

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
November 3, 2020**

I. CALL TO ORDER

The Woodbridge Condominium Association Board of Managers Meeting was called to order by Jamie Lewis at 6:04 p.m. via videoconference

Board Members Participating Were:

Jamie Lewis, President, #301
Bill McCall, #106

Kris Ann Knish, #208

Owners Betsy Brace (#105/#302), Brian Curtis (#213), Jason Wood and Meredith Long (#303) were guests at the meeting. Paul Sakiewicz joined at 6:55 p.m.

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

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

With three Board members participating, a quorum was confirmed.

II. APPROVAL OF PREVIOUS MEETING MINUTES

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

III. ENGINEERING REPORT

John Cona reviewed Reports 2 and 3:

1. Unit 111 Roof Over Sliding Door – The owner reported a leak problem. John Cona inspected the area and observed gaps in the flashing over the door. His recommendation is to remove the upper deck railing and fascia board, rework the flashing, rework the edge of the upper deck to create a good seal and to add 15” of flashing under the drip edge. All gaps should be caulked. He assumes the EPDM is in good condition but he could not evaluate it because it is covered by a rubber mat. If the EPDM is not in good condition, it should be replaced. Jason Wood will check the area for leaking this weekend after the snowfall and provide a description or photos.
2. Retaining Walls – The walls are 6” x 6” wood timbers with deadman tiebacks holding the walls in position. The freeze/thaw cycle has shifted the timbers and all the walls are bowing. He did not observe any rot on the front side of the timbers but could not see the inside surface. Option 1 is to removal the timbers, soil and landscaping and install large rocks or concrete parking blocks anchored to the asphalt. The steel post will require some shoring. Option 2 is to remove the soil and landscaping behind the timbers, straighten them, remove the top two rows of timbers, drill 2” holes in the bottom row for drainage and cover with steel mesh, add 12” of rock alternating with 12” of compacted soil that is finished at a grade height of 12” below the top of the timber wall,

install angle brackets anchored to the concrete silo wall at each end of walls #2 and #3 and bolt each timber.

Bill McCall noted that the drainage could cause ice on the driveway. Replacing the landscaping in the planter bed with xeriscaping could resolve this issue.

3. Second Floor Walkway on West Building – The floor surface is uneven and the sheathing is bulging at the joints. He recommended taking the surface down to the concrete under the membrane. The surface should be sloped away from the building. The 4' wall should be replaced with an open railing with heat trace gutter to provide drainage to existing downspout. The railing would allow for snow removal. The enclosed area by the north end stair tower needs to be evaluated.

IV. OWNER COMMENTS

Meredith Long requested clarification about the Board election and Officer positions. Jamie Lewis said this would be addressed later during the meeting. Meredith stated that she was interested in running for the Board. She said she would like to replace her French doors with a sliding glass door. She noted that there was a lack of uniformity in window replacements and enforcement of the rules was not consistent. She is aware of some other owners who would like to install sliding doors and suggested a vote at the Annual Meeting or a survey of the owners.

Brian Curtis has installed a sliding door to his deck and the Board has asked him to replace it with French doors. He would like to an owner vote or survey.

V. FINANCIAL REPORT

Gary Nicholds reported that as of September 30, 2020, the Operating cash balance was \$77,348 and the Reserve cash balance was \$144,078 for a total cash balance of \$221,425.

The P&L reflected a \$19,876 Operating surplus and an \$44,523 Reserve deficit for a combined \$24,647 net deficit. The painting project expense was \$56,400 and there is about \$36,000 budgeted for painting this coming year.

VI. MANAGEMENT REPORT

Jason Blarjeske reviewed the following:

1. The contract was executed with Bobby Cat for snow removal with a 3" snowfall trigger.
2. The heat tape and closet heaters have been turned on.
3. The garage door on the 400 building has been closed and is operational for the winter.
4. Installed snow fence by #113 and added more length in an effort to move the snowdrift away from the walkway.
5. Some bikes were stolen from the 400 building garage in September. Notice was sent to the membership.
6. Trimmed trees, pulled weeds, spread mulch, secured walkway boards and secured railings on the 400 building and cleared the gutter on the 450 building.
7. Remounted loose light exterior light fixtures.
8. Allied Security performed the annual inspection and the system passed.
9. The trash enclosure, signs and timbers were painted.
10. Tolin Mechanical did preventative maintenance and cleaned the boilers.

VII. RATIFY EMAIL VOTES TAKEN DURING THE LAST QUARTER

The Board approved the Tolin Mechanical proposal for boiler system controls to improve efficiency and save energy by email.

Motion: Bill McCall moved to ratify the email vote. Kris Ann Knish seconded and the motion carried.

VIII. UNIT ISSUES

A. *Unit 213 Back Balcony Door*

Jamie Lewis reviewed the history of the unit modifications. The new owner Brian Curtis contacted BPM about replacing the windows, which was done and the front door was replaced a few years later. About one year ago, Brian replaced the back balcony French doors with a slider without Board authorization. This was discovered because the contractor left the old doors at the dumpster. It was then determined that there was a storage shed on the deck, which resulted in a warning letter for the unapproved doors and violation for the storage shed with a deadline for removal, which was not met. A third violation and a fine were issued for the shed. The shed was removed two weeks later and the fine was waived. The deadline for replacing the door was June 1, 2020 but this deadline was not met. Brian was asked to send proof of replacement. He responded that he had painted the white door trim brown to match the building. He indicated he was impacted by a COVID work layoff and the deadline was extended to August 31, 2020 but this deadline was not met. A fourth violation letter with a fine was sent October 30, 2020. Brian was informed that if the door is not replaced by November 15, 2020 and a tolling agreement has not been signed, the Association will file a lawsuit to have the door replaced.

Brian Curtis said he responded to the most recent fine with a request to bring this matter to an owner vote at the Annual Meeting in January. He has learned that the units above and below him have sliding doors so he does not believe the Board argument for consistency is valid. He acknowledged that he was in violation for not requesting Board approval prior to the work. He feels he is in compliance with the rule regarding matching the scheme of the complex. A new rule added the requirement for the style of doors and windows, but it was not in place when he made the replacement. He maintains that the sliding door is not out of compliance with the look and feel of the complex and he should be grandfathered under the old rules. He believes the threat of a lawsuit is unnecessary and will be an owner expense. He would like an owner discussion and if the other owners vote against sliders, he will replace it with French doors.

Jamie Lewis clarified that the fine was for the storage shed, not the door. The first violation letter was for the door, the second was for the shed, the third was for still having the shed and the fine was waived. The fourth violation letter was for the door not being changed.

Jamie said the Board was not aware of the other units having sliders. The statute of limitations may limit options for action. There is no record of any owner requests in any

minutes going back to. The rule that was broken was the lack of approval, which was in place in 2019 and the issue is the style of the door.

Jamie Lewis said the Board is elected by the membership and their decisions are protected. The Board has a fiduciary duty to the membership to ensure their money is spent for the good of the owners. The Board does not have to take decision making to the membership as this could result in liability for the Board. In conclusion, the Board will not abdicate this decision to the membership. Previous Boards did not evaluate replacement windows and doors and it appears some owners made replacements without Board approval. This Board is working to minimize any non-conforming window replacements and can only move forward by creating standards owners understand. Brian Curtis asked why owner input was solicited regarding the pet and smoking policies. Jamie explained that surveys were conducted to see if there was enough interest to start the process of amending the Declarations, which would be required to change the pet restrictions. The Board has the ability to create rules and regulations for all common areas. Brian said he would be available for further discussions about mediation, binding arbitration or some other compromise. Jamie said if the tolling agreement is not signed, a lawsuit will be filed.

B. Unit 104 Camper in Parking Lot

The unit owner was sent a friendly reminder that campers are not allowed in the lot. A reminder is not required but was instituted by the Board to provide owner education.

C. Unit 107 After Hours Use of Clubhouse & Laundry Room Guidelines Violation

A first violation was sent for after-hours use of the facilities.

IX. OLD BUSINESS

A. Infrastructure

Jamie Lewis recommended all items in the first report be addressed. The Board decided against any infrastructure changes to the trash/recycling enclosures. The infrastructure changes to the West building over #111 should be added to the scope. John Cona will be asked to draft RFPs for those issues.

B. Paint 1st Floor West Doors with Restor-A-Finish

This project will be added to the yearly project list.

Action Item: BPM will send a reminder to the owner of #112 about painting their door.

X. NEW BUSINESS

A. Unit 302 Sale & Board Members

Wayne McCorkle's unit has sold. He was thanked for his years of service on the Board. The Bylaws specify three to five Board members. The Board made the decision not to appoint a replacement.

B. *RFP for Structural Issues Identified in Reports 1, 2 and/or 3*
This agenda item was discussed earlier during the meeting.

C. *Rules & Regulations Revisions for 2021*
Discussion of this agenda item was tabled.

D. *Gas Shut Off Valves for Boilers and Other Gas Lines*
The shut off valves are inside all the mechanical rooms. Ideally, they should be outside of the room in case there is a fire or other emergency. The valves should be inside a glass box to prevent tampering.

Motion: Bill McCall moved to have BPM obtain a bid for gas shut off valves for outside the boiler rooms in a glass case and if the cost is less than \$2,000, to proceed with the work. Kris Ann Knish seconded and the motion carried.

E. *2021 Budget With & Without Hot Tub Cost*
Two scenarios were drafted, both with dues increases. The Town has changed some of the rules related to hot tub permitting and if the hot tub is replaced, it will have to be commercial grade at an estimated cost of \$75,000. Jason Blarjeske said the hot tub vendors believe it would be possible to replace the mechanical elements in the existing tub if the shell is structurally sound at an estimated cost of \$35,000. The other option would be to remove the hot tub and not replace it. Kris Ann Knish suggested tabling this project until the Clubhouse remodel moves forward.

Jamie Lewis reviewed how the dues are allocated, which is by square footage per the Declarations. Bill McCall suggested proposing the budget with the hot tub expense built in but to present the owners with the option for a one-time assessment. Based on the attorney's opinion, a Special Assessment would probably be levied based on square footage. Paul Sakiewicz confirmed that the last Special Assessment was allocated based on square footage. He was in favor of refurbishing the hot tub and waiting to replace it until funds have been accumulated instead of levying a Special Assessment.

Meredith Lane requested that multiple years of the dues allocation spreadsheet be made available to all owners.

Motion: Bill McCall moved to present the 2021 Budget with inclusion of the hot tub expense, with an explanation of the other options, which are a dues increase with no hot tub replacement or a Special Assessment of approximately \$100,000 for hot tub replacement. Kris Ann Knish seconded and the motion carried.

F. *Virtual Annual Meeting*

Motion: Kris Ann Knish moved to hold the Annual Meeting virtually. The motion was seconded and carried.

Jamie Lewis suggested emailing the membership to solicit a volunteer to help facilitate the virtual meeting.

In response to Meredith Long's questions earlier during the meeting related to the Board election, Jamie Lewis explained that Board members are elected for two-year terms. Three Board members are elected in odd years and the others are elected in even years. Jamie and Kris Ann Knish were elected last year. Bill McCall will be up for re-election and there will be two vacant seats with two-year terms. The Board elects the Officer positions annually.

Meredith Long stated that she has had some ongoing issues with BPM and the Board members. She asked if the ballots and proxies will be available for owners to view. Gary Nicholds said owners can make an appointment to review all ballots after the meeting. She requested a non-partisan observer be present for tallying the ballots and proxies. Gary Nicholds said there has always been 2 homeowners who help count ballots at the annual meetings. Since the 2021 Annual meeting will be by Zoom, a different procedure will be used.

XI. NEXT MEETING DATE

The Annual Meeting will be held on January 23, 2021 The 2021 Board meetings will be Tuesday, February 2nd, May 4th, August 3rd and November 2nd.

XII. ADJOURNMENT

Motion: Bill McCall moved to adjourn at 9:02 p.m. Jamie Lewis seconded and the motion carried.

Approved By: Jamie Lewis Date: 12.12.20
Board Member Signature