

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
August 3, 2021**

I. CALL TO ORDER

The Woodbridge Condominium Association Board of Managers Meeting was called to order by Jamie Lewis at 6:05 p.m. via videoconference.

Board Members Participating Were:

Jamie Lewis, President

Paul Sakiewicz, Treasurer

Bill McCall, Vice President

Jason Wood, Director

Owners Chris Brana (113), Meredith Long (303) and Brook Whitfield (112) were guests at the meeting.

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

With four Board members participating, a quorum was confirmed.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Motion: Paul Sakiewicz moved to approve the May 4, 2021 Board Meeting minutes as presented. Bill McCall seconded and the motion carried.

III. OWNER COMMENTS

Chris Buranacommented that there was considerable pooling of water after the recent rainstorms and asked if gutters could be considered.

Action Item: Jason Blarjeske will meet with him on site.

IV. FINANCIAL REPORT

Jason Blarjeske reported that as of June 30, 2021, Operating Cash was \$104,237, Reserve Cash was \$164,028 and Total Checking/Savings was \$268,266. The Operating surplus was \$7,367 and the Reserve surplus was \$29,182 for a total surplus of \$36,549.

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

V. MANAGEMENT REPORT

A. LCI Roofing/Sarah Butler

The roofing work should begin this week. LCI will inspect the skylights and install missing bird deflectors.

B. Tree Removal

Alpine Tree Service will remove the cottonwood tree behind the Clubhouse in about two weeks.

C. *Asphalt Repair*

This is a small job and A-Peak will work it into their schedule when they are working in the area.

D. *Other Projects*

Other projects listed on the management report that were not discussed included tree and bush removal for wildfire mitigation, mowed the grass, pressure washed the garage, preventative maintenance on 400 and 450 Buildings and replacement of the domestic expansion tank in 400 Building.

VI. RATIFY EMAIL VOTES TAKEN DURING THE LAST QUARTER

Motion: Paul Sakiewicz moved to ratify the vote to install “No Smoking Outside at Woodbridge” signs. Bill McCall seconded and the motion carried.

VII. UNIT ISSUES

A. *Unit Leaks*

1. There was a leak from a second floor toilet seal into the lower unit that was quickly resolved between the unit owners.
2. There were some leaks from second floor West balconies resulting from the monsoon rains. Temporary repairs were made.

B. *Garage Storage*

A renter was storing items in their garage parking space. A friendly reminder has been sent to the unit owner. If there is a second occurrence, a first violation warning will be sent.

VIII. OLD BUSINESS

A. *RFP For Infrastructure Work*

Proposals were requested from three contractors and two were submitted. The Board accepted the bid from Empire Works, the contract was reviewed by the Board and the Association attorney and the revised contract was executed by both parties. They are waiting to receive their Town business license and building permits before starting work. Their first area of focus will be the leaks on the back side of the West building.

B. *Welcome Packet*

All forms have been revised for clarity and have been reviewed by the Association attorney. Betsy Grace has volunteered to discuss unit access and contact information with new owners.

C. *Square Footage for Dues Calculations*

Bill McCall will continue to work on this project.

IX. NEW BUSINESS

A. *Second Google Group – RENT WOODBRIDGE*

This group can be used for owners to share unit rental availability. Carrie Goodson and Juan Escobar have volunteered to be the moderators for the group.

B. 2022 Budget

The Board reviewed the 2022 Budget. The formula for Total Repairs needs to be revised to remove the Management Fees line item from the calculation. It was noted that \$1,000 might not be adequate for the Parking Lot line item and the \$40,000 listed for Gutters should be labeled as Boilers.

Kaupas Water, who has been taking care of our current tub for many years, provided an opinion on the hot tub. It is not commercial grade and is getting more use than originally anticipated due to the number of rental units in the building. Replacing the existing hot tub with a larger one would entail \$150,000 - \$200,000 of renovation to the Clubhouse for code compliance and removing a window and/or a wall to get the new tub inside. A short to medium term fix would be to keep the shell, which is in decent condition, and to upgrade the filtration, chemical system, heaters, pumps and add an ultraviolet system to sanitize the water. This option would cost \$15,000 - \$20,000 and the expense could be added to next year's budget since the order time for the parts is 9 – 12 months. There should be a yearly preventative maintenance program, which Kaupas can provide. Other options would be to keep the existing tub until the shell fails or to replace it with a steam shower, which would be less expensive and have fewer code requirements. This matter should be brought to the owners. There was a recommendation to institute a reservation system, which would help with tracking usage. The Board will discuss this concept further. **Action Item:** Paul Sakiewicz will check the budget formulas for accuracy.

C. Parking Rules & Regulations Clarifications

The definitions for campers and water crafts need to be refined. It was agreed that Sprinter vans and vehicles with rooftop tents should be allowed if they fit in the parking spot and they are not occupied or connected to water/power. Owner comments and opinions should be solicited and a straw poll vote could be conducted at the Annual Meeting but ultimately this will be a Board decision.

D. COVID Regulations

Bill McCall noted that the Board should be cognizant of potential changes to masking regulations in the next 60 – 90 days and when planning the Annual Meeting.

IX. NEXT MEETING DATE

The next Board Meeting will be held on November 2, 2021 at 6:00 p.m. The Annual Meeting will be held on January 22, 2022.

X. ADJOURNMENT

Motion: Bill McCall moved to adjourn at 7:30 p.m.

Approved By: Jamie Lewis Date: 10/18/21
Board Member Signature