

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
February 6, 2024**

I. CALL TO ORDER

The Woodbridge Condominium Association Board of Managers Meeting was called to order by Jamie Lewis at 6:00 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, Secretary/Treasurer, #202
Kris Ann Knish, Member at Large, #208
Scott Whitfield, Member at Large, #112

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

With all Board members participating, a quorum was confirmed.

II. APPROVAL OF NOVEMBER 14, 2023 MEETING MINUTES

Motion: Paul Sakiewicz moved to approve the November 14, 2023 Board Meeting minutes as presented. Kris Ann Knish seconded and the motion carried.

III. HOMEOWNER COMMENTS

There were no owner comments.

IV. FINANCIAL REPORT

The January financial report will be sent to the Board.

Paul Sakiewicz asked if coupon booklets will be sent out.

Action Item: Eric Nicholds will ask Madison Tomson about coupon booklets.

V. MANAGEMENT REPORT

Jason Blarjeske sent a written report to all Board members yesterday. There is a snow blower on site being used to clear the pathways. Bird deflectors will be installed.

Action Item: Jason Blarjeske will ask the contractors to straighten the tilted chimney pipe when they install the bird deflectors.

VI. PRESIDENT'S REPORT

Jamie Lewis said an owner was approached by someone from Windwood looking for the "community sauna". All Windwood owners will be sent a reminder about not using the Woodbridge amenities and not walking their dogs on Woodbridge property.

VII. RATIFY EMAIL VOTES

1. Vote for BPM staff gifts: Jason Blarjeske, Kerry Hartnett, Susan Nicholds and Madison Tomson.
2. Vote to accept BUP proposal for west garage and mechanical room ceilings.
Motion: Bill McCall moved to ratify the two votes conducted by email. Paul Sakiewicz seconded and the motion carried.

VIII. UNIT ISSUES

There was an issue with construction noise in Unit 307 at 7:00 p.m. The rules specify that construction noise is not allowed after 6:00 p.m.

IX. OLD BUSINESS

- A. *Timber Wall on Right Side of Entrance to East Garage*
The wall is deteriorating and will need to be addressed once the snow melts. Kris Ann Knish proposed removing it. Other options would be to rebuild the wall with timbers, boulders or cement.
Action Item: Jason Blarjeske will ask BUP and E&A for bids for replacing the timbers.

X. NEW BUSINESS

- A. *Consent Agenda Use*
The Board agreed to start using a consent agenda at the next meeting.
- B. *Proposed Budget Format*
The owner of Unit 111 is a CPA and suggested replacing the actuals column with a year-end projection. The Board discussed this request.
Motion: Paul Sakiewicz moved to retain the current budget format. Scott Whitfield seconded and the motion carried
- C. *BUP and David Peacock West Staircase Proposals*
BUP provided proposal to replace only the wood sections of the staircase. Kona suggested steel for all of it. BUP obtained a bid from a welder David Peacock for replacing all wooden parts of the stairwell with custom made steel. The caissons are in and there are stamped drawing that have been approved by the Town. The cost would be \$52,000 for the steel work and \$12,920 for BUP's part of the project. BUP will do the demolition, help with reconstruction and oversee Peacock's work. BUP has been asked to add language to the proposals related to construction guidelines and the Rules & Regulations. Peacock's proposal does not include a warranty or guarantee, which may come under the BUP contract. When they remove the platform on the second floor deck, any additional waterproofing required would be on a time and materials basis. There is \$40,000 budgeted in Reserves for this project. Kris Ann Knish noted that Breck Iron Works is too busy.
Motion: Paul Sakiewicz moved to approve the proposals at an approximate cost of \$65,000 with the changes as requested. Kris Ann Knish seconded and the motion carried.

D. Winzenburg Leff Purvis and Payne – Declarations Changes Proposal

The bid for updating the Declarations is \$10,200. There is \$12,000 budgeted this year.

Motion: Kris Ann Knish moved to approve updating the Declarations. Bill McCall seconded and the motion carried

E. Insurance

Steve Deraddo recommended having risk management and site control inspections of the property and hiring a certified appraiser to provide an accurate replacement value. John Kona, Borne Consulting or Ebert Appraisals might be able to provide the replacement value information. CAU, the current carrier for Woodbridge, would send a loss control representative to perform a site visit at no cost. The Core Logic score for Woodbridge is very high at 89 and some carriers will not underwrite any properties with a score over 50. There was discussion regarding the potential consequences of having these reports. There was discussion about procuring annual competitive bids for insurance but Eric Nicholds cautioned that having brokers bid the same carriers can cause problems. Scott Whitfield volunteered to research insurance options.

Action Item: Janie Lewis will continue to research the inspection options.

Action Item: Jason Blarjeske will create an Operational/Maintenance log.

There was a very comprehensive article in the Summit Daily News regarding insurance. There was agreement to send the article to all owners.

XI. NEXT MEETING DATE

The next Board Meetings are scheduled for May 7, August 13 and November 5, 2024. The Budget Approval Meeting is scheduled for November 21, 2024.

XII. ADJOURNMENT

Motion: Scott Whitfield moved to adjourn the meeting at 7:32 p.m. Kris Ann Knish seconded and the motion carried.

Approved By: *Jamie Lewis*
Board Member Signature

Date: February 8, 2024