

Woodbridge Inn Homeowner's Association Annual Meeting 2021 Agenda

1. Role Call/Certifying proxies
2. Proof of Notice/Quorum
3. Zoom meeting procedures
4. Approval of the 2020 Annual meeting minutes
5. Board Comments and Topics
6. Financial report – ratification of the budget
7. Old business
8. New Business
9. Management Report
10. Owner's comments
11. Instructions for Election of Managers by secret email ballot
12. Date of next annual meeting – January 22, 2022
13. Adjournment

1. Role Call/Certifying proxies

2. Proof of Notice/Quorum

3. Zoom meeting procedures

DISCLAIMER for recording this Zoom meeting

Surveillance and privacy laws place an onus on anyone who wants to record a meeting to seek the informed consent of the participants. Neither Basic Property Management nor the Woodbridge Board of Managers consents for recordings of this meeting to be made in any form. Video or audio recording (including taping, recording, photographing, screen capture and other methods of capture) by participants is prohibited.

3. Zoom meeting procedures

1. Homeowners will be muted by the meeting host except for the comment period or for questions. Homeowner comments may appear in the meeting minutes.
2. If you have questions specific to your unit, email BPM/Board of Managers. This meeting is not the time to discuss specific unit problems.
3. No person will be permitted to speak for more than two (2) minutes on any subject.
4. No subject shall be discussed more than fifteen (15) minutes.
5. Votes will be held by asking for the “nays”
6. Anyone can make motions or second them by raising your hand. Meeting host will unmute you.
7. When you are unmuted, state your name and your unit before speaking

4. Approval of 2020 Annual meeting minutes

5. Board Comments and Topics

1. Communicating with homeowners through Email – Google Groups
2. COVID Issues
3. County Challenges
4. Board fiduciary duties
5. Guest/contractor behavior is owner responsibility
6. What to do if you see a violation – friendly reminders
7. Amenities that homeowners want
8. Rules and Regulations updates
9. Property values are tied to maintenance of grounds and buildings

6. Financial Report

- 2020 Financial Report
- 2021 Budget

2021 Dues increase

There has not been a dues increase in 10 years

Due Increase will cover:

Operating Costs increases

Infrastructure repairs and replacements

- Deck resurfacing
- Stairways
- Siding
- Retaining walls
- Structural components
- Boiler upgrades
- Hot water heater replacements
- Hot tub and Clubhouse
- Upgrades to Trash/recycling shed

Maintain emergency fund of at least \$90,000

Dues take affect March 1, 2021

7. Old Business

- Pet Violations
- Smoking – Tobacco and marijuana
- Parking Issues
- Engineering Report

8. New Business

- Security issues with dumpsters and garages
- Hot tub and Clubhouse projects



9. Management Report

2020: Completed projects

- Cracks in parking lot sealed
- Garage cleaned and painted
- Fire suppression system inspection
- Buildings painted
- Negotiated a maintenance contract for boilers
- Heat tape added to back of 450 building
- Mountain Pest Control – woodpeckers
- Emergency shut of stations for boilers
- Water backflows flushed
- Tree removals and trim bushes
- Trash issues throughout county from increased visitors – BPM took load to dump

2021: Planned

- Parking lot maintenance
- Infrastructure repairs and replacements
- Fire system inspections



10. Owner's Comments



Ground Rules

Two minutes per comment period

Yield floor when time is called

State the topic of your comment

Stick with facts, leave out emotion

Be courteous and professional

No individual unit issues will be discussed

11. Election of Managers

Woodbridge Board of Managers

5 member board

- 3 positions expire in odd years
- 2 positions expire in even years

3 board members will be elected by secret email ballot in 2021

We have 5 nominees, all will have an opportunity to speak.

Election Instructions

**Ballots must be returned by 11:59 PM MT
on January 23, 2021**

- Look for an email with the subject "Woodbridge Election Ballot"
- Download the ballot attachment in the email and mark your candidate choice(s)
- Save the ballot (do not use your name in the file)
- Click REPLY and attach the ballot
- Click SEND
- Only **one** ballot from each unit will be counted. If more than one is sent, the first one received will be counted.

Return ballot by MIDNIGHT January 23

Ballot Counting

1. Sunday morning BPM staff and 1 homeowner will meet at BPM to count ballots.
2. BPM will open the emails, and print the ballot directly.
3. The ballots will be counted by the BPM staff and the homeowner.
4. Woodbridge has 31 homeowners: 16 ballots constitute a quorum and are needed to for elections to be valid.
5. Assuming a quorum is reached, the new board will meet on Monday, January 25th at 6:00 PM by Zoom to elect Officers.
6. Results will be emailed to all home owners after officers are elected.

Do we have any homeowners who would like to volunteer to count ballots at BPM Sunday morning? We will pick one name from a hat.

12. Date of next annual meeting

Saturday, January 22, 2022, 2:00 PM MT

| 2022 JANUARY | | | | | | |
|--------------|--------|---------|-----------|----------|--------|-----------|
| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 HOA |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

13. Adjournment

