

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
April 20, 2022**

I. CALL TO ORDER

The Woodbridge Condominium Association Board of Managers Meeting was called to order by Jamie Lewis at 6:03 p.m. in the BPM Conference Room* and via videoconference.

Board Members Participating Were:

Jamie Lewis, President*	Bill McCall, Vice President
Paul Sakiewicz, Treasurer	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 five Board members participating, a quorum was confirmed.

II. APPROVAL OF PREVIOUS MEETING MINUTES

Motion: Paul Sakiewicz moved to approve the February 1, 2022 Board Meeting minutes as presented. Kris Ann Knish seconded and the motion carried.

III. HOMEOWNER COMMENTS

There were no owner comments.

IV. FINANCIAL REPORT

Gary Nicholds reported that as of March 31, 2022, Operating Cash was \$66,930, Reserve Cash was \$184,208 and Total Checking/Savings was \$251,137. The Operating deficit was \$2,536 and the Reserve deficit was \$32,249 for a total deficit of \$34,786.

The Accounts Receivable balance was \$1,859. Jamie Lewis explained that some of the balances in the 30 – 59 days category are due to timing. There was one owner with a \$200 balance at 90 days. Gary Nicholds said Patti Vande Zande contacts owners when they reach this point to arrange for payment or establish a payment plan.

Action Item: Jamie Lewis will follow up with Patti Vande Zande about the owner at 90 days.

Motion: Paul Sakiewicz moved to accept the financial report. Kris Ann Knish seconded and the motion carried.

V. MANAGEMENT REPORT

A. Hot Tub

The hot tub is closed until further notice.

B. Hot Water Heater/Boiler

The equipment in the 400 Building failed and was replaced by Tolin on April 4, 2022.

- C. *400 Building Sewer Line*
The sewer line in the garage ceiling cracked and was repaired by Alliance Heating and Plumbing. The drywall needs to be repaired. Paul Sakiewicz suggested replacing the drywall with tiles to facilitate replacement and access. Potential drawbacks to this approach could include the need to run heat tape to protect the pipes and hazardous material in the existing ceiling.
Action Item: Jason Blarjeske will ask the contractor for a cost estimate.
Action Item: Jamie Lewis will add a placeholder for this project in the Reserve Study.
- D. *450 Building Water Flow/Leak Test*
The test has been postponed pending better weather and is tentatively planned for May 2nd.
- E. *Dogs and Trash Issues*
There have been several issues with dogs off leash and trash. Emails have been sent to the responsible owners.
- F. *Dumpster Signage*
Instructional signage has been ordered for the dumpster area.
- G. *Parking Signage*
“No Parking” signage will be installed by the east steps of the 400 Building.
- H. *Backflow Testing*
High Country Waterworks completed the annual testing on March 8, 2022.
- I. *450 Building*
Gutter, heat tape and a breaker were installed on the 450 Building.
- J. *Unit Inspections*
The unit inspections are being done every other week as of April 1, 2022.
- K. *Spa Replacement*
Kaupas Water estimates the cost to replace the spa to bring it up to current code will be about \$150,000. The cost to operate the hot tub was estimated to be about \$50,000 annually.

VI. RATIFY EMAIL VOTES TAKEN DURING THE LAST QUARTER

Motion: Paul Sakiewicz moved to ratify the unanimous email vote to spend \$20,000 to replace the East building hot water heater. Bill McCall seconded and the motion carried.

VII. OLD BUSINESS

- A. *Hot Tub Considerations*
The attorney informed Gary Nicholds that it would be very difficult to sue a Board member over the hot tub issue. Board members are protected by the corporate veil for decisions that they make on behalf of the Association that are in the best interest of the corporation. If they act outside the scope of their corporate authority, they could be personally liable or face criminal liability. Gary also spoke to the insurance broker, who

confirmed there would be indemnification for an incident for the first occurrence. A realtor was of the opinion that losing the hot tub would not significantly impact the building value but it could make potential buyers or renters to look elsewhere if it is an important amenity for them.

HB 22-1040 will be signed shortly. It requires notice if a common element will be closed for 72 or more hours, except for repairs, replacement or for safety reasons. The Bill will not go into effect until September.

Jamie Lewis reviewed potential upcoming Reserve expenses in the 400 and 450 Buildings:

1. Extra heat exchanger for the new hot water boiler (400) - \$5,000
2. Flue repair/replacement with double walled flue (400) - \$8,000. There is a hole in the flue. Jason Wood suggested connecting carbon monoxide detectors to the alarm system. Bill McCall said should install a detector in the mechanical room.
3. Main heating boiler replacement (400) - \$50,000
4. Two storage tanks (400) - \$10,000
5. Hot water heater/tank replacement (450) - \$10,000. Jamie Lewis suggested getting pricing for electric hot water heaters instead of gas.
6. Total - \$83,000

Action Item: Kris Ann Knish will contact HC3 about solar panel options.

Action Item: Jason Blarjeske will get a firm bid for the flue replacement.

There will be a water test and walkthrough on May 6th.

Action Item: Jason Blarjeske will check the flashing on the roof.

Action Item: Paul Sakiewicz will create a survey regarding the hot tubs and costs to determine the owner preferences. He noted that replacement will require a dues increase or Special Assessment.

There was agreement to drain the hot tub and keep it closed until the survey is conducted. Owners will be informed about the upcoming survey and that the hot tub must be closed for health and safety reasons.

Motion: Bill McCall moved to close the hot tub until further notice. Kris Ann Knish seconded and the motion carried with Paul Sakiewicz abstaining.

Action Item: BPM will put up a sign that the hot tub is closed until further notice.

B. Fire Alarm Report

The testing of the alarms will be done on Monday. Some of the pull stations are degraded due to UV exposure.

C. Owner Forms Report

The forms for owners were revised. There are two owners who have not yet provided their information.

Action Item: Bill McCall will follow up with Betsy Brace on the status of the last two owners.

D. Back Decks

Jamie Lewis will do a walk through on May 6th. The contractor will be asked to identify a tile that meets Kona’s specifications.

VIII. NEW BUSINESS

A. HOA Responsibility for Unit Temperature Regulation

There have been issues with units being too hot or too cold. Overheating can be caused by the thermostat settings in surrounding units. Some owners have removed baseboard heaters, resulting in low temperatures. There was agreement that the Association is not responsible for regulating the heat in the units, as long as the heating system is working properly.

B. Estimates for Work in Boiler Rooms

This agenda item was discussed earlier during the meeting.

IX. NEXT MEETING DATE

The next Board Meetings will be held on August 4, 2022 and November 1, 2022. The Annual Meeting will be held on January 21, 2023 at 9:00 a.m.

X. ADJOURNMENT

Motion: Paul Sakiewicz moved to adjourn at 7:37 p.m. Bill McCall seconded and the motion carried.

Approved By: *Jamie Lewis* Date: 5/20/22
Board Member Signature