

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION  
BOARD OF MANAGERS MEETING  
November 10, 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, #301\*  
Paul Sakiewicz, Treasurer, #202

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

Owners Betsy Brace (#302) and Paige & Jon Gebbia (#307) were guests at the meeting.

Representing Basic Property Management were Gary Nicholds and Jason Blarjeske. Erika Krainz of Summit Management Resources was recording secretary.

With four Board members participating, a quorum was confirmed.

**II. APPROVAL OF PREVIOUS MEETING MINUTES**

**Motion:** Paul Sakiewicz moved to approve the August 3, 2022 Board Meeting minutes as presented. Bill McCall seconded and the motion carried.

**III. HOMEOWNER COMMENTS**

There were no owner comments.

**IV. FINANCIAL REPORT**

Gary Nicholds reported that as of October 31, 2022, Operating Cash was \$43,426, Reserve Cash was \$184,425 and Total Checking/Savings was \$227,851. The Operating surplus for the month was \$5,342 and the Reserve deficit was \$40,860 for a total deficit of \$35,518.

There are some outstanding expenses for the west building. About \$15,000 was not paid last summer for incomplete work. The \$5,400 invoice for change orders for the back decks has not yet been received. There is work remaining to be done in Unit 113 to repair the water damage. The invoices for the roof and boiler work of about \$5,000 are not yet reflected.

**V. MANAGEMENT REPORT**

Jason Blarjeske provided a written report of completed projects. He noted that the state boiler inspection was completed yesterday. A few minor deficiencies were identified. Tolin Mechanical needs to confirm the emergency shut offs will cut power to the hot water and heating boilers.

A bid of \$7,000 was received for asphalt crack sealing, seal coating and striping the parking lot. The last time this work was done the cost was about \$4,000.

**Action Item:** Jason Blarjeske will try to obtain a second bid for this work.

## VI. UNIT ISSUES

### A. *Unit 107 Back Deck*

Plywood has been installed between the deck trusses above the Unit 107 deck, which has warped due to drainage from the two upper units decks. It is not known when the plywood was installed or when the roof running along the entire deck was added. Paul Sakiewicz believes the roof installation was related to leaks into the garage. There is a bench on the deck at the intersection with the hot tub back deck that is not stable. It should be reinforced or replaced with a partition. Kris Ann Knish suggested including the bench or partition as part of the hot tub remodel project.

**Action Item:** Bill McCall and Jason Blarjeske will inspect the deck tomorrow at 2:00 p.m.

**Action Item:** Jason Blarjeske will remove the bench and add a chain across the Clubhouse back deck entry.

## VII. OLD BUSINESS

### A. *Budget for 2023*

Jamie Lewis reviewed the significant changes to the proposed 2023 Operating and Reserve Budgets:

1. Building – increased from \$7,500 to \$12,500 based on the estimate for the east chimney repairs from Lallier Construction. Jon Gebbia described the conditions that occur in his chimney when there are storms or wind events, which include the sound of dripping water.
2. Parking Lot – increased from \$3,500 to \$9,500 based on the most recent estimate.
3. Physical Plant – decreased to \$20,000 in the Reserve Budget based on the recommendation from the contractor that the boiler does not need replacement next year.
4. Infrastructure – increased from \$20,000 to \$30,000 in the Reserve Budget in case work is needed on the Unit 107 roof.
5. Operating Assessments – increased from \$189,928 to \$199,928.
6. Reserves Assessments – changed to \$79,216 based on 28% of dues.

**Motion:** Paul Sakiewicz moved to approve the 2023 Budget as presented. Bill McCall seconded and the motion carried.

**Action Item:** BPM will send the proposed 2023 Budget to the owners with at least ten days notice of a Budget Ratification Meeting.

The Budget Ratification Meeting was scheduled for Monday, November 28, 2022 at 6:00 p.m.

### B. *Empire Works Update*

The work has been finished, with the exception of a few items in Unit 113. The invoice has not yet been received. The invoice will not be paid until all items have been completed.

### C. *Hot Tub Survey/Clubhouse Renovations*

There was an 87% response rate. The overwhelming sentiment was to renovate the Clubhouse with a sauna or combination sauna/steam room and not to replace the hot tub. There were 14 owners who volunteered to serve on a Clubhouse Committee. Other

suggestions for the space were exercise equipment, a ping pong table, larger washers and dryers, a window in the back, enclosing the deck, a Peloton bike, an outdoor grill and upgrading the bathroom.

Kris Ann Knish and Paul Sakiewicz will head the Committee. The plan going forward includes setting a date for a meeting of the volunteers, determining a budget, setting goals for the Clubhouse and obtaining cost estimates.

**Action Item:** Kris Ann Knish and Paul Sakiewicz will draft goals for Board review.

The committee meeting was set for Monday, November 28, 2022 at 6:30 p.m. following the Budget Ratification Meeting.

*D. Security Camera Update*

Kris Ann Knish is working on obtaining estimates.

## VIII. NEW BUSINESS

*A. Facebook Page for Short Term Rental Owners*

Betsy Brace and Paige Gebbia presented a proposal for a Facebook group for sharing rental information among owners. They created a “Rent Woodbridge” group. Owners can request to join the group and be added by the moderators. The moderators will have the ability to control content as appropriate. An email should be sent to all owners informing them about the group.

**Action Item:** Paige Gebbia and Betsy Brace will draft guidelines for allowable content and appropriate behavior for the group, including examples, and forward to the Board for review.

*B. New Woodbridge Sign for Main Street*

Betsy Brace and Marion Quarrier have volunteered to work on options for a new Woodbridge sign. They have researched the Town code requirements, including setbacks, height (maximum 6’) and size (maximum 16 sq.ft.). The bottom of the existing sign is at about 6’. There is a requirement for 32 sq.ft. of landscaping around the sign, which already exists. The location of the sign is limited by electric, gas and water lines. It may be possible to rotate the sign 90 degrees so it is more visible from both directions.

**Action Item:** Betsy Brace will obtain a bid for a survey to identify the front property line.

*C. New Policies & Rules/Regulations Approval*

There are three policies (Collection, Conduct of Meetings and Covenant Enforcement) that need to be ratified by the Board for compliance with CCIOA.

**Motion:** Bill McCall moved to ratify the Collection Policy, Conduct of Meetings Policy, Covenant Enforcement Policy and the templates for Notice of Delinquency, Notice of Violation for public health and safety issues, Notice of Violation for other issues and the Repayment Plan Agreement. Kris Ann Knish seconded and the motion carried.

The Rules and Regulations are now divided into two types of violations for health and safety and other matters. The attorney has provided an updated draft. Kris Ann Knish had a problem with some of the wording in the revised document and suggested scheduling

another meeting for review. The Board agreed to table further discussion at the meeting and to discuss this matter by email.

**IX. ELECTION OF BOARD MANAGERS AT ANNUAL MEETING**

The terms of Paul Sakiewicz and Bill McCall expire next year and there is one vacant Board seat. The two incumbents will be running for re-election. Interested owners will be asked to submit self-nominations.

**X. NEXT MEETING DATE**

The Annual Meeting is scheduled for Saturday, January 21, 2023 at 9:00 a.m. in hybrid format. The next Board Meeting will be held following the Annual Meeting or on Monday, January 23, 2023 at 6:00 p.m. if the election is contested. Tentative dates for 2023 Board Meetings are February 13<sup>th</sup>, May 9<sup>th</sup>, August 8<sup>th</sup> and November 14<sup>th</sup>.

**XI. ADJOURNMENT**

**Motion:** Paul Sakiewicz moved to adjourn at 8:01 p.m. Bill McCall seconded and the motion carried.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Signature