

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION  
BOARD OF MANAGERS MEETING  
November 5, 2024**

**I. CALL TO ORDER**

The Woodbridge Condominium Association Board of Managers Meeting was called to order by Jamie Lewis at 5:01 p.m. in the BPM Conference Room and via videoconference.

Board Members Participating Were:

Jamie Lewis, President, #301 (present)  
Bill McCall, Vice President, #106  
Kris Ann Knish, Member at Large, #208  
Scott Whitfield, Member at Large, #112  
Paul Sakiewicz, Secretary/Treasurer, #202 (joined at 5:30 p.m.)

Representing Basic Property Management were Gary Nicholds, Eric Nicholds 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 August 6, 2024 Board Meeting minutes, the Financial Report, the Management Report, unit issues and ratifying the email votes taken during the last quarter.

**Motion:** Bill McCall moved to approve the Consent Agenda as presented. Scott Whitfield seconded and the motion carried.

**III. HOMEOWNER COMMENTS**

There were no owner comments.

**IV. OLD BUSINESS**

*A. Current Clubhouse Repairs*

New window and door have been ordered, a new baseboard heater will be installed under the window and drywall and electrical work (removal of hot tub mechanics, addition of ceiling can lights and electrical plugs and light fixture on wall) will be done.

**V. NEW BUSINESS**

*A. Accept New Collection Policy*

**Motion:** Kris Ann Knish moved to accept the new Collection Policy. Scott Whitfield seconded and the motion carried.

*B. Limit STRs at Woodbridge Policy Discussion*

The insurance broker and underwriter are verbally requiring the number of STRs to be no more than 50% of the total units. A policy was drafted requiring owners to obtain Board approval and hold a Town of Frisco STR license for rentals under 30 days to rent short-term. There are currently 16 units with STR licenses. Bill McCall noted that there should be a deadline for rental owners to submit the form.

*C. Discussion on Access to Mechanical Rooms & Boiler Shutdown Procedures*

The code has been changed on the door so BPM will have to be contacted to provide access for shutting down the system.

*D. Glycol Addition to Heating Systems Next Summer – Monitor Water Loss*

The plumber recommended waiting until next summer to drain the system and add glycol.

*E. Updated Regulations Approval*

Jamie Lewis reviewed the proposed additional language to the document. It was agreed not to change the language regarding satellite dishes. The Board agreed they needed more time to review the revisions.

*F. 2025 Budget*

The 2025 Budget was accepted at the August meeting. Since then, a \$5,000 line item was added for Boiler Repair/Replacement/Major Maintenance for glycol addition.

**Motion:** Bill McCall moved to accept the 2025 Budget with the additional \$5,000 expense for glycol. Paul Sakiewicz seconded and the motion carried.

*G. Board Elections*

The terms of Bill McCall, Paul Sakiewicz and Scott Whitfield expire and all three are willing to run for re-election.

*H. Board Member Form*

Gary Nicholds summarized the requirements for compliance with the Corporate Transparency Act (CTA). The CTA is a Federal law requiring corporations to report their beneficial ownership information to the Financial Crimes Enforcement Network of the United States Treasury Department. Gary will be sending out detailed information regarding how Board members can register to get an individual FinCen identification number. BPM will handle the registration on behalf of the Association. The deadline for compliance is January 1, 2025. The website for obtaining a FinCen identification number is <https://fincenid.fincen.gov/landing>.

**VI. PROJECTS**

*A. Clubhouse Next Year*

The Clubhouse projects will be discussed at the Annual Meeting and owner volunteers for the Clubhouse Committee will be solicited. Proposed projects include new windows on the side of the building (\$4,000 installed) and the wall between Clubhouse and 107 decks (\$2,500).

**VII. NEXT MEETING DATE**

The Budget Approval Meeting is scheduled for Tuesday, November 19, 2024 at 6:00 p.m. The Annual Meeting will be held on Saturday, January 18, 2025 at 9:00 a.m. The 2025 Board Meetings are scheduled for February 4, May 6, August 5 and November 5 at 6:00 p.m.

**VIII. ADJOURNMENT**

The meeting was adjourned at 6:10 p.m.

Approved By: Jamie Lewis Date: 11/7/2024  
Board Member Signature