

**WOODBIDGE INN CONDOMINIUM ASSOCIATION  
SPECIAL BOARD OF MANAGERS MEETING  
December 21, 2020**

**I. CALL TO ORDER**

The Woodbridge Condominium Association Special Board of Managers Meeting was called to order by Jamie Lewis at 3:09 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) and Meredith Long (#303) were guests at the meeting.

Owners Craig Bybee, Jason Wood and Bruce Lumsden requested the meeting link but did not join the videoconference.

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.

Jamie Lewis reviewed the procedural information for Board Meetings, including a disclaimer prohibiting recording of any Zoom meetings.

**II. UNIT ISSUES**

*A. Unit 213: Back Balcony Door Replacement, Violations of Trash on Deck & Trailer Parked in Parking Lot*

Brian Curtis was thanked for signing the tolling agreement to allow more time for review of the back balcony door violation.

**Motion:** As a result of consultation with the attorney, Bill McCall moved to flag the #213 account regarding the current balcony door Covenant violation for the purpose of including the information in any status letter that is requested for the future sale of the unit and to add that there is a tolling agreement with this owner. Kris Ann Knish seconded and the motion carried unanimously.

Jamie Lewis reviewed two other violations. The first involved construction debris and equipment on the walkway in front of #213, which blocked the drain for the walkway. The second involved parking of a construction trailer in the parking lot several days and nights in early December. The trailer was moved on December 17, 2020.

The Board agreed to send two violation warnings to the owner of #213 regarding the debris (Rule #12) and trailer parking (Rule #6). No fine will be issued with these first

warnings. It was clarified that owners are responsible for their contractor's behavior and any violations or fines incurred.

### III. OLD BUSINESS

#### A. 2021 Budget

Since the last meeting, the Board learned that there are additional rules and regulations related to the hot tub and the motion to approve the budget needs to be modified. The dues need to be raised based on the age of the building, hot water and heating problems, the stairwells and railing safety. The increase to Operating dues will provide funding to cover operating expenses, and Reserve funding to pay for infrastructure projects and to maintain a balance of at least \$70,000. There has not been a dues increase in ten years.

**Motion:** Bill McCall moved to amend the previously adopted motion to present the 2021 Budget with an increase to dues to cover operating costs and future infrastructure needs such as, but not limited to: deck resurfacing, stairways, siding, retaining walls, building structural components, boiler upgrades, water heater replacement in both buildings and the hot tub. Kris Ann Knish seconded and the motion carried.

#### B. Rules and Regulations & Code of Conduct

The Rules and Regulations were revised to address construction trailers, allowable construction hours and exterior changes. There was a suggestion to add a disclaimer that owners are responsible for the actions of their contractors.

**Motion:** Kris Ann Knish moved to accept the revised Rules and Regulations. Bill McCall seconded and the motion carried.

#### C. Structure of Board Duties

The Board has developed a Board Code of Conduct that will be effective starting in 2021. All Board members will be required to sign the document. Jamie Lewis drafted a schedule of Board duties.

### IV. ADJOURNMENT

**Motion:** Kris Ann Knish moved to adjourn at 3:46 p.m. Bill McCall seconded and the motion carried.

Approved By: Jamie Lewis Date: 12/23/20  
Board Member Signature