

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
ANNUAL MEETING
January 21, 2023**

I. ROLL CALL/CERTIFICATION OF PROXIES

The Woodbridge Condominium Association Annual Meeting was called to order by Jamie Lewis at 9:02 a.m. in the BPM Conference Room (*) and via videoconference.

Board Members Participating Were:

Jamie Lewis, President, #301*
Kris Ann Knish, Director, #208

Bill McCall, Vice President, #106

Owners Present Were:

Betsy Brace, #302
Cynthia Carlson, #105
Brian Curtis & Clara Draper, #213
Lindsay Galbraith, #314
Mandy Glasmeyer, #305
Marnie & Jeffrey Kondo, #204
Tracy Shoopman, #103
Michael Prudhomme, #207
James Schneider, #101
Scott & Brooke Whitfield, #112

Megan Brengarth, #214
Carolyn Holland, #206
Gerry Dziejzina, #102
Paige Gebbia, #307
James & Jody Herzog, #111
Bruce Lumsden, #215
Daniel & Dawn Pratt, #107
Andrea Sakiewicz, #202
Annette Wannamaker, #315
Amy Young, #203

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

II. PROOF OF NOTICE/QUORUM

With 26 owners represented in person and three by proxy, a quorum was confirmed.

Jamie Lewis shared the Zoom meeting procedures.

III. APPROVAL OF 2022 ANNUAL MEETING MINUTES

Motion: Betsy Brace moved to approve the January 22, 2022 Annual Meeting minutes as presented. Bill McCall seconded and the motion carried.

IV. BOARD COMMENTS

Bill McCall gave an overview of the previous year's topics of highest priority.

1. Dogs - Dogs must be kept on a leash.
2. Parking - Vehicles longer than 18.5' cannot park in the parking lot.
3. Trash - Trash needs to be disposed of properly in the dumpster.
4. Noise - Quiet hours start at 10:00 p.m. Owners need to reiterate the rules to their short term renters.
5. Owner Responsibility - Owners need to relay the rules and regulations to all short term renters. Owners can access the rules and regulations on the Woodbridge website.

6. Health and Safety Violations - Fines will be implemented for violations of the rules and regulations. First violation is \$200, the second violation is \$500, and third and subsequent violations are \$1,000. Owners will be fined for any violations of their short term renters. **Action Item:** A sign for fines will be discussed at the next Board meeting.
7. Clubhouse Renovations - Kris Ann Knish reported that the Clubhouse Remodel Committee met on January 4, 2023 with nine attendees. Kris Ann Knish and John Gebbia were appointed as co-chairs. An arbitrary budget of \$50,000 was established to cover basic remodeling, which will include new paint, floors and lighting. In order to maximize the functionality of the Clubhouse, it was decided to bring on an architect to help with the project. Once an architect has created plans, contractors will be contacted for bids on labor. Based on survey results, the majority of owners do not want to replace the current hot tub, which is no longer functioning, with a commercial hot tub. Ideas to replace the hot tub were: a wet sauna, upgrading the current dry sauna, new washer and dryers, and fitness equipment. The bathroom needs refreshing as well. There are underutilized spaces that will be incorporated into the Clubhouse remodel. Clubhouse committee communication will be done through Google Groups and Zoom. The next Clubhouse committee meeting is scheduled for February 22, 2023. **Action Item:** Kris Ann Knish and John Gebbia will contact contractors after they speak with an architect.

V. FINANCIAL REPORT

The budget was ratified in November 2022. Dues were increased by 20% and all owners were notified.

Action Item: A meeting will be held to discuss the budget on the Monday after Thanksgiving and the Board will review it at the next Board meeting.

Gary Nicholds reported that as of December 31, 2022 there was \$46,239 in Operating Cash, \$184,533 in Reserve Cash and Total Cash was \$230,772. For the last month, the Operating surplus was \$1,888, the Reserve deficit was \$42,268, with a total deficit of \$40,381.

Gary Nicholds explained that the deficit comes from the boiler replacement and maintenance in both buildings and work on the west building. The Reserve account had enough money to support the boiler repairs, but because the work was not set in the budget, it is showing a deficit. Jamie Lewis shared that while the Board planned for some of the work in the budget, the work on the west building was more expensive than anticipated.

Action Item: Dan Pratt will send an email to the Board requesting financials and actuals to review.

Motion: Bill McCall moved to approve the financials as presented. Cindy Carlson seconded and the motion carried.

VI. MANAGEMENT REPORT

Jason Blarjeske provided a written report of completed projects.

1. Heat - Jason Blarjeske reiterated that the heat cannot be turned off during the winter to ensure that the pipes do not freeze. The use of the heat will not affect the cost to owners as gas is included in the dues. It was advised that owners who are renting should place adequate signs reminding renters to leave the heat set for at least 60 degrees. Jason Blarjeske explained how the heat works in the buildings and informed everyone that the heat can take longer to get to the top units. He also explained that air locks could be

- preventing the heat from turning on. In the event there is an air lock, Jason Blarjeske can bleed the valves on the top floor to purge the air lock out of the system, which will draw hot water back in and reinstate the heat. In the event Jason Blarjeske and his team cannot fix the issue, usually, in the evenings, a plumber should be called.
2. Weather Stripping - Owners with doors that have an opening large enough for fingers to fit through should add weather stripping or flashing to prevent heat loss.
 3. Maintenance - Allied Alarm Security completed their annual fire inspection and Woodbridge passed. They installed new batteries, which should be operational for another 12 months.
 4. Heat Tape and Roof Cap - Lallier Construction came and reported that all the heat tape is working on both buildings. They found a few of the roof caps, primarily the chimney vents, were deteriorating and replaced the flashing and sealed the penetrations. There was a small leak on the West building that was repaired. There is a stopgap in place and was sealed up, but Lallier Construction would like to complete more permanent fixes.
 5. East Building and Parking Garage - The sewer line broke and created drywall damage. Alliance Plumbing and Heating repaired a 12 foot run of the sewer line and hooked it up to a more stable junction. Drywall has been repaired and trap doors have been added.
 6. Mechanical Room in East Building- Copper piping has pinhole leaks. They were isolated and Tolin Mechanical replaced the copper piping and the hot water boiler with a new Lars system. That did require new duct work, venting, and a new flue which will allow for the moisture and vapor to get out.
 7. Operation and Safety of Boiler -Bob Ecker from the State of Colorado completed the two year operation and safety inspection of the two boilers and both boilers passed.
 8. Front Driveway Lights - The two front lights are wobbly. One light has failed and Jason Blarjeske cannot find a replacement for it. The other three lights that are working are having issues with water intrusion in the light housing. Any owner that wants to help with researching the design of the lights is encouraged to email the Board.
Action Item: Jason Blarjeske will review this in the spring to get estimates to replace the lights with more stable and efficient lighting.
 9. Parking Lot - Jason Blarjeske has received two bids for the parking lot project. The parking lot needs a full crack sealing, seal coat and re-striping.
Action Item: Homeowners will be notified when this project will take place.

VII. OLD BUSINESS

A. *West Decks Wrap-Up*

This project went on for two summers and part of the winter, but is close to completion. Empire Works has not sent the final bill.

B. *Owner Directory*

Betsy Brace has collated all the owner forms into an owner spreadsheet. She is currently waiting for one more owner to respond and then the owner directory will be sent out.

Action Item: Betsy Brace will send owners a copy once it is complete.

VIII. NEW BUSINESS

A. West Building Outside Staircase

The outside staircase on the west building will be rebuilt this summer. Concrete caissons and railing repairs were done last summer and the staircase should be rebuilt this summer.

Action Item: Owners will be notified when contractors will start the project.

B. East Building Roof and Deck Maintenance

The chimney stack on the east building will need to be waterproofed. Deck maintenance on the lower levels will be reviewed with an engineer.

IX. HOMEOWNER COMMENTS

Dan Pratt shared appreciation to Board members and the Basic Property Management for all their work.

Vicky Anderson seconded the appreciation. She also shared that she would rather see a sauna in the Clubhouse instead of fitness equipment.

Action Item: Vicky Anderson will discuss this with Kris Ann Knish and John Gebbia.

Marnie Kondo reported that the cleaning of the Clubhouse has not been done properly.

Action Item: BPM will speak with the cleaning contractor to ensure proper cleaning.

Action Item: Bill McCall will do a follow up after the next cleaning.

X. ELECTION OF BOARD MANAGERS AT ANNUAL MEETING

There were three positions available and the two incumbents, Paul Sakiewicz and Bill McCall, were running for re-election. Scott Whitfield volunteered to run for the third position, thus an election was not required. Scott Whitfield shared information on his background.

Motion: Betsy Brace moved to accept the slate of candidates by acclamation. Marnie Kondo seconded and the motion carried.

XI. DATE OF NEXT ANNUAL MEETING

The next Annual Meeting was scheduled for Saturday, January 20, 2024 at 9:00 a.m. in hybrid format.

XII. ADJOURNMENT

Motion: Michael Prudhomme moved to adjourn at 10:01 a.m. Bill McCall seconded and the motion carried.

Approved By: _____
Board Member Signature

Date: _____