2022 Woodbridge Homeowners Annual Meeting

1. Role call/Certifying proxies
2. Proof of Notice/Quorum

Jamie

3. Zoom meeting procedures

DISCLAIMER for recording this Zoom meeting

Surveillance and privacy laws place an onus on anyone who wants to record a meeting to seek the informed consent of the participants. Neither Basic Property Management nor the Woodbridge Board of Managers consents for recordings of this meeting to be made in any form. Video or audio recording (including taping, recording, photographing, screen capture and other methods of capture) by participants is prohibited.

Bill

3. Zoom meeting procedures

1. Homeowners will be muted by the meeting host except for the comment period or for questions. Homeowner comments may appear in the meeting minutes.
2. If you have questions specific to your unit, email BPM/Board of Managers. This meeting is not the time to discuss specific unit problems.
3. No person will be permitted to speak for more than two (2) minutes on any subject.
4. No subject shall be discussed more than fifteen (15) minutes.
5. Votes will be held by asking for the “nays”
6. Homeowners can make motions or second them by raising your hand. Meeting host will unmute you.
7. When you are unmuted, state your name and your unit before speaking

Bill

4. Approval of 2021
   Annual meeting minutes

Bill

5. Board Comments and Topics

A. Condo Living is an Art
B. Who do I contact?
C. Our Homeowners' Association
D. Unit Heat Tutorial
E. Water Leaks
F. Year round Maintenance and Repair
G. New Village Management software
H. New Forms
I. Thank you Homeowners

Jamie

5.A Condo Living is an Art

Our Homeowners Association (HOA):
Woodbridge Inn Condominium Association

Our property managers:
Basic Property Managers (BPM)

Kris Ann

Condo living is an Art - It is very different from single family home living

- Homeowners must consider community needs along with consideration of their own needs.
- We should view our condos as a piece in a puzzle; every piece is uniquely important, but also depends on other puzzle pieces for structure and uniformity of the big picture.
- We understand that personalizing a living space is important for everyone, however living in close quarters such as a condo does require some restrictions to maintain the aesthetic appeal of the entire complex. We want our complex to reflect the beauty of the surrounding mountains, rather than detract from it. Personalization of your unit should be inside your unit only.
- We should be conscious of sound as it travels easily across decks and up and down stairwells in our common living area. Vibrations through hardwood floors – use mats under appliances such as humidifiers, air filters, fans. Have guests leave shoes in kitchen and walk through condo in slippers. This not only reduces sound traveling to condo below but saves your floors!
- Remember that HOA Board members are owners like you, the difference between you and them is that they have volunteered their time and effort to maintain and improve a community of which you are a part.
- Take time to understand the challenges the board members and property managers have in meeting the HOA's objectives, and think about what you can do to help.

5.B Who do I contact?

The HOA maintains the *General Common Elements*: this includes all of the condominium grounds, structures and infrastructures, except the residential units, and the *Residential Limited Common Elements* which are elements for the exclusive use of a residential Unit Owner such as the balconies on the back of each unit.

All fixtures, equipment and utilities installed within a unit commencing at a point where they enter a unit and which service only that unit, are maintained by the Owner.

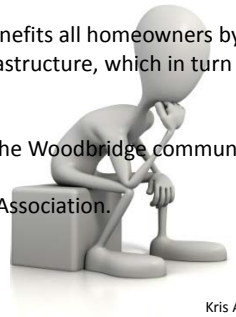
Contact Basic Property Management at 970.668.0714 or kerry@basicproperty.com for issues related to the *General Common Elements* and grounds, or to obtain contact information for another owner if they are not listed in the HOA directory.

Contact the Board of Managers at woodbridgeboard@googlegroups.com with comments, questions or suggestions about the general management of the complex or approval for work done on the outside of the unit. This address is not to be used for emergencies.

Kris Ann

5.C Some things to understand about our Homeowners Association

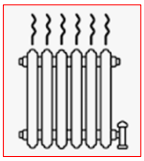
- All homeowners are members and each unit has 1 vote.
- Homeowner's dues pay the HOA's bills and contributes to the Reserves based on square footage. Bigger units have higher dues.
- Bills include things like utilities, insurance, taxes, building and infrastructure maintenance, landscaping, and hiring property managers.
- Not all maintenance directly benefits everyone, but indirectly benefits all homeowners by maintaining the appearance and health of the buildings and infrastructure, which in turn supports everyone's property values.
- Board members are volunteers working for the greater good of the Woodbridge community.
- All homeowners are encouraged to contribute to improving our Association.



Kris Ann

- Every owner contributes towards the Reserve account based on the square footage of their unit.
- The Reserve account are the funds that pay for capital improvements to the common elements, such as boiler replacements, roofs, major building repairs, painting, parking lot, garage, landscaping.
- There are many instances in common element maintenance and repair that do not directly benefit all contributors; this is the way our declarations have directed that finances be conducted. This is the way most HOAs handle finances.
    - East building owners pay for west building repairs and well as West building owners pay for East building repairs.
    - 1st and 2nd floor owners pay for roofs even though only 3rd floor owners have them.
    - Units on the inside of the building pay for painting the ends of the building even though most of their walls are not on the outside.

5.D Unit heat information



Heating in the complex is baseboard hot water. Each building has a boiler to supply hot water to unit radiators. The 3 units on the first floor of the West building have their own boilers.

Heating malfunctions

Occasionally, air is trapped in radiator lines and needs to be bled. This is a system issue and the cost is covered by the HOA.

Sometimes, unit thermostats and zone valves fail and must be replaced. This cost is the responsibility of the homeowner

These repairs should be done by a plumber/heating service.

Plumbers that homeowners and the HOA have used are available on the Woodbridge website under the Repair Services tab: https://woodbridgeinn.org/repair-services/

Jason W

5.E What to do if your unit has a water leak OR Water is leaking into your unit from the unit above you

If your unit develops a leak, turn off the water source and call a plumber. Check with your neighbor below to see if their unit has damage and offer to repair it.

If the unit above is leaking into your unit, knock on the door of the unit above you and ask them to check for leaks. Ask that they stop using a water source if it is leaking until it is repaired. They are responsible for damage their leak caused to your unit.

- Call BPM: **970.668.0714** during normal business hours
- Send an email to the Board to let them know

Jason W

What to do if you have a water leak

1. If it is a leak into your unit, go to the unit above and ask them to check for leaks – look for simple things first; loose pipe joints, deteriorated caulking, blocked drains, leaks from faucets, toilets or tubs, washer, dishwasher, refrigerator. Ask them to stop using or turn off the water source until it is fixed
2. Contact the unit owner and explain the problem. BPM or the Board can help you contact your neighbor if you do not have their contact information
3. The owner of the leaking unit should contact a plumber to check for and fix the leak. See the Woodbridge website for plumber suggestions.
4. Homeowners should work together – it is the leaking unit's responsibility to fix the leak and repair damages to all affected units
5. Ensure that BPM has access to your unit so they can gain entry in the event of a leak. BPM will force entry into the unit if needed and it is the owner's responsibility to fix it
6. First floor units will leak into the garage through the garage ceiling.
7. Home owners should work together to fix and repair the leak. It is your responsibility – not the board or BPM. BPM will help guide you.

5.F Year round Maintenance and Repair

Building and grounds maintenance and repairs happen year round including routine work as well as repairs done on an emergency basis.

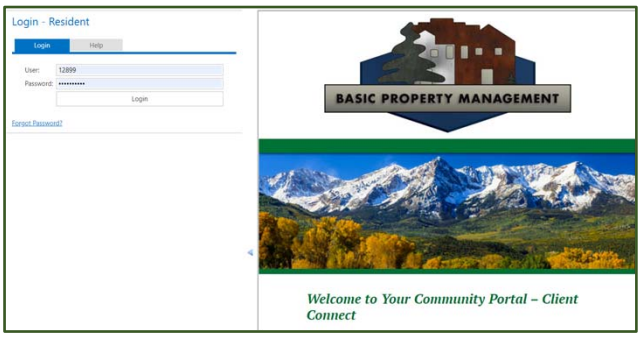
Owners who use their units for short or long term rentals should consider a clause in their rental agreements acknowledging that work could be done at the complex at any time, so guests know to expect it.

Example of wording:
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.

Further information for Short Term Rentals can be found on the Woodbridge website: https://woodbridgeinn.org/information/

Jason W

5.G Village Management software



New software package to view your HOA account information: can see your dues and payments

Login at https://basicpm.vmsclientonline.com/

Enter account number and temporary password sent to you by snail mail; login and change password

If you are mailing physical checks, use the coupon book and envelopes to send to correct address. YES – it is a Las Vegas address!

Jamie

Village Management Software: https://basicpm.vmsclientonline.com/

- BPM is migrating all their properties to a program called Village Management
- Woodbridge Homeowners received a letter with account number to login to this software-you create a password
- Can see your assessments (dues) and payments since March 2020
- Can set up one time or recurring payments through the VMS program
- Can also set up ACH transfers through our bank – Alliance Bank – see directions on BPM's website
- Can set-up payments with your Bank's Bill Pay system and they mail the check, Must allow at least 2 weeks for Postal Service deliver check, sometime they take a month.
- If you pay by check and mail it, ensure you use the coupon books with the correct address for the check
- This payment type is being phased out, mail system is not reliable or timely and it takes a lot of time to process these checks

5.G Updated Homeowner Forms

Permission to Publish

Owner Information

Unit Access

Jamie

These forms were emailed to all Homeowners in December and again on January 22 just before the Annual Homeowner meeting started at 9:00.

Please print, complete and return as a PDF file to kerry@basicproperty.com .

Everyone must complete these new forms even if you have already filled similar ones out when you bought your unit.

Please send them by February 11. We will contact you if we do not receive them.

Thank you!

5.I Thank You Homeowners

Bill McCall – Talking with interlopers using our dumpster, landscape trimming, replacement of drain line to prevent West building garage flooding

Jason Wood – Placing wire cages around remaining Aspens on west side of West building

Kris Ann Knish – Arranging a meeting with Summit Fire and EMS about fire mitigation for our buildings

Paul Sakiewicz and family – Cleaning up cigarette butts on ground below condo balconies

Jim Schneider – Help with counting last year's election ballots

Lindsay Galbraith – Support and understanding during the construction on the West building

Betsy Brace – Volunteering to help homeowners complete updated information forms

Jamie

Paul

Paul

Paul

6. Financial Report

- 2021 Financial Report
- 2022 Budget

Paul

See these in the Annual Meeting Packet which was emailed at the beginning of January.

Owners who did not opt out of the snail mail version should have received them in the mail the second week of January.

Security Issues with dumpsters and garages
Caught several people not associated with Woodbridge using our dumpster and told them to never come back! Thanks for the help from Jason M in Unit 104 and his observations of interlopers!
Called police with license plate of bike thief

Hot tub and clubhouse
Replace the "guts" of the hot tub, shell good for 10-15 years
New hot tub would have to be commercial grade and entire clubhouse renovated – steam room in our future?

Infrastructure repairs
2nd floor West front balcony completed – threshold landings underway
Back balcony permanent covering coming this spring
Outside stairwell reinforced on West bldg
Small roof and railing repairs on East building
Infrastructure work that we have done this year is more than expected but it staying within our funding level and was done without special assessment. It has now been removed from the Reserve study future years, so although the reserve fund is lower than we would like, we have no large repairs coming up other than replacing the East building boiler in the next 2-4 years.

8. New Business
Hot tub mechanical upgrade
Parking regulations
Welcome Packet – new forms
Owner Information
Permission to Publish
Unit Access
PLEASE RETURN TO BPM
Need Volunteers
Jamie

UPGRADE OUR SIGN?

<u>Considerations</u>
Town of Frisco sign permit needed

Sign with lighting?

Move to another location?

New design/shape/size?

?What was building is 360?

Determine cost for next year's budget

WHO WOULD LIKE TO VOLUNTEER?

Jamie

Who will consider looking into the feasibility of getting a new sign for Woodbridge Inn?

Thank you Betsy and Marion for volunteering to investigate a new sign for our community!

Thank you Paige and Betsy for offering to moderate this GoogleGroup.

Look for an email inviting you to join the list and respond to the sender to join!

Building repairs - trim, skylight leaks, replaced East building domestic water expansion tank, Smart guard sensor, leaking pipes, circulation pump, replaced missing bird deflectors, repaired laundry room dryer exhaust
Building maintenance – power wash garage, boiler preventative maintenance, removed and re-install winter snow fencing on West Bldg Main Street side
Landscaping – trees removed against East building, trees and juniper bushes removed close to both buildings for fire mitigation, trees removed that beavers chewed
Property maintenance – asphalt repair in front parking lot
New signs – No Dumping, Alpine Environment, No smoking
Clubhouse – new Hand Sanitizer station and soap dispenser
Upgraded – light shield on West building flood light to focus beam on back storage area, gutter to drain 2nd floor West deck

10. Owner's Comments

Ground Rules

Two minutes per comment period
Yield floor when time is called
State name and unit number
State the topic of your comment
Stick with facts, leave out emotion
Be courteous and professional
No individual unit issues will be discussed

Bill

See Annual meeting minutes for discussions.

11. Election of Managers

Woodbridge Board of Managers

5 member board

- 3 positions expire in odd years
- 2 positions expire in even years

This year, we have 2 people running for 2 expired board positions, Kris Ann Knish and Jamie Lewis.

Need a motion to accept the candidates by acclamation.

Paul

Paul Sakiewicz, Bill McCall and Jason Wood were elected to the Board for 2 year terms in 2021.

The other 2 positions are expiring this year.

Since there were 2 people running for 2 positions, Krish Ann and Jamie were accepted by acclamation for the positions.

12. Date of next annual meeting

Saturday, January 21, 2023

Jamie

The 2023 Annual meeting will be on Saturday January 21, 2023.

13. Adjournment

Hurray! Meeting adjourned! Thank you for attending!

You can see the PowerPoint re-run on

https://woodbridgeinn.org/

Jamie