

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
January 25, 2021**

I. CALL TO ORDER

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

Board Members Participating Were:

Jamie Lewis

Bill McCall

Paul Sakiewicz

Kris Ann Knish

Jason Wood

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

With five Board members participating, a quorum was confirmed.

II. NEW BUSINESS

A. Code of Conduct for Board Members

Action Item: All Board members will sign the Code of Conduct and return the document to Jamie Lewis.

B. Discussion of Board Duties

Jamie Lewis provided a list of suggested duties for each of the Officers and Members at Large.

C. Elect Officers

Motion: Paul Sakiewicz moved to elect Jamie Lewis – President, Bill McCall – Vice President, Paul Sakiewicz – Treasurer, Kris Ann Knish – Secretary and Jason Wood – Member at Large. Bill McCall seconded and the motion carried.

Jason Wood agreed to be the short-term rental liaison.

D. Website

The website has an email that owners can use to contact Board members. All emails sent through this address will be distributed to all five Board members.

It is recommended that Board members use an email address for Association business that is different from their personal email. Jamie Lewis will be setting up a Google group and will forward the log-in information to all Board members.

III. NEXT BOARD MEETINGS

The next Board Meetings will be held on February 9, 2021, May 3, 2021, August 3, 2021 and November 2, 2021. Additional meetings can be scheduled with at least five days advance notice. The next Annual Meeting will be held on January 22, 2022.

IV. ADJOURNMENT

Motion: Kris Ann Knish moved to adjourn at 6:36 p.m. Bill McCall seconded and the motion carried.

Approved By: _____ *Jamie Lewis* _____ Date: _____ 1/26/21 _____
Board Member Signature