

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
November 2, 2021**

I. CALL TO ORDER

The Woodbridge Condominium Association Board of Managers Meeting was called to order by Jamie Lewis at 6:12 p.m. via videoconference.

Board Members Participating Were:

Jamie Lewis, President
Bill McCall, Vice President (joined at 6:15 p.m.)
Jason Wood, Director
Kris Ann Knish, Director

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

With three Board members participating, a quorum was confirmed.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Motion: Kris Ann Knish moved to approve the August 3, 2021 Board Meeting minutes as presented. Jason Wood seconded and the motion carried.

III. OWNER COMMENTS

There were no owner comments.

IV. FINANCIAL REPORT

Gary Nicholds reported that as of September 30, 2021, Operating Cash was \$106,799, Reserve Cash was \$186,070 and Total Checking/Savings was \$290,869. The Operating surplus was \$10,853 and the Reserve surplus was \$43,401 for a total surplus of \$54,253.

Motion: Bill McCall moved to approve the financial report. Kris Ann Knish seconded and the motion carried.

V. MANAGEMENT REPORT

A. Signage

Two “High Alpine Environment” signs were installed at the driveway entrance and the walkway from Main Street to the 450 Building.

VI. RATIFY EMAIL VOTES TAKEN DURING THE LAST QUARTER

Motion: Jason Wood moved to ratify the unanimous email vote to accept the proposal to install gutter across the first floor doors of the west building and to install heat tape. Kris Ann Knish seconded and the motion carried.

VII. UNIT ISSUES

- A. *Unit 107 Dogs Off Leash*
An email was sent to the unit owner.

- B. *Unit 207 Contractors Smoking on Deck & Materials Stored on Deck*
Jamie Lewis spoke to the owners and they responded favorably. Kris Ann Knish said there are still materials being left on the deck. She will take a photo tomorrow.

VIII. OLD BUSINESS

- A. *No Smoking Rule/Signs*
The no smoking signs with “Wildfire Ready” at the top are not applicable in the winter and should be replaced with signs without that language.

- B. *Budget 2022*
Jamie Lewis reviewed the changes to the 2022 Budget. There is \$37,000 budgeted in Reserves for the structural engineer, hot tub mechanical upgrade, parking lot and building repair. It may not be necessary to spend the \$5,000 budgeted for the parking lot.
Motion: Bill McCall moved to approve the 2022 Budget as presented. Kris Ann Knish seconded and the motion carried.

- C. *Empire Works Infrastructure Repairs Update*
There is a meeting with the contractor on Friday at 2:00 p.m. at the property. Eric Nicholds said the contractors have not been showing up. Bill McCall said final payment should not be issued until all work is inspected. There was discussion about having them repair the leaking deck only and leave the rest for the spring when another contractor can be hired.

IX. NEW BUSINESS

- A. *Annual Meeting*
The Annual Meeting is scheduled for January 22, 2022 at 9:00 a.m.

- B. *Election of Board Members*
The terms of Jamie Lewis and Kris Ann Knish will expire and both are willing to run for re-election.

IX. NEXT MEETING DATE

The next Board Meeting will be held on February 1, 2022 at 6:00 p.m. Other proposed dates are Tuesday, May 3, August 2 and November 1.

X. ADJOURNMENT

Motion: Kris Ann Knish moved to adjourn at 6:50 p.m. Jason Wood seconded and the motion carried.

Approved By: Jamie Lewis Date: 12/8/21
Board Member Signature