

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION  
BOARD OF MANAGERS MEETING  
February 9, 2021**

**I. CALL TO ORDER**

The Woodbridge Condominium Association Board of Managers Meeting was called to order by Jamie Lewis at 6:00 p.m. via videoconference

Board Members Participating Were:

Jamie Lewis, President	Bill McCall, Vice President
Paul Sakiewicz, Treasurer	Kris Ann Knish, Secretary
Jason Wood, Director	

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

With five Board members participating, a quorum was confirmed.

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

**Motion:** Paul Sakiewicz moved to approve the December 21, 2020 and January 24, 2021 Board Meeting minutes as presented. Kris Ann Knish seconded and the motion carried.

**III. OWNER COMMENTS**

There were no owner comments.

**IV. FINANCIAL REPORT**

Gary Nicholds reported that as of January 31, 2021, the Total Checking/Savings balance was \$227,611 and Total Assets were \$236,243.

**V. MANAGEMENT REPORT**

Jason Blarjeske reviewed the following:

1. Unit 313 has trim and siding issues on the back side. He and Eric Nicholds will try to get in the unit tomorrow to make repairs using foam and caulking.
2. Unit 314 has a small leak in the skylight. Paul Sakiewicz said the roof was replaced recently and the roofer should be responsible for the repairs and all costs. They should also be asked to determine if there is snow buildup on the right side of the building. If Primestar was the contractor, it may be difficult to get them do the work. There may be other skylights that are leaking. Jamie Lewis noted that the water may be due to condensation from the air space rather than a leak.  
**Action Item:** BPM will have a roofer look at the caulking.
3. Ice chipping and snow shoveling is being done as needed.

## VI. UNIT ISSUES

### A. *Unit 107 Dog and Noise*

A friendly reminder was sent to the owner about the tenant's dog being off leash. There have also been problems with loud music in the unit. If the loud music occurs during the day, it will be a neighbor to neighbor issue, but warnings and violations can be issued after 10:00 p.m.

**Action Item:** BPM will send another reminder to the unit owner.

### B. *Unit 307 Dog Issues*

There have been two tenants with dogs off leash that were urinating on the building. The owner was issued a violation. The unit owner responded immediately and talked to the tenant. The owner would like this violation struck from the record.

**Action Item:** BPM will direct the owner to respond in writing.

## VII. OLD BUSINESS

### A. *Unit 213 Back Balcony Doors*

Jamie Lewis reviewed the timeline for the incidents. The owner has not yet replaced the non-conforming doors as required. The owner has signed a tolling agreement extending the deadline to November 2021. There was discussion about allowing the owner to keep the non-conforming doors given the cost to pursue legal action and the existing precedent of non-conforming doors in another unit on the upper floor. There is a \$1,000 fine pending, which the owner has indicated he is willing to pay. The funds could be used for work in the complex. The Board discussed allowing sliding doors in the future, if the appearance is substantially the same, since they increase the usable square footage inside the unit and reduce drafts. No decision was made about future door designs.

**Motion:** Paul Sakiewicz moved to waive the requirement for door replacement and to enforce the \$1,000 fine, with the funds to be used for capital improvements. Jason Wood seconded and the motion carried unanimously.

### B. *RFP for Engineering Work*

Jamie Lewis reviewed the list of projects in the RFP:

1. Roof above sliding doors Unit #111.
2. Handrail reinforcement.
3. Missing structural bolts.
4. East building overhang roof.
5. West building stair platform.

An additional project that should be added to the the RFP is the weatherproofing around Unit 313 on the backside of the building. Similar structures on other units should also be evaluated for the same weatherproofing repair. .

**Motion:** Paul Sakiewicz moved to proceed with the RFP with the addition of the two other projects as discussed. Kris Ann Knish seconded and the motion carried.

C. *Division of Board Duties*

Jamie Lewis reviewed the proposed list of task assignments and Officer appointments. Meredith Long has volunteered to write a newsletter.

**VIII. NEW BUSINESS**

A. *Parking & Dumping Issues – Order Signs for Trash Enclosure*

There have been problems with unauthorized dumping. There was a suggestion to add a sign “No Public Dumping \$500 Fine” on the outside of the enclosure.

**Action Item:** Bill McCall will work with BPM to draft language for the signs.

B. *Welcome Packet*

Bill McCall suggested contacting Betsy Brace to work on this with BPM, since she had volunteered to help with projects.

C. *Dog Issues*

This agenda item was discussed under Unit Issues.

D. *Email Addresses for Board & Respond to Email Topics Individually*

The Board members confirmed that they are receiving the emails through the Association email address.

E. *Google Groups Email for Homeowner*

Jamie Lewis has created a Google group for all owners. This group will allow the Board to send email to all owners.

F. *Fire Department Inspection for Wildfire Mitigation Suggestions*

Kris Ann Knish left a message for the Fire Department but has not heard back.

G. *Square Footage for Dues Allocation Discussion*

There was a question at the Annual Meeting about how the dues are allocated. The allocation table was distributed to all owners. One owner noticed a discrepancy between the Woodbridge figures and the County information. It is being investigated.

**Action Item:** Jamie Lewis and Paul Sakiewicz will review the square footage data for all units.

**IX. NEXT MEETING DATE**

The next Board Meeting will be May 4, 2021 at 6:00 p.m.

**X. ADJOURNMENT**

**Motion:** Paul Sakiewicz moved to adjourn at 7:38 p.m. Bill McCall seconded and the motion carried.

Approved By:     Jamie Lewis     Date:     3/4/21    

Board Member Signature