

WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
May 7, 2024

I. CALL TO ORDER

The Woodbridge Condominium Association Board of Managers Meeting was called to order by Jamie Lewis at 6:02 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

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

With four Board members participating, a quorum was confirmed.

II. CONSENT AGENDA RATIFICATION

Items on the Consent Agenda included approval of the February 6, 2024 Board Meeting minutes, the Financial Report, the Management Report and the Unit Report.

Motion: Bill McCall moved to approve the Consent Agenda as presented. Kris Ann Knish seconded and the motion carried.

III. HOMEOWNER COMMENTS

There were no owner comments.

IV. OLD BUSINESS

A. West Building Staircase

The construction of the staircase is in progress. There has been about \$1,500 in additional charges for railing replacement.

B. Letters Sent to 14 Windwood Units RE: Clubhouse, Dumpsters and Dogs

Betsy Brace wrote a letter regarding the issues and it was sent to every Windwood owner. She received some responses that were very apologetic regarding their guest behavior.

C. Windwood Annual Meeting June 22

Jamie Lewis has been invited to attend the Annual Meeting.

D. Declaration Revisions

The revisions have been returned by the attorney. Jamie Lewis and Gary Nicholds will be reviewing them and will forward them to the Board once this is completed.

V. NEW BUSINESS

A. Unit Inspections

There are unit inspections specified in the Management Contract but some owners do not want management to enter their units. Gary Nicholds suggested removing this item from the contract and reducing the budget by the appropriate amount. Individual owners who would like inspections can make arrangements with BPM.

B. Accounts Receivable

Madison Tomson is trying to improve the process and ensure the Board is in the loop regarding payments being received real time. She will send an Accounts Payable check register with the monthly financials in the monthly Board communication. The check register will be approved at the following Board Meeting. She would also like to establish a threshold above which Board approval will be required prior to payment of any invoice. This would not apply to monthly reoccurring expenses such as utilities and plowing. Jamie Lewis will be the point person with Bill McCall backing her up. The Board agreed to a \$3,000 limit.

Motion: Jamie Lewis moved to set a \$3,000 threshold for invoice payment without Board approval. Kris Ann Knish seconded and the motion carried.

C. Keeping Woodbridge STR Licenses at 50%

Jamie Lewis said there are currently three units for sale, only one has an STR license. Licenses are not grandfathered when units are sold. Currently one Woodbridge unit is on the Town of Frisco waiting list for an STR license. Our property insurance requirements limit the number of STR licenses to 50%.

D. Leak into Garage from Clubhouse Roof

Lallier Construction will be providing repair estimates for the roof. The leak appears to be resulting from a combination of the flat roof membrane, the Unit 207 deck and shingled roof. The repair estimate is around \$32,000. A second bid of \$13,000 was received for the flat roof replacement only.

E. Estimates from BUP and E&A Property Management for Cement vs. Wood Wall Around Base of East Building

Two estimates were received for replacing the retaining wall on the east side of the East building from garage entrance to the stairwell. They suggested very different solutions for the repairs. The estimates were \$10,000 for the wall and \$5,000 for removing and replacing the dirt. There is \$15,000 budgeted.

Motion: Bill McCall moved not to spend any money on the retaining wall on the left hand side, to roll the funding into repairing the Clubhouse roof and to get a second bid. Paul Sakiewicz seconded and the motion carried.

