

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
May 4, 2021**

I. CALL TO ORDER

The Woodbridge Inn Condominium Association Board of Managers Meeting was called to order by Jamie Lewis at 6:06 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	

Owners Carrie Goodson & Juan Escobar (206) and Meredith Long (303) were guests at the meeting.

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: Bill McCall moved to approve the February 9, 2021 Board Meeting minutes as presented. Kris Ann Knish seconded and the motion carried.

III. OWNER COMMENTS

Carrie Goodson will email some questions to the Board.

Meredith Long commented that she did not receive the meeting invite. She stated that some owners are interested in installing sliding doors and windows. She plans to submit a proposal by the end of the week. She asked the Board to be aware that painting the frames of any new windows would void the warranty. She requested a copy of the spreadsheet with the dues allocation including details of the dues and cable expenses. She volunteered to help with drafting a newsletter. Jamie Lewis asked her to clarify in writing the information she is seeking.

IV. FINANCIAL REPORT

Gary Nicholds reported that as of March 31, 2021, Operating Cash was \$104,731, Reserve Cash was \$144,185 and Total Checking/Savings was \$248,916. The Operating surplus was \$438 and the Reserve surplus was \$10,791 for a total surplus of \$11,229.

Motion: Paul Sakiewicz moved to approve the financial report. Bill McCall seconded and the motion carried.

V. MANAGEMENT REPORT

Jason Blarjeske reviewed highlights of the written report:

1. Temporary repairs were made to the trim on Units 213/313.

2. No further leaks have been reported for the Unit 314 skylight. All skylights in both buildings will be inspected this summer. The Board approved the repairs to the Unit 314 skylight and inspection of all skylights at a cost not to exceed \$3,000 without Board approval.
3. The Unit 307 skylight was vibrating during heavy wind. BPM checked it from the inside and did not find any concerns.

VI. UNIT ISSUES

- A. *Unit 207 Unregistered, non-operable truck parked in lot for five days/dumping trash*
The unit owner was notified of the issue. The vehicle belonged to a contractor associated with the unit and it was moved.

VII. OLD BUSINESS

- A. *Square Footage for Dues Calculations*
An owner raised a question about the recorded square footage for their unit. It differs from the number used by the Association. Jamie Lewis did an extensive analysis of the different square footages that are listed in various places. Some figures match but others are higher or lower.

The options are to do nothing and leave the assessments as is or to hire a surveyor to measure all the units at a considerable cost, update the chart based on the results and recalculate the dues with no retroactive refunds or catch-up payments.

There was agreement that the reason for the differences should be determined and corrections made if necessary. Gary Nicholds estimated the cost for a surveyor to measure all units would be several thousand dollars. The Summit County requirements for changing the measurements in their records need to be confirmed and the attorney should be consulted.

Action Item: Bill McCall volunteered to get a bid for a survey and communicate with the owners about the plan.

- B. *RFP for Engineering Work Updated with Second Floor Deck Removal & Replacement*
The RFP was updated to include the removal of the second-floor deck on the West building. It was sent to three engineering companies to submit proposals.
- C. *Fire Department Inspection for Wildfire Mitigation*
Kris Ann Knish met with the Fire Department to review wildfire mitigation. Due to the location by stream, Main Street and canyon and the type of trees around the property, there is some natural mitigation in place. The Fire Department suggestions included pruning back some of the aspen suckers under the decks of the 450 Building, pruning some of the low and dead branches on the larger trees up to 1' above the ground and the juniper bushes on the west side of the 400 Building by the garage door and replacing the mulch with pea gravel. She volunteered to head up the effort and invited interested

owners to participate. The cottonwood on the south side is not of great concern due to the high-water content.

Jamie Lewis said the Board could prohibit smoking in the common areas but there could still be smoking in the units. Based on the responses from a previous survey, there may be enough owner interest to ban smoking everywhere at the property, but this would require an expensive Declarations changes. Smoking on the back decks can only be prohibited when the County is in a Stage 3 fire ban. Enforcement would be difficult and would require proof.

Action Item: Meredith Long volunteered to develop an unbiased survey to determine the owner preferences for allowing or prohibiting smoking of any kind, to gauge the level of support for amending the Declarations, with the goal of pursuing Declaration changes if the survey indicates enough interest. Jason Wood and Kris Ann Knish offered to help with the Declarations changes.

D. Woodbridge Communications

- BPM: individual email addresses for staff members sent to homeowners in Welcome Package, also on the BPM website.
- Board of Managers: woodbridge_managers@woodbridgeinn.org is on the website
- Homeowners: woodbridgeinnHOA@googlegroups.com for messaging all homeowners at one time. Messages to this email are moderated.
- BPM and Board: woodbridgemanagers@gmail.com. This is the gmail account that owns the Google Group email list. It is not for routine messaging and will be passed forward to future Board members and BPM staff.

E. Welcome Packet

Jamie Lewis presented suggestions for updates to the Welcome Packet.

F. Dumping Problems

This agenda item was not discussed.

VIII. NEW BUSINESS

There was no New Business.

IX. NEXT MEETING DATE

The next Board Meeting will be held on August 3, 2021 at 6:00 p.m.

X. ADJOURNMENT

Motion: Bill McCall moved to adjourn at 7:36 p.m. Paul Sakiewicz seconded and the motion carried.

Approved By: _____
Board Member Signature

Date: 5/26/21 _____