

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
SPECIAL BOARD OF DIRECTORS MEETING
January 23, 2025**

I. ROLL CALL/CERTIFYING OF PROXIES

The Woodbridge Condominium Association Special Board of Directors 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

Paul Sakiewicz, Treasurer, #202*

Jon Gebbia, Director, #307*

Bill McCall, Vice President, #106*

Kris Ann Knish, Secretary, #208*

Representing Basic Property Management were Eric Nicholds and Jason Blarjeske. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

II. BUSINESS

A. Code of Ethics Discussion

Jamie Lewis reviewed the HOA Member Code of Conduct.

Action Item: Jon Gebbia will sign the Code of Conduct and forward the executed copy to Jamie Lewis.

B. General Structure of Meetings and Voting Between Meetings

Jamie Lewis provided a summary of how the meeting schedule is established and changed when necessary and the procedure for voting by email between meetings.

C. Election of Officers

Motion: Paul Sakiewicz moved to retain the same Officers. Bill McCall seconded and the motion carried.

D. Unit 102 Heating Failure

Unit 102 currently has no heat due to frozen radiator pipes. This conclusion is supported by assessments from BPM staff and an HOA-approved plumber, as well as the ambient outside temperatures. Radiator piping is the financial responsibility of the unit owner.

To assist the owner, the Board has reviewed emails, plumber recommendations, and BPM's proposed solutions. Based on this information, and the Board's collective knowledge and experience, the Board supports BPM's plan to use forced warm air from a diesel generator to thaw the pipes by directing heat into the garage ceiling beneath Unit 102. This approach can proceed if the owner agrees to assume financial responsibility.

The goal is to prevent further damage by thawing the pipes in a controlled manner, allowing for immediate detection and repair of any leaks. However, this method is experimental and may not guarantee success.

Motion: Bill McCall moved to authorize BPM to use forced warm air from a diesel generator to thaw the pipes by directing heat into the garage ceiling beneath Unit 102 if the owner agrees to assume financial responsibility. Jon Gebbia seconded and the motion carried.

Action Item: Jason Blarjeske will send notification to all owners in the East building regarding the schedule for this project with instructions for parking.

III. SET NEXT MEETING DATE

The next Board Meeting is scheduled for February 4, 2025 at 6:00 p.m.

IV. ADJOURNMENT

The meeting was adjourned at 7:04 p.m.

Approved By: _____

Board Member Signature

Date: _____