

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
February 1, 2022**

I. CALL TO ORDER

The Woodbridge Condominium Association Board of Managers Meeting was called to order by Jamie Lewis at 6:07 p.m. via videoconference.

Board Members Participating Were:

Jamie Lewis, President
Jason Wood, Director
Kris Ann Knish, Director

Representing Basic Property Management were Gary Nicholds and Jason Blarjeske. 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 November 2, 2021 Board Meeting minutes as presented. Jason Wood seconded and the motion carried.

Motion: Kris Ann Knish moved to approve the January 22, 2022 Board Meeting minutes as presented. Jason Wood seconded and the motion carried.

III. OWNER COMMENTS

There were no owner comments.

IV. FINANCIAL REPORT

The financials were reviewed at the January 22, 2022 meeting.

V. MANAGEMENT REPORT

A. Fire Alarm Report from January 22, 2022

The East Building fire alarm appears to have been activated by a pull station on the first floor. The alarm is extremely loud but some Board members and other owners did not hear it. Jason Blarjeske said Allied Security could check all the alarms but there would be an expense for that service.

Action Item: Jason Blarjeske will schedule Allied Security to check the alarms for both buildings and ask if wireless external sirens can be added in various locations.

B. Tolin Mechanical

The copper piping for the East Building boiler was replaced.

C. EmpireWorks Remainder

EmpireWorks received approval from the Town to open the West Building staircase. They are waiting to hear about the threshold ramps inside the second floor doors and some other

minor issues. Jamie Lewis is reviewing the invoices, change orders and original contract to ensure double payments are not issued.

- D. *Ice Hump at East Garage Entrance*
The ice hump was removed.
- E. *East Building Entrance Height Restriction Bar*
The height restriction bar was reattached.
- F. *Hot Tub Cover*
The hot tub cover was replaced.

VI. PRESIDENT'S REPORT

Betsy Brace and Paige Gebbia volunteered to moderate the Woodbridge STR GoogleGroup.

Tracy Shoopman and Kris Ann Knish volunteered to look into security procedures.

Betsy Brace and Mario Quarrier volunteered to look into a new Woodbridge sign. Jamie Lewis reviewed a list of items that should be considered including Town permitting, the information that should be included, numbers on each building, design, size, shape, color, material, lighting, location and costs.

VII. RATIFY EMAIL VOTES TAKEN DURING THE LAST QUARTER

Motion: Jason Wood moved to ratify the unanimous email vote to award \$500 bonuses to Kerry Hartnett, Susan Nicholds and Patti Vande Zande and a \$200 bonus to Erika Krainz. Kris Ann Knish seconded and the motion carried.

VIII. UNIT ISSUES

- A. *Water Leak from #301 to #201 Due to Cracked Drain Pipe from Tub in Front Bathroom*
The cracked pipe was replaced and the #201 bathroom walls were sanded, re-textured and re-painted.

IX. OLD BUSINESS

- A. *Annual Meeting*
There were 22 attendees by Zoom and three proxies were received equating to 81% owner representation.
- B. *Thank You Note to BPM Office Team*
Kris Ann Knish and Bill McCall will be drafting a thank you note.
- C. *Message RE: Question About Fire Mitigation*
Jamie Lewis drafted a letter to Meredith Long regarding her question related to fire mitigation. The other Board members will review it and provide suggested revisions by the end of the week.

IX. NEW BUSINESS

A. Bids for Replacement of the Hot Tub Pumps, Sensors, etc.

The budget includes funding for replacement of the hot tub elements.

Action Item: Jason Blarjeske will request bids from vendors who can provide commercial equipment.

B. Guidance to Tracy Shoopman for Security Cameras

Wally McCorkle sent an email several years ago regarding security camera issues that should be considered if the decision is made to install them. The main goals are to deter theft and dumping trash in the recycling and illegal use of the dumpsters.

IX. NEXT MEETING DATE

The next Board Meetings will be held on Tuesday, May 3rd, August 2nd and November 1st.

X. ADJOURNMENT

Motion: Jason Wood moved to adjourn at 6:39 p.m. Kris Ann Knish seconded and the motion carried.

Approved By: _____ *Jamie Lewis* _____ Date: 2/4/22 _____
Board Member Signature