

**WOODBRIAGE INN CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
May 9, 2023**

I. CALL TO ORDER

The Woodbridge Condominium Association Board of Managers Meeting was called to order by Jamie Lewis at 6:08 p.m. in the BPM Conference Room and via videoconference.

Board Members Participating Were:

Jamie Lewis, President, #301 (present)
Bill McCall, Vice President, #106
Scott Whitfield, Member at Large, #112
Paul Sakiewicz, Treasurer, #202 (joined at 6:14 p.m.)

Owners Betsy Brace and Marion Quarrier (#302) 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 three Board members participating, a quorum was confirmed.

II. APPROVAL OF FEBRUARY 13, 2023 MEETING MINUTES

Motion: Bill McCall moved to approve the February 13, 2023 minutes as presented. Scott Whitfield seconded and the motion carried.

III. HOMEOWNER COMMENTS

There were no owner comments.

IV. FINANCIAL REPORT

Gary Nicholds reviewed the financials as of March 31, 2023. Operating Cash was \$54,594 and Reserve Cash was \$184,692. The Operating deficit was \$4,603, the Reserve deficit was \$573 and there was a combined deficit of \$5,177. There are some accounting adjustments that will be made in the coming quarter that should reduce the deficit.

Motion: Jamie Lewis moved to accept the financial report as presented. Paul Sakiewicz seconded and the motion carried.

V. MANAGEMENT REPORT

Jason Blarjeske sent a written report prior to the meeting. There were no Board questions.

VI. PRESIDENT'S REPORT

Jamie Lewis thanked Tolin for the after-hours repair of a pipe leak on February 22nd and for the replacement of the circulation pump under warranty just before Easter weekend.

Action Item: Bill McCall will draft a Yelp review for Board approval.

VII. RATIFY EMAIL VOTES TAKEN DURING THE LAST QUARTER

1. Tolin contract for East building hot water tanks (\$20,000).
Motion: Bill McCall moved to ratify the email vote. Paul Sakiewicz seconded and the motion carried.
2. Grill removal from decks for insurance reasons.
Motion: Paul Sakiewicz moved to ratify the email vote. Bill McCall seconded and the motion carried.
3. Contract with Western States Fire System Protection Company for inspection and testing.
Motion: Paul Sakiewicz moved to ratify the email vote. Scott Whitfield seconded and the motion carried.

VIII. UNIT ISSUES

The radiator pipe in Unit 102 burst and water leaked into the garage, causing substantial damage. The owner of Unit 102 has been asked to pay for the repairs. Gary Nicholds said the unit has been listed for sale. The unit owner has contacted American Family Insurance and the claim was left open. Gary provided the language from the Declarations regarding the owner responsibility for the expense. One option would be to post the expense on the owner statement so payment would be handled at closing.

Action Item: Gary Nicholds will follow up with the owner regarding the status of the claim.

Action Item: Gary Nicholds will ask the attorney if the Association has legal standing to file a lien on the property for the repair cost.

Action Item: Gary Nicholds will confirm that the listing agent is aware of the owner responsibility for the expense and make sure there is a paper trail documenting the discussion.

IX. OLD BUSINESS

A. *Woodbridge Street Sign*

Betsy Brace and Marion Quarrier reported that the current sign appears to be located on the property line along the street. They recommended placing the new sign on the same spot to avoid the utility lines. The Town will not grant a variance to turn the sign perpendicular or move it out toward the sidewalk. Concrete support piers will be required. The cost estimate for a metal sign with cutouts is \$5,500, excluding the concrete work. A Frisco sign vendor provided a quote of \$4,000 including installation for a metal sign with acrylic raised letters, excluding the metal posts and concrete. Per current code, the new sign cannot be as tall as the existing. The maximum height is 6' from the center of the road and the maximum total size is 16 square feet. A separate application would be required to add lights but since there are existing light poles on either side, they should not be necessary. There was general discussion about the cost, given the other higher priority projects. There would be less expensive options but they would require more maintenance.

Action Item: Bill McCall will speak to a contact from the property across the street about their wrought iron sign.

Action Item: Betsy Brace and Marion Quarrier will work on developing an owner survey in August.

B. Leak into Units 112 & 133 and West Building Work

Scott Whitfield had a leak into his unit and there was another leak into Unit 113. Empire Works was able to replicate the leaks into the units by spraying water on the vertical wall surface. They suggested removing areas of siding to determine if there is any water shield or vapor barrier, installing new sheathing and reinstalling the siding, if it is not damaged. There was a small leak into Unit 113 determined to come from the threshold of Unit 215's back deck which may be under warranty. Some of the membrane that was installed by Unit 215 may have failed or was installed incorrectly. The bid for the siding was \$12,444 plus any required sheathing and siding materials. Scott Whitfield asked if there was another option, if the work will not be under warranty. Bill McCall said John Kona should inspect the questionable warranty work when the siding is pulled off.

Motion: Bill McCall moved to approve the Empire Works bid. Scott Whitfield seconded and the motion carried.

C. Clubhouse Renovation Committee

The Committee met last week. A bid of \$40,000 was received to remodel the Clubhouse, including widening the room, dismantling the hot tub, new flooring, combining the bathroom with the broom closet, new bathroom fixtures, painting, lighting and isolating the Unit 107 deck. The bid did not include the sauna or steam room. The current Reserve balance is about \$184,000. The contribution was increased from \$69,000 in 2022 to \$79,000 this year, so there may be some funding to do part of the project. The project is estimated to take 4 – 6 weeks, but it could be done in stages. The cost estimates for redoing the sauna and steam are \$20,000 each and they could be the second and third phases of the work. It is hard to get contractors and the price could increase next year.

Jamie Lewis noted that per language she found in the Declarations, the Association cannot spend more than 10% of the total budget (\$28,000) on common elements without a vote of the owners. Paul Sakiewicz suggested consideration of this project next year when the Reserves are healthier. There was discussion about what could be done at a lower cost, since there are no funds budgeted for the current year. It was agreed to power wash the sauna and clean the floor and to leave the rest for next year.

D. Discussion of the Definitions of Common Elements & Limited Common Elements

Jamie Lewis reviewed the information she found in the Declarations regarding responsibility for Common and Limited Common Elements. Definitions of the terms Common Elements which include General and Limited Common Elements, as well as Residential Limited and Commercial Limited Common Elements were reviewed. Owners have non-exclusive rights to Common Elements. These elements cannot be divided. Use of General and Common Elements were reviewed. Owners Maintenance Responsibility for their units defined what each owner actually owns of the unit, and what they must maintain. The sentences "All fixtures, equipment, and utilities installed within a unit commencing at a point where they enter a Unit and which service only that Unit shall be maintained and kept in repair by the owner thereof." (anything leaving the

common system to service a single unit is the responsibility of the unit owner.) and the sentence “An Owner shall maintain the interior of his own Unit...to the extent current repair shall be necessary in order to avoid damaging other Condominium Units or the Common Elements.” and the sentence “An Owner shall always keep the decks adjoining and appurtenant to his Unit...in a safe, clean and orderly condition.” were reviewed to make it clear what owners must maintain.

X. NEW BUSINESS

A. *Offensive Odors from Inside Units that Permeate Other Units*

There have been some issues with a unit occupied by smokers causing complaints from neighboring units. Legally, smoking is allowed in the units. The only way to prohibit smoking in units would be to change the Declarations, which would be an Association expense. The best prevention for affected neighbors is to talk to the offender themselves. Language will be added to the revised Rules and Regulations for this point.

B. *New Light Posts by Driveway and Wall on West Building Steps to Prevent Snow Buildup*

Action Item: Bill McCall and Jason Blarjeske will work on this issue.

C. *Updated Rules & Regulations with Changes*

Jamie Lewis reviewed the proposed changes in the red-lined version of the document. There was lengthy discussion about the prohibition on camper vans. It was noted that Sprinter vans and quad cab pickup trucks exceed the 18.5’ length restriction. The following revisions were discussed:

1. Section A.2. - Change to “in the covered garage” and remove “and open spaces”. After discussion, this section was left as originally drafted.
2. Section A.6. - Change to “snowmobiles or vehicles with actively used sleeping quarters”. After discussion, there was agreement to make this change.

Motion: Scott Whitfield moved to approve the Regulations, with Section A.2. left as is and Section A.6. amended as discussed. Bill McCall seconded and the motion carried with Paul Sakiewicz abstaining.

XI. NEXT MEETING DATE

The next Board Meeting is scheduled for Tuesday, August 8, 2023.

XII. ADJOURNMENT

Motion: Paul Sakiewicz moved to adjourn the meeting at 8:48 p.m. Bill McCall seconded and the motion carried.

Approved By: Jamie Lewis Date: May 26, 2023
Board Member Signature