

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION  
BOARD OF MANAGERS MEETING  
August 6, 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 (present)  
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 was Jason Blarjeske. Erika Krainz of Summit Management Resources was recording secretary.

With five Board members participating, a quorum was confirmed.

**II. CONSENT AGENDA RATIFICATION**

Items on the Consent Agenda included approval of the May 7, 2024 Board Meeting minutes, the Financial Report, the Management Report and the Unit Issues.

**Motion:** Bill McCall moved to approve the Consent Agenda as presented. Paul Sakiewicz seconded, and the motion carried.

**III. HOMEOWNER COMMENTS**

There were no owner comments.

**IV. OLD BUSINESS**

*A. Unit Inspections*

Jason Blarjeske said BPM has concerns about safety and liability for the staff and residents related to entering occupied units and the attorney has advised consideration of ceasing unit inspections effective January 1, 2025. It may be possible for owners to contract with BPM individually to continue inspections. It needs to be determined if short-term rentals would be eligible, since rental management companies usually include inspections as part of their contract.

**V. NEW BUSINESS**

*A. 2025 Budget*

Paul Sakiewicz said the budget as drafted includes no increase to dues. Operating expenses account for about 70% of the budget, versus 72% last year. The Reserve contribution was increased by \$5,000.

*B. Projects*

1. Retaining Wall East End of East Building/Landscaping – Three bids have been received. One bid was \$3,700 and a second was \$11,000 - \$13,000. The range in price is due to two different types of materials. They are proposing cable tiebacks to the building to prevent future movement. The budget was adjusted to \$50,000 for all 3 of the retaining walls but the project will be postponed.
2. West Building 1<sup>st</sup> Floor Deck – The deck is in very poor condition. BUP provided a bid of \$10,870. The budget was left at \$11,000.
3. Garage Ceiling – \$4,000 (unbudgeted).
4. Painting – The bids received were \$7,620 for the East building and \$11,830 for the West building. The budget was adjusted to \$20,000.
5. Clubhouse Wall and Heat – A budget of \$20,000 was set.
6. Clubhouse Phase I and Phase II – It might be possible to phase the improvements. Phase I should be to clean up the interior (walls, lighting and heat) but nothing should be done until the Committee has provided the concept for the future. The back door does not open and needs to be replaced. The Committee will reconvene and develop a project wish list. There was agreement to make small improvements to make the Clubhouse usable for the winter.
7. Clubhouse Roof – It was determined that the leak did not originate from the roof, and it does not need to be replaced this summer. The budget was set at \$40,000 in 2027.
8. Washers and Dryers – The budget was set at \$4,000 for replacement in 2026.

The Balance Sheet as of June 30, 2024, reflected a Reserve Cash balance of \$120,360. By the end of December, the total Reserve contribution is projected to be \$79,216. The goal is to retain a \$100,000 Reserve balance, so there is about \$100,000 to spend on projects.

The priorities for 2024 are: 1) garage ceiling, 2) West building deck, 3) painting and 4) Clubhouse wall and heat for a total of \$55,000.

The priorities for 2025 are 1) Clubhouse and 2) retaining wall/landscaping.

Future projects are the washer/dryer in 2026 and the Clubhouse roof in 2027.

The Board will vote by email once Jamie Lewis has confirmed the budget can support the expenses.

**Action Item:** Jason Blarjeske will direct the contractor to proceed with the garage ceiling repairs.

**Action Item:** Jamie Lewis will work with Madison Tomson to revise the budget.

**VI. NEXT MEETING DATE**

The next Board Meetings are scheduled for November 5, 2024, and November 21, 2024 (budget approval). The Annual Meeting will be held on Saturday, January 18, 2025 at 9:00 a.m.

Jason Blarjeske was recognized for his work at the property.

**VII. ADJOURNMENT**

**Motion:** Bill McCall moved to adjourn the meeting at 7:11 p.m. Scott Whitfield seconded and the motion carried,

Approved By:  Jamie Lewis  Date:  August 8, 2024   
Board Member Signature