

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
ANNUAL MEETING
January 23, 2021**

I. ROLL CALL/CERTIFYING PROXIES

The Woodbridge Condominium Association Annual Meeting was called to order by Jamie Lewis at 2:09 p.m. via videoconference.

Board Members Present Were:

Jamie Lewis, President, #301
Bill McCall, #106

Kris Ann Knish, #208

Owners Present Were:

Jim Schneider
Marnie & Jeffrey Kondo
Lindsay Galbraith
Andreas Brieke
Brian Curtis
Paige Olson
Kris Burana
Jim Di Marzio

Paul Sakiewicz
Meredith Long
Annette & Brian Wannamaker
Betsy Brace
Tracy Shoopman
Jason & Alice Wood
Bruce & Leeann Lumsden

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

II. PROOF OF NOTICE/QUORUM

With 18 owners participating and five proxies received a quorum was confirmed.

III. APPROVAL OF 2020 ANNUAL MEETING MINUTES

Motion: Paul Sakiewicz moved to approve the January 11, 2020 Annual Meeting minutes as presented. Bill McCall seconded and the motion carried.

IV. BOARD COMMENTS & TOPICS

Jamie Lewis and Kris Ann Knish reviewed the following:

1. Communicating with owners through email – There have been some problems with the BPM email delivery being delayed. The Board is looking into establishing a Google group.
2. COVID issues – The Board is following County public health orders. The Association is not going to become involved in compliance with the short term rental ordinances issued by the County. Information is available on the County website.
3. County Challenges - The County has been very busy and resources are tapped out. Owners should be sure to educate their guests and renters of the property and County rules.
4. Board Fiduciary Duties – The Association is controlled by the Board of Managers, which makes decisions on behalf of the corporation and act in the corporation's best interest. The Board cannot abdicate their decision making responsibility to the owners as this could result in liability issues.
5. Guest/contractor behavior is owner responsibility – The Rules and Regulations are available on the website and should be posted in rental units.

6. What to do if you see a violation – Owners can try to provide friendly reminders to violators, if they are comfortable with this approach. Alternatively, owners can report incidents to the Board and are asked to provide information regarding the date, time, location, unit number and photos of the violation if possible.
7. Amenities that homeowners want – The Board is always open to suggestions and encourages owners to submit written proposals that include estimated costs, maintenance requirements and other potential ramifications.
8. Rules and Regulations updates – The Rules and Regulations are updated by the Board at the end of each year as needed.
9. Property values are tied to maintenance of grounds and buildings – If dues are not raised, some services will have to be eliminated, such as additional trash pickups, frequency of plowing and shoveling or touch-up painting.

V. FINANCIAL REPORT & RATIFICATION OF THE BUDGET

A. *Year-End Financial Report as of 12/31/20*

Gary Nicholds reported that the Operating Cash balance was \$86,858, the Reserve Cash balance was \$145,498 and Total Cash was \$232,356.

The year-end net Operating surplus was \$24,913 and the Reserve deficit was \$34,056 for a combined deficit of \$9,143. There were some unanticipated expenses related to plumbing and heating.

Owner requests included an explanation of where the allocations for units that do not share in all expenses are included in the financial report and distribution of the current dues allocation spreadsheet.

Motion: Bill McCall moved to accept the December 31, 2020 Financial Report as presented. Jeffrey Kondo seconded and the motion carried.

B. *2021 Budget Ratification*

The 2021 Budget includes a dues increase to cover Operating costs, infrastructure repairs and replacements and an emergency fund of at least \$90,000. There has not been a dues increase in ten years. The new dues will be effective March 1, 2021.

An engineer was hired to do an analysis of the buildings. His report identified areas that need to be addressed, including deck resurfacing, stairways, siding, retaining walls, structural components, boiler upgrades, hot water heater replacements, hot tub and Clubhouse and upgrades to the trash/recycling shed.

Owner comments and questions addressed the following topics:

1. Unit Inspections – It was clarified that the line item for unit inspections are for BPM to enter and inspect units year round for water leaks, heating malfunctions, gas leaks, or other issues which would affect the rest of the complex.
2. Fine Income – Gary Nicholds will ask Patti Vande Zande where the income for any fines levied is reflected in the financial report.
3. Landscaping – The Aspen trees at the back of the building were planted by the Association. Some owners pay for items such as mulch and flowers by their units.

- The plants are not usually watered, except to mitigate fire danger. Owners can plant behind their units but the property line is only about 10' from the building.
4. Dues Increase – Even though there is about \$145,000 in Reserves, there is still a need to increase dues to build the Reserve balance in anticipation of future projects and to prevent an operating deficit at the end of next year.
 5. Fire Department Inspection – Kris Ann Knish will follow up with the Frisco Fire Department about inspecting the building exterior and providing recommendations for wildfire mitigation.
 6. Project Timeline – The projects identified in the engineer's report will be spread over multiple years.

Motion: Bill McCall moved to ratify the 2021 Budget as presented. Jim Schneider seconded and the motion carried with two opposed.

VI. OLD BUSINESS

A. *Pet Violations*

First violations result in a warning, followed by escalating fines for repeat violations of \$200, \$500 and \$1,000. The Board has decided to issue a friendly reminder before the first official violation warning. When the Board is provided information about a violation, the facts are evaluated and the written warning is sent by email and USPS per the governing documents.

B. *Smoking Tobacco and Marijuana*

The Board does not have the authority to ban smoking inside units. The Association's Declarations would need to be changed (by vote of homeowners) to disallow smoking inside units. The Board can prohibit smoking on decks, in garages or in common areas but has chosen not to do so. The attorney indicated that a nuisance must be something that makes it virtually impossible to enjoy normal use of the property, and in Colorado, tobacco and marijuana smoke do not fall in this category.

C. *Parking Issues*

The maximum length for vehicles that can be parked at the property (in the garages or lots) is 18.5'. Owners are encouraged to report violations.

D. *Engineering Report*

A professional engineer was hired to evaluate the building. He has provided four reports on the trash enclosure, the water leak at the back of the west building, the retaining walls by the east building and the west building second floor deck. Board discussions about these studies can be found in 2020 meeting minutes.

VII. NEW BUSINESS

A. *Security Issues with Parking Garages and Dumpster Areas*

There have been some bicycle thefts from the garage. There is no way to secure the garages. The police have been notified and have increased patrols in the neighborhood.

There are issues with illegal use of the dumpsters and recycling bins. Signage will be added on the inside of the doors warning of a \$500 fine for illegal dumping.

B. Hot Tub and Clubhouse Projects

The hot tub was installed in 2006. The original replacement cost estimate was \$25,000 several years ago, but this has increased to \$100,000 due to a new Town ordinance requiring commercial grade equipment and more space around the hot tub. The hot tub will have to be moved at least 3' from the corner and will require substantial Clubhouse renovations. The Board will be researching other options and obtain cost estimates for discussion with the membership. The hot tub replacement could tied to a Clubhouse remodel or renovation and replacement of the existing laundry equipment with commercial grade equipment.

VIII. MANAGEMENT REPORT

Jason Blarjeske reviewed completed projects:

1. Crack sealed the parking lot.
2. Power washed and painted the garage walls.
3. Completed fire suppression system and backflow inspections.
4. The buildings and trash enclosure were painted this summer.
5. Negotiated a contract with Tolin Mechanical for boiler cleaning and preventative maintenance.
6. Added heat tape to the back of the 450 Building.
7. Installed woodpecker deterrents on the buildings.
8. Installed emergency shutoff valves for the boilers.
9. Removed dead and dying trees.
10. Performed several dump runs for the Association when Waste Management was unable to provide additional pickups. The normal pick-up schedule is now Tuesdays and Thursdays.

IX. OWNER COMMENTS

Owner comments and questions addressed the following topics:

1. Boiler Shutoffs – Installation of the shutoffs was mandated by the State.
2. Contractors – The painting contractors did not do a good job. There were paint chips blowing around the property and the paint buckets were disposed of in the dumpster. Management should do a better job of holding contractors accountable.
3. Board Election – Brian Curtis said he withdrew from contention based on the number of other very qualified candidates.

X. INSTRUCTIONS FOR ELECTION OF MANAGERS BY SECRET EMAIL BALLOT

Three Board seats were up for election. The five candidates were Betsy Brace, Bill McCall, Meredith Long, Paul Sakiewicz and Jason Wood. All candidates provided biographical information.

Ballots were sent to all owners by email. The ballots must be returned by midnight on January 23, 2021. The results will be tallied by BPM staff and owner volunteer Jim Schneider. The Board will meet by Zoom to elect Officers on January 25, 2021 at 6:00 p.m. The election results will be emailed to all owners.

XI. DATE OF NEXT ANNUAL MEETING

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

XII. ADJOURNMENT

Motion: Bill McCall moved to adjourn at 4:29 p.m. Kris Ann Knish seconded and the motion carried.

Approved By: _____ *Jamie Lewis* _____ Date: _____ *2/6/21* _____
Board Member Signature