

WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
February 13, 2023

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*	Bill McCall, Vice President, #106
Paul Sakiewicz, Treasurer	Kris Ann Knish, Director (joined at 6:10 p.m.)
Scott Whitfield, Member at Large, #112	

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

With four Board members participating, a quorum was confirmed.

II. APPROVAL OF JANUARY 21, 2023 MEETING MINUTES

Motion: Bill McCall moved to approve the January 21, 2023 minutes as presented. Scott Whitfield seconded and the motion carried.

III. HOMEOWNER COMMENTS

Paul Sakiewicz shared that Jill Merrill (found her name in the 2020 Annual minutes) thought the 18.5 feet vehicle restriction was not adequate for the parking lot. Jamie Lewis shared that in 2019, the Board voted to include the 18.5' rule for the outside parking lot in the Rules and Regulations. She also explained that the 18.5' vehicle length is in the Town of Frisco's ordinance for parking. The Board will allow leniency for the 18.5' vehicle length in the parking lot as long as it does not present a safety hazard. The vehicle length in the garage is non-negotiable and will be enforced.

Action Item: Bill McCall will send Jill Merrill a reminder of the Rules and Regulations about parking.

IV. FINANCIAL REPORT

Gary Nicholds shared the following based on the Balance Sheet ending January 31, 2023. The Operating Cash was \$51,578, the Reserves Cash was \$184,588, and the Total Cash was \$236,166. For the end of month for January 2023, the Operating deficit was \$992, the Reserve surplus was \$3,956, and there was a total surplus of \$2,964.

Scott Whitfield asked for clarification regarding if the HOA pays for utilities. Jamie Lewis explained that all owners pay their own electric bills and the first floor West Building owners pay electric, gas and water.

Action Item: Jamie Lewis or Paul Sakiewicz will discuss the financials in more detail offline with Scott Whitfield.

V. MANAGEMENT REPORT

Jason Blarjeske shared the following:

1. The fencing beside the west building stairwell column gets loaded with snow every winter. Jason Blarjeske asked for guidance on adding lattice work or wood paneling to the right hand side and said the added lattice work or fence could also save money on shoveling. Jason Blarjeske expressed that he would prefer a permanent structure instead of a removable fix.
Action Item: Jason Blarjeske will put together a sketch of the potential structure and send it to the Board to review.
2. There was a small leak in the 400 building and Tolin Mechanical replaced the gasket for the hot water boiler.

VI. UNIT ISSUES

Unit 102's radiator pipe burst and water leaked into the garage causing substantial damage. Bill McCall reported that the drywall will need to be repaired over at least six parking spaces. Because of the leak, a significant amount of water escaped the boiler, which then caused multiple airlocks. The invoices from fixing the multiple airlocks are currently being paid for by the Association because it was not considered a unit issue. Bill McCall said that if a pipe is in the wall, it is considered the Association's responsibility and if the pipe is in the unit, it is the owner's responsibility. Based on the pictures the Board received and that the pipes could not have frozen unless the heat was completely off within in the unit, it was decided that the damage is the owner's responsibility. Bill McCall reported the owner of Unit 102 knows that repairs from the garage will be submitted to him. The garage will be inspected for mold at the same time the repairs are being completed.

Action Item: Basic Property Management will send the invoices that Units 301 and 307 have received from the repairs of the airlocks to the owners of Unit 102.

VII. OLD BUSINESS

A. *Clubhouse Renovations*

Paul Sakiewicz shared that the next Clubhouse Committee meeting will be on February 22, 2023 and the Committee agreed to do the Clubhouse renovations in stages. Maximum Comfort Pool and Spa looked at the Clubhouse and will submit a bid for the sauna replacement, a new oven, the removal of the old hot tub, and putting in an infrared sauna. Kris Ann Knish reported that she met with B.U.P and Excellent Construction about demolition, removing the old hot tub and replacing it with a steam room, updating the sauna, updating the bathroom, fixing the front door, and adding an up to code egress.

Action Item: The Hot Tub Committee will review the bids during the February 22, 2023 meeting.

Action Item: Paul Sakiewicz will send the previous minutes where it was voted to remove the hot tub to Scott Whitfield.

VIII. NEW BUSINESS

A. *Parking Lot Bids*

There were two bids provided in the meeting packet from Jet Black and A-Peak Asphalt.

Motion: Bill McCall moved to approve the bid from Jet Black. Scott Whitfield seconded and the motion carried.

Action Item: Jason Blarjeske will get Jet Black on the schedule.

B. *Request to Divide Parking Spaces*

Unit 111 requested to divide two parking spaces in the garage. It was agreed to consult with the striping contractor this summer to see if this is within code.

C. *Violations*

The new policies were approved at the last Board meeting and sent out via email before the meeting. The Covenants state that violators have 72 hours to cure the violation and then a fine can be issued every other day. Health and Safety Violation fines are as follows: \$200 for first violation, \$500 for second violation and \$1,000 for the third and subsequent violations. Regular Violations are as follows: \$50 for first violation, \$200 for second violation and \$250 for the third and subsequent violations. Jamie Lewis proposed a Violations Committee to streamline the process of checking violations and sending out the notices and fines.

Action Item: Bill McCall and Kris Ann Knish will be on the Violations Committee.

Action Item: Paul Sakiewicz will send a reminder to the owner that is a violation by allowing dogs to urinate on the tree.

Action Item: Jamie Lewis will add a map of pet relief areas to the Rules and Regulations.

D. *Lallier Bid for Roof Repairs*

A bid was received from Lallier Construction that included the chimney caps, deck sub roof, a new PVC roof (\$29,779), and the work in Unit 314B (\$1,976), which was determined to be an Association responsibility since it is a limited common element and was a construction defect.

Motion: Paul Sakiewicz moved to approve the Lallier Construction bid of \$31,755. Scott Whitfield seconded. After further discussion, there was no vote on the motion.

Action Item: Jamie Lewis will send the Declarations that explain common elements language to the Board to review.

Action Item: Jamie Lewis will add reviewing the Declarations for common elements to the agenda for the next Board Meeting.

Motion: Bill McCall moved to approve the \$3,215 bid for replacing Building 400 chimney caps. Paul Sakiewicz seconded the motion carried.

E. *McCone eForms Community Manager*

This agenda item was added in error.

IX. NEXT MEETING DATE

The next Board Meeting is scheduled for Tuesday, May 9, 2023. Future dates for 2023 Board Meetings are August 8, 2023 and November 14, 2023. The Budget Ratification Meeting is scheduled for November 27, 2023 and the tentative date for the Annual Meeting is January 20, 2024.

X. ADJOURNMENT

Motion: Paul Sakiewicz moved to adjourn the meeting at 7:45 p.m. Kris Ann Knish seconded and the motion carried.

Approved By: Jamie Lewis Date: March 7, 2023
Board Member Signature