

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
May 13, 2025**

I. CALL TO ORDER

The Woodbridge Condominium Association Board of Managers Meeting was called to order by Jamie Lewis at 6:04 p.m. in the BPM Conference Room and via videoconference.

Board Members Participating Were:

Jamie Lewis, President, #301 (present)
Bill McCall, Vice President, #106 (present)
Paul Sakiewicz, Treasurer, #202
Kris Ann Knish, Secretary, #208
Jon Gebbia, Member at Large, #307

Owner Marnie Kondo (#204) joined the call at 7:30 p.m.

Representing Basic Property Management were Gary Nicholds and 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 February 4, 2025 Board Meeting minutes, the Financial Report as of 4/30/25 and the Management Report (see below).

Motion: Jon Gebbia moved to ratify the Consent Agenda as presented. Paul Sakiewicz seconded and the motion carried.

Management Report:

1. Clubhouse/Unit 107 partition wall completed.
2. Comcast boring under asphalt completed.
3. Sturgeon Electric has run new wiring to the Comcast lock boxes installed in garage of 400 Building.
4. Working with Comcast sub-contractors for preparation and date of installation of new cable route for internet/cable.
5. Light timers re-adjusted for spring/summer
6. Will work on getting Clubhouse deck open for Summer. Emtek lock needs to be programmed/set up and the deck cleaned off.
7. Normal weekly tasks per management contract, as usual
8. Two LED light posts by the Woodbridge sign stopped working due to line being cut by a Comcast contractor. The contractor repaired the lines.
9. New windows for the Clubhouse were delivered May 8th and will be installed the week of May 12th.

III. HOMEOWNER COMMENTS

There were no owner comments.

IV. OLD BUSINESS

A. Rules Change

Approval of the three new Rules (#24, #25/#26 and #29) was tabled until the Declarations update has been completed. .

Construction trailers and equipment require prior written Board approval that must be displayed. Equipment 8:00 a.m. – 6:00 p.m. on decks Monday – Friday unless authorized. Construction work must be limited to these hours. The Rule is specific to contractors. There was discussion regarding allowing owners to do work in their units on weekends. Paul Sakiewicz felt that if the work was within the permitted hours and within the owner's capability it should be allowed. Jon Gebbia said it would be difficult to prohibit owners from doing work in their units on weekends, but there should be specific construction hours to minimize disturbance. There was agreement to set weekend construction hours at 9:00 a.m. – 6:00 p.m.

V. NEW BUSINESS

A. Notes from Town Hall Meeting

1. Quorum – Owners supported a 33% quorum rather than 20%. The Board agreed to propose 30%.
2. STR Cap to 50% - Language could be included in the Declarations that gives the Board the discretion to set the percentage. The Board agreed not to set a percentage in the Declarations and to allow the Board to set the percentage.
3. Smoking – The current language allows smoking only on the back decks. In the survey 10 years ago, only one owner was opposed to including a prohibition in the Declarations on smoking anywhere on the property. The Board agreed vaping should be removed from the definition of smoking and not to allow smoking in the units or in any common areas.
4. Pets – The Declarations currently restrict pets to owners only, except for trained service animals.
Action Item: Jamie Lewis will ask the attorney about how to address owner friends and families.
5. Parking – The Declarations currently prohibit RVs and campers. Kris Ann Knish felt that parking restrictions should be based on not obstructing other vehicles and not taking up more than one parking space.
Action Item: Jamie Lewis will work on a clearer definition.
6. Owner Maintenance – There are two opinions. One is that the HOA is responsible for everything outside the walls and the other is that owners must take care of any common utility from the point it leaves the main line

and services their unit only. Jon Gebbia was concerned about putting responsibility on owners for things they cannot control.

Action Item: Jamie Lewis will talk to the attorney about refining the language.

7. Use Restrictions – The Use Restrictions need to be in the Declarations to give the Board the authority to adopt rules on certain topics. If they are in the Rules, each Board would be able to change them.

B. Policy Approvals

1. Records Retention – **Motion:** Kris Ann Knish moved to approve the Records Retention Policy. Jon Gebbia seconded and the motion carried.
2. Reserve Study – **Motion:** Bill McCall moved to approve the Reserve Study Policy. Kris Ann Knish seconded and the motion carried.
3. Dispute Resolution – **Motion:** Bill McCall moved to approve the Dispute Resolution Policy. Paul Sakiewicz seconded and the motion carried.

C. Air Lock Problem in East Building Boiler System

Tolin was asked not to take the boiler system down during maintenance. They said they could not do the proper maintenance without shutting it down and there should not be a problem with air locks. They are going to need access to the third floor units to inspect the system. A radiator started leaking from the auto air vent in Jamie Lewis' bathroom. It has been replaced. Owners should be asked to check their units to determine if they have an auto air vent. Replacement or addition of one will be an individual owner responsibility since it is inside the unit.

D. Proposals for Parking Lot Crack Fill & Restripe East and West Garages

Two proposals were received:

1. Jet Black – \$1,420. They recommended crack filling and joint repair.
2. Mountain Striping - \$1,400 to restripe the east and west garages.

The two proposals were approved.

E. Unit 113 Water Damage Repair

The unit owner has been experiencing leaks for several years over the sliding door on the deck. The leaks on the decks above it were addressed by Empire Works but the situation got worse and eventually the door would not open at all. Empire finally stopped the leak by redoing the waterproofing. The interior wall around the door were left open for some time to ensure the leaking did not reoccur. The owner has now submitted the invoice for the drywall replacement, which is an HOA responsibility. The invoice also includes texture and paint, which the HOA typically would not cover. The total bill is \$1,700. Jamie Lewis proposed paying the entire bill due to the long term inconvenience.

Motion: Paul Sakiewicz moved to approve payment of the entire invoice, with the understanding that this action is an exception and not setting precedent. Bill McCall seconded and the motion carried.

- F. *Repair/Replace the Two Light Posts Along the HOA Entry Driveway*
There are two very old light posts that are no longer functioning. There is a streetlight about 20' away. They will be removed and will not be replaced.
- G. *Removal of Dead Tree and Other Trees Above Parking Lot*
The dead tree by the sign needs to be cut down. There are a couple of trees at the edge of the parking lot that are growing in the rock wall that need to be removed. There were no objections to these actions.
- H. *Unit Split*
Action Item: The Board will determine the next steps regarding the owner request to seal the door between the main unit and the lock off.

VI. PROJECTS

- A. *Clubhouse Renovations*
Marnie Kondo has researched washer/dryer equipment for the Clubhouse. All pricing includes removal of the existing equipment, new coin or token operated Maytag equipment and a five year warranty on the equipment.
1. A&K Appliance - \$5,755 for a top load washer and dryer or \$7,646 for a front load washer and dryer.
 2. Clean Design - \$8,106 for a top load washer and dryer or \$10,296 for a front load washer and dryer.
 3. Martin Ray Laundry System - \$11,300 for a front load washer and dryer (token operated).

Jon Gebbia recommended top loading washing machines due to mold issues with front loading machines. He said Speed Queen is the industry standard. Paul Sakiewicz suggested replacing the flooring after the existing equipment is removed.

Action Item: Marnie Kondo will obtain pricing for Speed Queen machines.

The new windows are being installed. Bill McCall suggested putting motion detectors or timers on the lights in the laundry room.

- B. *Comcast Building Rewiring to the Units*
An email was sent to owners regarding gaining access to the units for the Comcast installation. Some owners have requested a specific date and time for access, which is impossible to provide. Comcast will leave the cable on the deck if they cannot access the unit and the owner will be responsible for bringing it into their unit.
- Action Item:** Jamie Lewis will ask Comcast about how the wires will be brought into the units for the various configurations.

C. Retaining Wall

John Cona generated a report on the retaining wall about five years ago. Four sections of the timber wall will be removed, some of the dirt will be saved and a new lower cement wall with footers will be installed. It will not have to be tied in to the building. The top of the wall will have the same line as the building. The trees will have to be removed and it may be possible to replant them around the parking lot.

VII. NEXT MEETING DATE

The next Board Meetings are scheduled for August 12, 2025 and November 4, 2025 at 6:00 p.m. The Budget Approval Meeting will be held on November 12, 2025 at 6:00 p.m. The Annual Homeowner Meeting will be held on January 10, 2026 at 9:00 a.m.

VIII. ADJOURNMENT

The meeting was adjourned at 8:42 p.m.

Approved By: Jamie Lewis

Board Member Signature

Date: 10/15/25