

**WOODBIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF MANAGERS MEETING
November 11, 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
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, Eric Nicholds, Madison Tomson 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 four sets of minutes, the September financials, the BPM Management Report and three email votes taken during the last quarter.

Motion: Paul Sakiewicz moved to approve the consent agenda items. Bill McCall seconded and the motion carried.

III. OLD BUSINESS

A. Governing Documents Voting Results 2025

Ballots were received from 25 of the 31 owners. All owners voted for the Bylaws and Articles but only 19 voted for the Declarations amendments and 21 were required for approval. A petition was filed with the court to obtain statutory approval. All paperwork has been submitted and a paralegal is writing the brief.

B. Budget 2026

The 2026 Budget as drafted includes an 8% dues increase. The Reserve contribution will be \$89,216.

The Board reviewed the 2025 Reserve projects. There is \$12,000 needed for parking lot light replacement and roof replacement. There is adequate funding in Reserves for these projects. An adjustment was made to the Reserve schedule to move \$7,000 for east roof building repairs from the amount budgeted in 2027 to

2025. An \$8,000 allocation was added in 2025 for the parking lot lights. After these adjustments, the 2025 year-end Reserve balance is projected to be \$113,191.

The \$15,000 budgeted for Major Landscaping and Grounds Projects in 2026 was removed. The revised ending Reserve balance for 2026 is \$103,016.

Motion: Paul Sakiewicz moved to approve the 2026 Operating and Reserve Budgets as presented. Kris Ann Knish seconded and the motion carried.

Action Item: Madison Tomson will send the final draft of the budget to the Board before sending it to the owners.

C. Roof Inspection Report and Proposal

The Building 400 roof replacement bid from Lallier was \$30,815. There is \$5,000 in the 2026 Operating Budget and \$10,000 in the Reserve Budget for general repairs and maintenance of the building. The \$15,000 in Major Landscaping and Grounds Projects can be reallocated for roof repairs. Jason Blarjeske recommended addressing the caulking and flashing this year at a minimum.

IV. NEW BUSINESS

A. BPM Contract

Gary Nicholds said the contract has not been updated for years. He had the attorney revise the language for compliance with CCIOA. The contract has a two year term but includes a 90 day termination clause without cause. The Board will review the contract and add a discussion to the February meeting agenda.

B. Board Elections

The terms of Jamie Lewis and Kris Ann Knish expire. They are both willing to run again if there are no other nominations. There was discussion about possibly expanding the Board to distribute the work load or establishing committees if there are any owner volunteers.

Action Item: Jamie Lewis will start a Board email thread to develop ideas for presentation at the Annual Meeting.

Action Item: Kris Ann Knish will prepare a presentation about the Dark Sky initiative and Bill McCall will prepare a presentation about violations.

V. PROJECTS

A. Retaining Wall Update

Dirt was being stored on site during the wall project. The Town informed the Board that it cannot be left in that location. There was discussion about the steel bracket used to secure the retaining wall. Jamie Lewis said it was not in the original permit but had to be added because of the lag bolt installation.

B. New Parking Lot Lights

The Frisco ordinance requires Dark Sky-compliant lights as of January 2026. The ordinance allows 20,000 lumens per acre, which equates to 10,000 lumens for the

parking lots. A plan is required with the permit submission indicating the locations for the lights as well as a photometric analysis that specifies how bright the lights will be once they hit the ground. Jamie Lewis has requested pricing for this analysis. The large parking lot light on the third floor of the West building is not needed to be that high and should be relocated above the garage door. There was discussion about replacing all the lights for consistency. The cost to install the fixtures ZB ordered, excluding the permit, will be \$3,100.

Motion: Paul Sakiewicz moved to install the light fixtures ZB ordered in the existing locations. Jon Gebbia seconded and the motion carried unanimously.

C. Xfinity Update

New wiring was installed in October and the system seems to be operating properly now.

D. Washer/Dryer and Clubhouse Update

The new laundry equipment has been installed and is working well. There was agreement to put tape over the back button on the lock.

E. Painting Proposals for Summer 2026

Proposals have been received from Mountain Pro Painting (\$77,900) and Dominguez Painting (\$69,000). A third contractor was approached but has not responded.

Motion: Bill McCall moved to approve the Dominguez Painting bid if they will include painting of the retaining wall. Jon Gebbia seconded and the motion carried.

Action Item: Jason Blarjeske will ask Dominguez Painting to include the retaining wall.

VI. NEXT MEETING DATES

The next Board Meeting is scheduled for Tuesday, February 10, 2026 at 6:00 p.m. The Owner Budget Ratification Meeting will be held on December 1, 2025 at 4:00 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 8:27 p.m. Paul Sakiewicz seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature