water appears to be coming from the deck above. The modifications recommended in the engineering report may resolve the problem.

