

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
September 8, 2025**

I. CALL TO ORDER

The Woodbridge Condominium Association Board of Managers 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 (present)
Bill McCall, Vice President, #106
Paul Sakiewicz, Treasurer, #202
Kris Ann Knish, Secretary, #208
Jon Gebbia, Member at Large, #307

Representing Basic Property Management were Gary Nicholds, Jason Blarjeske and Madison Tomson. 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 25, 2025 and July 22, 2025 Board Meeting minutes, unit reports and ratifying email votes taken during the last quarter.

There were requests to correct errors in previous minutes related to dates, voting results and Officer attributions.

Action Item: Erika Krainz will revise all previous minutes as applicable to reflect Paul Sakiewicz is Treasurer and Kris Ann Knish is Secretary.

Action Item: Erika Krainz will revise the May 13, 2025 minutes Section VII to reflect the next meeting date is January 10, 2026 instead of 2025.

Action Item: Jamie Lewis will revise the August 5, 2025 minutes to reflect the result of the vote was three in favor (Paul Sakiewicz, Jon Gebbia and Jamie Lewis), one opposed (Kris Ann Knish) and one abstaining (Bill McCall).

There was lengthy discussion regarding the sequence of events for the votes that were conducted on the retaining wall. It was clarified that there was no vote at the May meeting, an "informal" vote with no motion at the July meeting (two in favor and two opposed), a vote by email on July 23rd (Bill McCall, Kris Ann Knish and Jon Gebbia opposed and Jamie Lewis and Paul Sakiewicz in favor) and a final vote reflected in the Consent Agenda minutes of August 12th (Kris Ann Knish opposed, Jon Gebbia, Jamie Lewis and Paul Sakiewicz in favor and Bill McCall abstaining per the correction noted above).

The email trail included an August 3rd thread and subsequent outreach to line up options. The vote that resulted in the reversal of the wall decision followed a phone call indicating one Board member was reconsidering but this context was not shared with the full Board, which created a perception issue and concerns about transparency. Paul Sakiewicz explained that the second vote was conducted after Jamie Lewis sent an email to all Board members with additional detail supporting the rationale for doing the entire project rather than a piecemeal approach, which in his opinion qualified as a material change. Jason Blarjeske noted that he circulated ZB's July 24th synopsis/proposal to the full Board and received no response. Kris Ann Knish pointed out that the Board never met to discuss the wall #1 option. She was also concerned about the owner approval for a \$50,000 project while the cost will now be around \$90,000. The additional expense will be allocated from the remaining Clubhouse project funds from 2025. In summary, there was a request for more open communication between Board members and improved transparency going forward.

III. OLD BUSINESS

A. *Board Education: Rule Violation Process*

There are two standing violations for a disabled vehicle and a third violation for a pet. Jamie Lewis clarified that the pet owner cannot be fined unless they do not respond within 72 hours.

Action Item: Jason Blarjeske will ask Kerry Hartnett to revise the letter to remove the sentence "since it is the second violation the Board may decide to fine you \$500".

The owners of 104 never requested permission to remove the door between the unit and lock off but it appears the door has been reinstalled and no further action is required.

B. *Governing Documents Voting Update*

About 10% of the owners have submitted their ballots and all are all in favor.

Kerry Hartnett will be sending another reminder to owners about voting. There is a path for judicial approval if the required number of votes are not received.

IV. NEW BUSINESS

A. *Financial Report & 2026 Budget*

As of July 31, 2025, the balances were \$15,828 in Operating and \$180,909 in Reserves for a total of \$196,737. There was a \$1,845 Operating deficit and a \$22,502 Reserve surplus for a combined surplus of \$20,658.

Madison Tomson reviewed the significant changes compared to the prior year for the proposed 2026 Operating Budget. It includes an overall 8% dues increase.

1. Insurance - \$46,000 (57%) increase.
2. Management Fee – 3% increase.
3. Repairs & Maintenance – 3% increase.

4. Snowplowing – 5% increase.
5. Security & Fire Safety – increase for testing, inspections and maintenance.
6. Utilities – 5% increase

The proposed Reserve Budget was reviewed:

1. Dues Income - \$89,216. The ending Reserve balance is projected to be \$126,579.
2. Exterior Painting – \$100,000. A bid of \$69,000 has been received for both buildings and a second bid is pending. After discussion, there was agreement to reduce this line item to \$75,000.
3. Major Projects Landscaping and Grounds – added \$15,000.
4. Building Repairs & Maintenance – added \$10,000.
5. Contingency – \$5,000.
6. Asphalt Repairs & Maintenance – \$8,000.
7. Total – \$113,000.

B. Insurance

There was general discussion about insurance and potential options for reducing the cost. Gary Nicholds noted that Woodbridge is still insured in the standard market, which is much less expensive than the secondary market. There are not many standard carriers offering coverage in Colorado. Some insurers will not provide quotes for properties that have a high fire score or are valued over \$50 million. Steve DeRaddo indicated CAU would not consider offering coverage for Woodbridge if it was a new customer because of the high fire score. Once the policy is renewed, there is a 25% minimum earned premium before the policy can be changed. Gary recommended renewing the policy for next year and to continue looking for other options. There is not enough time now to process a new policy prior to renewal. The Woodbridge replacement value is \$18 million.

Action Item: Gary Nicholds will request the list of brokers used by Erica Baum at Arrow Insurance and Steve DeRaddo.

Motion: Bill McCall moved to approve the CAU insurance policy proposal. Kris Ann Knish seconded and the motion carried.

C. East Building Garage Entrance

A short term rental guest hit the garage height bar last winter due to a 10" ice accumulation. The bar is at 7' and the garage motor is at 7'2". The Board discussed installing a solid barrier at 6'10" with proper warning signage and options for mitigating the ice accumulation, such as a gutter with heat tape or an awning. A separate breaker would be required for heat tape. The Board agreed to replace the "7' Clearance" signage "Winter Conditions May Reduce Clearance".

Action Item: Jason Blarjeske will have a sign made.

V. PROJECTS

A. *Management Report*

1. Comcast/Xfinity – New grounds were not added when the old wires were cut in the mechanical room and there is now interference. A temporary ground has been added and a new permanent ground will be installed by Xfinity at their expense.
2. Non-Operable Lights – The lights were removed from the caissons on either side of the driveway.
3. Landscaping - Bushes and trees behind the building were trimmed.
4. Plant by Clubhouse Removal – The bush that was flagged for removal during the fire inspection has grown several feet. Jason Blarjeske will cut it as close to the ground as possible.
5. Unit 111 Siding Repair - \$1,500 estimate from Jon Cona to repair/replace the split siding. This will be added to the list for ZB.
6. Light by 107 - \$500. The bulb only will be replaced at a much lower cost.
7. Repair/Replace Recycle Trash Door – New lag bolts will be installed.
8. West Building Damaged Boards - \$10,000. The boards on the south wall are warping and separating. The ZB bid was \$14,250. Jon Cona will be asked to look at the area.
9. 400 Building Sanding & Painting Around Unit 208 – Jon Cona will be asked to look at the area.
10. Snow Wall Installation – Tabled.
11. Tree Removal – Completed.

B. *Retaining Wall*

Wall number one is gone. The concrete under the caisson was removed. All the dirt has been removed.

C. *Building and Grounds Maintenance*

The projects were discussed during the budget discussion.

VI. NEXT MEETING DATE

The next Board Meeting is scheduled for November 11, 2025 at 6:00 p.m. The Owner Budget Ratification Meeting will be held on November 12, 2025 at 6:00 p.m. The Annual Homeowner Meeting will be held on January 17, 2026 at 9:00 a.m.

VII. ADJOURNMENT

Motion: Bill McCall moved to adjourn at 9:23 p.m.

Approved By: Jamie Lewis

Board Member Signature

Date: 9/30/25