

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
ANNUAL MEETING
January 22, 2022**

I. ROLL CALL/CERTIFYING PROXIES

The Woodbridge Condominium Association Annual Meeting was called to order by Jamie Lewis at 9:05 a.m. via videoconference.

Board Members Participating Were:

Jamie Lewis, President, #301
Paul Sakiewicz, Treasurer, #202

Bill McCall, Vice President, #106
Kris Ann Knish, Secretary, #208

Owners Participating Were:

Betsy Brace, #302
Andreas Brieke, #205
Gerry Dziedzina, #102
Lindsay Galbraith, #314
Mandy Glasmeyer, #305
Meredith Long, #303
Jill Merrill, #304
Daniel & Dawn Pratt, #107
Annette Wannamaker, #315

Megan Brengarth, #214
Brian Curtis & Clara Draper, #213
Juan Escobar & Carrie Goodson, #206
Paige Gebbia, #307
Marnie & Jeffrey Kondo, #204
Bruce Lumsden, #215
Tracy Shoopman, #103
James Schneider, #101
Amy Hader, #203

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 22 owners participating by Zoom and 3 proxies received, a quorum was confirmed. 6 units were not represented

III. APPROVAL OF 2021 ANNUAL MEETING MINUTES

Motion: Bill McCall moved to approve the January 23, 2021 Annual Meeting minutes as presented. Kris Ann Knish seconded and the motion carried.

IV. BOARD COMMENTS & TOPICS

The following topics were reviewed:

1. Condo Living is an Art – Owners are asked to be considerate of their neighbors, to be sensitive to maintaining the aesthetic appeal of the property, to personalize inside their units only and to remember that Board members are owners who volunteer their time and effort to maintain and improve the community. Owners should be conscious that sound travels.
2. Who Do I Contact – Issues related to general common elements or ground should be directed to BPM (970/668-0714). For questions regarding general management of the complex or approval of work done to the outside of units such as window replacement, owners should contact the Board.
3. Our Homeowners' Association – Every owner is assessed for the Reserves based on the square footage of their unit. Expenses included in the dues include utilities, insurance,

- taxes, building and infrastructure maintenance, landscaping and hiring property management. Owners are encouraged to contribute to improving the Association.
4. Unit Heat Information – The complex has hot water baseboard heating. Each building has a boiler to supply hot water to radiators. The three units on the first floor of the West building have their own boilers. Air can become trapped and require bleeding, which is an Association responsibility. Unit thermostat or zone valve failure is an individual owner responsibility and cost. A list of plumbers is available on the website under the Repair Services tab.
 5. What to Do if There is a Water Leak – If there is a leak in the unit, the owner should turn off the source and call a plumber. If water is leaking into the unit from above, owners should try to contact the unit occupant and ask them to shut off the source until the leak is repaired. The owner of the unit where the leak originates is responsible for any damage caused.
 6. Year-Round Maintenance & Repair – Building and grounds maintenance and repairs occur year-round, including routine work and emergency repairs. Owners who rent short or long term should consider a clause in their rental agreements acknowledging work could be done at the complex at any time with wording such as “Property inspections and maintenance: The owners and/or Property Manager reserve the right to enter the property for the purpose of effecting necessary inspections, repairs or maintenance. Routine and emergency building/grounds repair and maintenance take place year-round and may occur at any time during guest stays.”
 7. Village Management Software – BPM is now using Village Management software. The log in is <https://basicpm.vmsclientonline.com/>. Owners can log in by entering their account number and temporary password sent by BPM by regular mail and change the password. If mailing physical checks, owners should use the coupon book and envelopes to ensure payments are sent to the correct address, which is in Las Vegas.
 8. Updated Homeowner Forms – All owners need to complete three forms - Permission to Publish, Owner Information and Unit Access - and return them to BPM by February 11, 2022. The forms were emailed to all owners this morning.
 9. Thanks to Homeowners – Jamie Lewis thanked several owners for various tasks and assistance over the past year, in particular Bill McCall (dumpster monitoring, landscape trimming, drain line replacement in the West garage), Jason Wood (adding cages around Aspen trees), Kris Ann Knish (meeting with Summit Fire and EMS regarding fire mitigation), Paul Sakiewicz and family (picking up cigarette butts), Jim Schneider (ballot counting), Lindsay Galbraith (support and understanding during construction on West building) and Betsy Brace (helping owners complete updated information forms). Bill McCall recognized Jamie Lewis for her hours of work on behalf of the Association.
 10. Wildlife – There was a reminder to be aware of the presence of moose in the area. Dogs should be kept on a leash.

V. FINANCIAL REPORT

- A. *Year-End Financial Report as of 12/31/21*
Paul Sakiewicz reported that the Operating Cash balance was \$103,431, the Reserve Cash balance was \$184,139 and Total Cash was \$286,571.

Work is in progress to mitigate leaks into the first-floor units in the West building by EmpireWorks. The expense will be paid from Reserves.

The year-end net Operating surplus was \$16,176 and the Reserve surplus was \$31,670 for a combined surplus of \$47,846.

B. 2022 Budget Ratification

There is no dues increase in the 2022 Budget.

Motion: Paul Sakiewicz moved to ratify the 2022 Budget as presented. Annette Wannamaker seconded and the motion carried.

VI. OLD BUSINESS

A. Security Issues with Dumpsters & Garages

Jason Blarjeske said there are ongoing problems with unauthorized use of the dumpster. Owners are asked to notify management if they witness poaching. Theft is an increasing problem throughout Summit County and high value items should not be left in the garage. The police recommend that individuals witnessing theft or unauthorized use of the dumpster take photos but not approach the offender. There was a suggestion to install security cameras in the garage. Kris Ann Knish volunteered to work on this project. Tracy Shoopman encouraged the Board to look at additional prevention measures since security cameras are not always a deterrent. Building lockers or bike storage might be a better solution. Lindsay Galbraith commented that Kryptonite sells locks with an option to add insurance for bikes. The cost to insure a \$1,000 bike was about \$100 for five years.

B. Hot Tub & Clubhouse Projects

Jason Blarjeske said Kaupas Water evaluated the hot tub shell and mechanicals. Kaupas estimated the shell has another 10 – 15 years of useful life remaining. The mechanical elements will need upgrading and replacement in the near future and a plan is being developed. When the hot tub is replaced, it will have to be commercial grade, which will be expensive and require extensive modifications to the Clubhouse and mechanical elements. Betsy Brace commented that the sauna is a valuable amenity and should be maintained.

C. Infrastructure Repairs

EmpireWorks is working with John Kona, the structural engineer, on the structural safety of the walkways and preventing water intrusion. The second floor West building balcony has been completed. The surface was resloped and drainage and a coating were added. The thresholds and landings are in the design and permitting process. The back second floor balconies of the West building have a waterproofing material with a temporary water channel mat and a design is in progress for a permanent covering with a traffic coating or interlocking mat. The outside stairwell on the West building was reinforced with new caissons and rail caps. The East building small roof on the top floor was repaired along with several railings. The progress has been slow due to COVID and supply chain issues.

VII. NEW BUSINESS

- A. *Hot Tub Mechanical Upgrade*
The upgrade of the hot tub mechanicals is budgeted for this year.
- B. *Parking Regulations*
A survey will be sent to all owners to determine their preference for parking regulations.
- C. *Welcome Packet*
There is a new welcome packet for purchasers that includes the Owner Information, Permission to Publish and Unit Access forms.
- D. *Sign Upgrade*
The property sign needs to be replaced. Jamie Lewis asked any interested owners to volunteer to help with this project. Considerations include the requirement for a Town sign permit, lighting, possible relocation, a new design, shape or size and cost.
- E. *Google Group Moderator*
A Google Group has been created for owners who rent short term. A moderator is needed for this group. Any interested owner should contact the Board.

VIII. MANAGEMENT REPORT

Jason Blarjeske reviewed completed projects:

1. Building repairs – Replaced broken or missing trim, inspected all skylights and addressed all issues identified. Owners should notify BPM of any remaining leaks. The water expansion tank in the East building was replaced along with a sensor. Pinhole leaks in the copper pipes were repaired. A circulation pump in the East building was repaired. The bird deflectors that blew down were reinstalled. The dryer was repaired and the exhaust vents were cleaned.
2. Building maintenance – The garages were power washed, preventative maintenance on the boilers was completed and the snow fence by the West building was installed.
3. Landscaping – Bill McCall assisted with removal of numerous trees by the East building that were too close and juniper bushes that were identified as a fire hazard. Trees by the West building that were damaged by beavers were removed and wire mesh was added around the remaining trees to protect them from beaver damage.
4. Property maintenance – The parking lot potholes and depressions were repaired as needed.
5. New signs – Added signage for recycling, the dumpster, No Smoking in the stairwells and warning of the alpine environment and icy conditions
6. Clubhouse – Installed a new soap dispenser and hand sanitizing station.
7. Upgrades – The West building staircase floodlight was shielded to direct the light and reduce light pollution, drains and scuppers were added on the second floor West deck, a new full length gutter system was installed, gutter is being added on the East building and a breaker in the West building will be upgraded.

Bill McCall commented that BPM is paid for 7.5 hours per week. Jason Blarjeske is frequently on the property and accomplishes an amazing amount of work. He recognized Jason for dedication and presented him with a \$1,000 bonus check voted by the board.

IX. OWNER COMMENTS

Owner comments and questions addressed the following topics:

1. Meredith Long asked if the mulch near the building would be removed per a statement in previous Board Meeting minutes. Jamie Lewis responded that the Fire Department indicated it was not necessary to remove it.
2. Lindsay Galbraith added that Jason Blarjeske spends a lot of time shoveling snow. She thanked Jamie Lewis and the rest of the Board for volunteering their time.

X. INSTRUCTIONS FOR ELECTION OF MANAGERS

Two Board seats were up for election. The terms of Jamie Lewis and Kris Anne Knish expired and they were the only candidates.

Motion: Paul Sakiewicz accept Jamie Lewis and Kris Anne Knish to the Board by acclamation. Lindsay Galbraith seconded and the motion carried.

XI. DATE OF NEXT ANNUAL MEETING

The next Annual Meeting will be held on January 21, 2023 at 9:00 a.m.

XII. ADJOURNMENT

Motion: Paul Sakiewicz moved to adjourn at 10:46 a.m. Bill McCall seconded and the motion carried.

Approved By: _____
Board Member Signature

Date: _____