

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 3, 2008**

I. CALL MEETING TO ORDER

The Woodbridge Inn Condominium Association Board Meeting was called to order at 5:21 p.m. in the Woodbridge Inn Clubhouse.

Board Members Participating Were:

Paul Sakiewicz	Jim Schneider
Brad Redman	Chris Burns

Representing Basic Property Management were Dan Ulmer and Lanelle Barnett. Erika Krainz of Summit Management Resources was recording secretary.

II. APPROVE PREVIOUS MEETING MINUTES

Two revisions to the last Board Meeting minutes were noted:

1. In Section J, \$20 should be changed to \$24.
2. In Section 2, change "language" to "tone".

Paul Sakiewicz made a motion to approve the minutes of the August 1, 2007 Board Meeting as revised. Jim Schneider seconded and the motion carried.

III. FINANCIAL REVIEW

A. Balance Sheet as of December 31, 2007

1. Total Checking/Savings - \$47,070. Includes \$21,766 in the Operating account and \$25,303 in the Alpine T-Bill Reserve account. The Board discussed transferring the Brook Street money market account balance into the Alpine T-Bill account, which is earning a higher interest rate. Chris Burns will review the two accounts to determine if there are any other fees involved.
2. Total Accounts Receivable - (\$3,145) credit balance for prepaid dues.
3. Total Other Current Assets - \$1,884 for prepaid insurance.
4. Total Accounts Payable - \$910.
5. Total Liabilities - \$40,523. The line of credit balance was \$39,613 with up to \$75,000 available. The remaining balance will have to be drawn by June 1, 2008, at which point the balance borrowed will convert to a traditional loan.
6. Total Equity - \$5,287.
7. Total Liabilities and Equity - \$45,810.

B. Operating Profit and Loss as of December 31, 2007

1. Total Income - \$205 over budget.

2. Total Administration - \$7,214 under budget due to lower loan fees and lower loan interest expense. Professional Fees was \$1,024 over budget for meeting minutes and project engineering (\$830). Paul Sakiewicz pointed out that the engineering fee should be charged to the owner of Unit 111 as the expense was for work for his deck. Administration Other was \$421 over budget due to the write off of \$200 petty cash, conference calls and the Christmas bonus for the Property Manager.
3. Legal/Accounting - \$4,198 under budget.
4. Total Repairs - \$705 over budget. Building Repairs was \$1,462 over budget and Landscaping/Grounds was \$1,042 under budget.
5. Security/Fire Alarm - \$683 over budget. There was a trip charge in February 2007.
6. Snow Removal – \$2,043 under budget.
7. Utilities - \$5,059 under budget. Gas was \$5,003 under budget.
8. Net Income - \$17,331 over budget. Lanelle Barnett projected the Association would end the year with a surplus of approximately \$15,000.

C. *Reserve Profit and Loss as of December 31, 2007*

1. Total Reserve Income - \$759 over budget.
2. Total Capital Improvements – (\$24,589) under budget. The parking lot light project will not be done. The Clubhouse windows, doors and paint will be done in the summer of 2008. The garage ceiling was patched instead of doing a full repair. The concrete walk and the plumbing leak in the restaurant floor were not repaired.

D. *2008 Budget*

The Board reviewed the significant changes as compared to the 2007 Budget:

1. Loan Fees – none for 2008.
2. Loan Interest Expense – \$6,000 assuming a full draw.
3. Printing and Reproduction – none. These expenses were moved to Office Supplies.
4. Professional Fees - \$200 for Annual Meeting minutes.
5. Administration Other - \$250.
6. Management Fees – \$23,400.
7. Building Repairs - \$13,500 based on 2007 actual expenses.
8. Hot Tub - \$1,000 for chemicals.
9. Insurance Deductibles - \$2,500.
10. Landscaping/Grounds - \$750 for flowers and irrigation.
11. Security/Fire Alarm - \$2,700 based on 2007 actuals.
12. Snow Removal - \$5,000. Includes plowing, ice melt and shovelling.
13. Cable - \$12,170, a 5% increase per the contract.
14. Trash Removal - \$3,000, a 5% increase.
15. Reserve Dues - \$8,820.

16. Loan Principal Payments - \$7,700.
17. Operating Dues - \$148,944 for Operating and \$8,820 for Reserve dues for a total of \$157,764, an increase of \$11,618 (8%) over 2007.

The Board discussed how to fund the budget. Dan Ulmer pointed out there would need to be some painting done next year and some siding would need to be replaced. Paul Sakiewicz suggested applying the year-end surplus to the 2008 Budget to keep the dues the same. Lanelle Barnett recommended a small increase of 2 – 3%. Most other Associations are increasing around 5%. The Board agreed to a 3% increase.

Jim Schneider made a motion to approve the 2008 Budget as amended with a 3% dues increase, and to fund the remainder needed with the 2007 Operating surplus. Paul Sakiewicz seconded and the motion carried.

IV. OLD BUSINESS

A. Wireless Internet Update

Chris Burns will provide the cover sheet information from Comcast to all Board members.

B. Annual Notice

Notice of the Annual meeting will be posted in every stairwell, emailed and sent by regular mail. The owners should be reminded at the Annual Meeting of the cost of certified mailings.

V. MANAGEMENT REPORT

A. Projects

1. Fireplaces - All wood fireplaces have been replaced with gas.
2. East Building Roof and Plumbing Heat Tape – The heat tape must be plugged in at the beginning of each winter. Dan Ulmer will post a reminder note in the mechanical room.
3. Pipe Insulation – The insulation around the pea traps should be checked in the spring.
4. Thermostats and Zone Valves - Notify owners at next year's meeting that some unit thermostats may need repair at owner expense. Some units may also need zone valve replacement.
5. Owner Education - Owners should be aware of the location of the water shut off valve, gas shut off valve and breaker boxes.
6. Clubhouse Overhaul – New windows, painting and a new door are budgeted for 2008.

7. Energy Efficiency - Change common area light bulbs to CFL. Some of the plastic fixtures need to be replaced.
8. Rubber Floor Tiles – The rubber tile floor on the second floor of the west building is holding up pretty well.
9. Stairway Landing Carpeting – The treads should be flipped as needed, screwed down and carpet added in the landings. The stairs should also be carpeted with any remaining material.
10. Clean Restaurant Grease Vents – Completed.
11. Electric and Lights on Bridge – There are no longer any lights on the bridge.
12. Hot Tub – The tub is working very well.

VI. NEW BUSINESS

A. *Unit 111*

An email was received from the owner of Unit 111 a month or two ago. He was asking the Association to pay for the boiler for his unit. The Association cannot pay for it as it is a separately metered unit. There is one boiler for the residential units and one for the restaurant and they should be metered separately. The legal agreement from the lawsuit probably specifies how expenses are to be paid. The restaurant still has to pay 13% of the 4% of the total cost for the Clubhouse. This is a Declarations issue so it would require a 68% majority vote of approval to change. The current owner may be interested in pursuing conversion of the unit into two residential units.

B. *Windows*

Some units have windows and sliding doors with white trim. The owners should be told at the Annual Meeting that white vinyl windows must be painted to match the existing windows and sliders in the rest of the building.

C. *Deck Painting*

Owners should be reminded that they are responsible for painting their decks if needed. The correct paint is available from the Association. The Board will authorize painting for decks that need the work if owners do not take care of it themselves and the owners will be billed.

D. *Cricket Contract and Dumpster Enclosure*

Cricket needs to put in a cable. The dumpster enclosure they were building was too small and they agreed to make it about 6' wider.

E. *Unit 215 Deck*

The work on the deck of Unit 215 has been completed. It was extremely wet and rotten and had grass growing on the surface. The moisture was being caused by

drainage from a common element deck. The Unit 215 deck is on top of the restaurant. It appears the previous owner nailed into the rubber membrane. The current owner needs to put down another membrane at his expense. Dan Ulmer will inspect the floor. There is garage ceiling damage under the decks of Unit 106, 105 and 104. The water needs to be diverted to flow away from the building and may require gutters. The situation will be evaluated in the spring after the snow melts.

VII. SET NEXT MEETING DATE

The Annual Meeting was scheduled for January 26, 2008 at 4:00 p.m.

VIII. ADJOURNMENT

With no further business a motion was made and seconded to adjourn the meeting at 7:40 p.m.

Approved By: _____ Date: _____
Board Member Approval

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
ANNUAL HOMEOWNER MEETING
JANUARY 26, 2008**

I. CALL MEETING TO ORDER

The Woodbridge Inn Condominium Association Annual Meeting was called to order at 4:05 p.m. in the Woodbridge Inn Clubhouse.

Board Members Present Were:

Paul Sakiewicz, President, #202	Jim Schneider, Vice President, #101
Chris Burns, Secretary/Treasurer, #214	Brad Redman, Member at Large, #107/306

Homeowners Present Were:

Peter Wessell, #102	Harry and Doris Wilson, #104
Nathan Richey and Jack Terrill #111	Irene Bindrich, #201
Robert Feuerriegel, #301	Wayne and Loretta McCorkel, #302
William Danley, #303	Mike Kerrigan, #314

Representing Basic Property Management were Dan Ulmer, Lanelle Barnett and Charles Johnson. Erika Krainz of Summit Management Resources was recording secretary.

II. PROOF OF NOTICE/QUORUM

With thirteen units represented in person and seven proxies received a quorum was reached.

III. APPROVE PREVIOUS MEETING MINUTES

Harry Wilson made a motion to approve the minutes of the January 20, 2007 Annual Meeting as presented. Wayne McCorkel seconded and the motion carried.

IV. PRESIDENT'S REPORT

Paul Sakiewicz gave a Powerpoint presentation that provided an overview of Association business during the past year.

A. Completed Projects

1. Clubhouse and West building 2nd floor roofing was completed by Turner Morris.
2. Rubber tile floor installed in the West building on the second floor walkway.
3. West building garage has been partially closed off against the wind.
4. West building exterior was improved with siding and grates.
5. Landings of stairways were recarpeted.
6. Miscellaneous minor repairs were completed to the lights, painting, Clubhouse windows and landscaping.
7. One rotting deck was repaired/partially replaced.
8. Master key system was implemented. Four units opted out.

9. Fire-Sprinkler-Fireplace inspections were completed and up to code. The inspections were done for the first time in five years.
10. Used about \$40,000 from the line of credit based on the agreement of 75% of the owners.
11. Simplified accounts for easier oversight.
12. Heat tape and insulation was added for the garage ceiling of the East building.
13. Ongoing issues in the garage ceilings of the east and west building are being addressed.
14. The water heaters and mechanical rooms are being better maintained, the leaks have been repaired and the bridge electric line was removed.
15. A contract was signed with Cricket cell phone to install two antennae on the west building. Cricket will pay \$750/month rent. In conjunction with building an enclosure for their equipment they will build a dumpster enclosure.
16. Snow removal contract was signed.
17. Clubhouse repairs were completed and the new hot tub installed in 2006 is working very well.
18. The town has asked for an easement for a kayak park. There will be two phases. The town will build the park on their land in the first phase. In the second phase WBI HOA could be approached for future expansion if the park is very successful.
19. A vote of the owners was taken regarding changing the Clubhouse from a common to a residential only element. Owners overall were in favour of no change but the votes that were sent by mail were strongly in favour of changing it to a residential common element only. The benefit would be restriction of access for the new owners or tenants of the commercial unit, but the drawback would be that the commercial owner would not share in any future Clubhouse-related costs.

B. Future Projects

1. Find a solution for the garage ceilings in both buildings.
2. Repaint the complex or do partial repainting and repairs.
3. Repair stairways and repaint/resurface (carpet or other).
4. Several decks need to be repaired to protect the structures underneath and adjacent.
5. Spruce up the dumpster enclosure and Clubhouse. Replace the Clubhouse doors.
6. Install bike racks in the garages and enlarge the ski lockers.

C. General Owner Education

1. Owners should know where the fuse box, water shut off valve and heating system shut offs are located in their units.

2. Owners should make sure their thermostat is functioning properly.
3. Unit exterior painting should match the rest of the complex, including all door and window trim.
4. Owners, renters and cleaning companies should be reminded to put garbage in the dumpster.
5. Owners should be familiar with the Association Declarations, Bylaws and Rules and Regulations. Paul Sakiewicz suggested having the documents reviewed by an attorney and suggestions provided for cleaning them up. There should be an arbitration clause in the Bylaws to reduce the costs of any potential lawsuit.

Paul Sakiewicz provided a chart illustrating the change in his unit value since purchase in 2005. A developer would be expected to pay about \$12 million to buy out the entire property. The current dues are less than 2% of the value of the units. He felt the owners should be willing to pay for improvements in order to protect their investment.

V. FINANCIAL REVIEW

A. *Balance Sheet as of December 31, 2007*

1. Total Checking/Savings - \$46,141. This includes \$20,355 in the Operating account, \$20,355 in the Alpine T-Bill Reserve account and \$14,809 in the Brook Street money market account.
2. Total Accounts Receivable - \$3,145 credit balance for prepaid dues.
3. Total Other Current Assets - \$1,884 for prepaid insurance.
4. Total Accounts Payable - \$80.
5. Total Liabilities - \$39,693.
6. Total Equity - \$5,188.
7. Total Liabilities and Equity - \$44,881.

B. *Operating Profit and Loss as of December 31, 2007*

1. Total Income - \$205 over budget.
2. Total Administration - \$7,200 under budget due to lower loan fees and lower loan interest expense. Professional Fees was \$1,024 over budget for meeting minutes and project engineering (\$830). Administration Other was \$421 over budget.
3. Legal/Accounting - \$4,198 under budget.
4. Total Repairs - \$827 over budget. Building Repairs was \$1,462 over budget and Landscaping/Grounds was \$1,019 under budget.
5. Security/Fire Alarm - \$683 over budget. There was a trip charge in February 2007.
6. Snow Removal - \$2,023 under budget.
7. Utilities - \$5,059 under budget. Gas was \$5,003 under budget.

8. Net Income - \$7,366 over budget.

C. *Reserve Profit and Loss as of December 31, 2007*

1. Total Reserve Income - \$10,656 over budget.
2. Total Capital Improvements – \$20,282 under budget.

Capital projects completed included:

1. Siding Repair/Painting - \$5,808
2. Boiler Repair - \$2,231
3. Garage Enclosure – \$10,788
4. Clubhouse Roof Replacement - \$6,275
5. Snow Guard – \$1,750
6. Repair Second Floor Walkway Floor/Roof – \$16,079
7. Garage Ceiling Repair - \$3,549
8. Total Capital Improvements - \$46,480

There is \$35,000 remaining on the line of credit that can be spent.

Harry Wilson made a motion to approve the financial reports. Peter Wessell seconded and the motion carried.

D. *2008 Budget*

Chris Burns explained that the 2008 Budget as written includes a \$7,700 carryover from 2007 and a 3% dues increase. The income for the Cricket antennae is not included. The 2008 Budget has already been approved by the Board but must be ratified by the owners.

Peter Wessell asked if there were any 2008 capital projects planned. Paul Sakiewicz said projects would be discussed at a later point in the meeting. The costs will be funded out of the remaining balance on the line of credit.

Charles Johnson noted the alarm system did not pass inspection as there are some repairs needed. One 4" backflow device froze beyond repair some years ago and must be replaced. This should be added to the capital project list for 2008.

In discussion, Peter Wessell said he was strongly opposed to deficit spending. He was concerned that the Association was under funded for capital projects and said the owners would probably need to either pay higher dues or find other revenue streams. He proposed three ideas for funding capital projects:

1. Establish a transfer fee for all real estate sales, to be credited to the Reserve Fund. Paul Sakiewicz said this would require an amendment to the

- Declarations. Purchasers currently pay three months of dues into the Reserve Fund and this amount is returned upon the sale of the unit.
2. Convert the Clubhouse into another residential unit and sell it. Mike Kerrigan said this idea was explored by a previous Board a few years ago. A contractor looked at the space and the town was approached. The contractor indicated it would be very expensive and the Board was told by the town that this conversion would not be allowed due to parking limitations.
 3. Take advantage of any additional density for development. Mike Kerrigan said the original plans called for another building connected to the west building but the town will no longer allow density of this sort in that space.

An owner asked what the estimated dues increase would be if the additional \$35,000 balance on the line of credit was not spent and the expenses for the remaining projects were included in the dues. Lanelle Barnett said the total increase would be about 6.7%. Peter Wessell noted that if there is a remaining balance on the loan and owners sell, they end up leaving without repaying their fair share. Mike Kerrigan said he was in favour of improvements but he would also prefer to pay for things as they go along. Mike Wessell thought the 2008 Budget was out of balance and \$9,500 was not adequate to fund the capital projects. Before approving the 2008 Budget, the owners agreed they wanted to review the projected capital expenses.

Dan Ulmer said the Board had a “wish list” and a list of expenses. One key issue is the south facing siding on one building, which could be an expense of up to \$60,000. There are some decks that need to be reworked to prevent drainage into the garage. The buildings will need to be painted in the near future. Jim Schneider noted certain exposures needed more frequent painting due to sun and wind exposure. An owner suggested adding some type of wind blow below the railing to keep the snow out.

Peter Wessell made a motion to direct the Board to propose an amendment to the Declarations for a non-refundable transfer fee of up to 3% of the sales price, to be credited to the Reserve Fund. Paul Sakiewicz seconded.

In discussion, Dan Ulmer noted such an amendment would require a 68% vote of approval by the owners and mortgage companies. Mike Kerrigan pointed out that there was a 1% Frisco town transfer fee; he was concerned an additional fee might make the property unattractive to potential buyers.

William Danley was also concerned about making the property less attractive than other properties and was not in favour of a transfer fee. Chris Burns agreed that it would be another hurdle. Harry Wilson pointed out that not long ago there was no Reserve Fund; it has now been established and it is growing every year. He also did not support a transfer fee. Wayne McCorkel commented that both Keystone and Breckenridge have transfer fees. An owner pointed out that if only one or two units

change hands per year, it may not be worth amending the Declarations in the long run. Dan Ulmer felt it would not be an easy task to get 68% approval of all owners and mortgage holders; alternatively, it may be possible to get the amendment approved by presenting the proposal to a judge.

William Danley said he proposed an increase in the Reserve Fund contribution a few years ago. He thought at some point there would be enough money in the Reserve Fund to stop the contribution and that revenue could be used to pay down the debt.

The motion did not carry with the owners of and proxies for Units 303, 314, 315, 107, 306, 106, 202, 208, 203, 307, 104, 103 and 111 opposed and Units 201, 214, 302, 101, 301 and 102 in favour.

Wayne McCorkel made a motion to authorize the Board to review the Association Declarations and Bylaws and to identify inconsistencies. Chris Burns seconded. The motion carried unanimously.

Harry Wilson made a motion to ratify the 2008 Budget. Paul Sakiewicz seconded and the motion carried with two opposed.

VI. MANAGEMENT REPORT

Dan Ulmer said he received many compliments about the condition of the Clubhouse. Norma handles all the cleaning, Jose does the snow shovelling and Bobby Cat does the plowing.

Dan said there were a few issues he needed to address:

1. Owners were reminded to walk their dogs in the back of the property and not to allow dogs to relieve themselves in front of the building.
2. There was excessive occupancy during the holidays in some units. This overtaxed the hot water boiler. Rental owners should make sure their rental management companies do not book excessive occupancy in their units.
3. He warned owners of a current scam related to short term rentals. Hackers pirate rental websites and collect the rental fees up front. When the guests arrive there is no reservation.

William Danley thanked management and the Board. He commented that the snow banks at the end of the driveway blocked visibility; the situation has been exacerbated by the town plows. He has also seen "parking poaching" by people riding the Summit Stage. Dan Ulmer said he could put up some warning signs. Owners should contact Charles Johnson at 970/389-0982 to arrange for towing of unauthorized vehicles. Dan will inform the town about this issue.

VII. OWNER COMMENTS

A. *Board Projects*

1. Robert Feuerriegel said the garage ceiling should be a priority for 2008. The ceiling must have sheetrock or a coating on the steel as a fire retardant.
2. Although there are very few lodgepole pines on Association property, the owners agreed all lodgepoles on the property should be sprayed against pine beetles. An owner suggested checking into the possibility of a firewood cutting permit to remove some of the dead trees behind the building that are on Forest Service land since the Forest Service does not plan to remove the dead trees.
3. Change the wording of the Association documents to allow erection of an antenna on the roof.
4. Fix the windows when the buildings are painted.
5. Coordinate a project for replacing shut off valves in units. Dan Ulmer said he could probably get a discounted bid to do all units.

B. *Owner Comments*

Harry Wilson said barking dogs should be added under offensive activities in the House Rules and Regulations Summary. All owners should have updated House Rules posted in their units. The entrance lights are working but are on all the time. Charles Johnson said the sensors had been covered by snow. Harry said the shut off valves barely work in his unit and probably need to be replaced in all units. He was not in favour of abandoning the Clubhouse facilities.

VIII. OLD BUSINESS

A. *Cricket Review and Dumpster Improvement*

Cricket will be paying \$750/month and will also provide a dumpster enclosure and a lot of painting. The antennae will have a separate meter and Cricket will pay for their own power. The initial lease runs for five years; the rental rate then increases by 1.5. Chris Burns will check with Cricket about the possibility of providing wireless internet access but he anticipated there could be a number of problems.

B. *Wireless Internet Update*

Comcast has provided a proposal with a rate of \$40/unit for installation of high speed internet access plus \$25.95/month for connection to each unit. All units would have to participate to receive this discount. The service would actually be hard wired into each unit. Paul Sakiewicz made a motion to install Comcast in every unit at a cost of \$40/unit for installation and \$25.95/month for access. Wayne McCorkel seconded and the motion carried with owners of and proxies for Units 201, 214, 303, 314, 315, 302, 107, 306, 106 and 301 in favour and Units 111, 202, 203, 208, 307, 101, 102,

104 and 103 opposed. Chris Burns noted the monthly fee (\$9,050/year) would have to be incorporated into the dues.

Wayne McCorkel made a motion to charge the monthly access fee as a flat rate per unit unless otherwise specified in the Declarations. The motion was seconded and carried with two opposed. The installation fee will be paid out of the Reserve Fund.

C. Residential vs. General Common Element

According to the original Association documents, the Clubhouse (Unit 108) is a general common element for the use and benefit of every owner in the complex. The residential owners were asked to vote last spring to indicate if they wanted to change it from a general common element to a residential common element. Fourteen of the fifteen ballots returned by mail were in favour of changing the status.

As long as the commercial owner continues to pay a portion of the Clubhouse expenses and it remains a general common element, the commercial tenants must be allowed access. If it is changed to a residential common element, then only residential owners and guests would be allowed access and the commercial owner would not have to pay any portion of the expenses. Currently the commercial owner pays 13% of the expenses. If the residential owners take over this portion of the expenses, it would equate to an increase of approximately \$2.50/unit/month. Mike Kerrigan commented that the previous commercial tenants never asked for keys.

Wayne McCorkel made a motion to initiate the process to change the Declarations to reclassify the Clubhouse as a residential common element. Irene Bindrich seconded and the motion carried with owners of and proxies for Units 201, 214, 303, 302, 107, 306, 106, 202, 203, 208, 307, 101, 301, 104, 103 and 111 in favour, Units 314 and 315 opposed and Unit 102 abstaining.

D. Update on the Commercial Property

Jack Terrill said he and his partners had explored conversion of the restaurant space to three residential condominium units. The town, however, was not supportive because residential units would not generate sales tax revenue. Mike Kerrigan noted there was a lot of empty commercial space at the north end of Main Street.

Mike Kerrigan commented that the old sign for the restaurant was not attractive. Jack Terrill said he was sure that any new business will be required by the town to install a new sign.

E. Garage Ceiling in West Building

The leaks in the garage ceiling have been located and the ceiling has been patched. There are some issues with the adjacent deck; there is a sagging area which causes

water to flow toward the drywall. Once that problem has been addressed, it can be patched and the garage ceiling closed up.

Jack Terrill said he had a contractor look at the issue. The contractor drilled 1” holes about 3” out from the walls at the lowest point to allow the water to drain. He was not sure if it was limited or general common element. Paul Sakiewicz said there was a contradiction in the Declarations on this point. Every adjacent deck is supposed to be a limited common element but this one is not so specified because it was added after the fact as a tenant improvement. Paul said once the deck is fixed the Association could vote on including it as a limited common element so the Association has control. He pointed out if this was done, the Association would also have to pay for repairs.

Wayne McCorkel made a motion to initiate the process to change the Declarations to identify the restaurant deck as a commercial limited common element once all necessary repairs have been completed. Jack Terrill seconded. In discussion, Mike Kerrigan pointed out the liability insurance should name the Association as a co-insured party. The motion carried with one abstaining. Jack Terrill said the Association should retain the right to review all activity.

IX. NEW BUSINESS

A. Changing the Wood Stairs to Carpet

Carpet on the stairs would reduce foot traffic noise. An owner commented that carpet would not be in character with the complex and would be more expensive to maintain. A motion was made to repair the wooden stairs and not to install carpet. The motion was seconded and carried unanimously.

B. Window and Door Trim

Mike Kerrigan said there were two units out of compliance; they have white frames around the windows and/or doors. Jim Schneider said he had written letters to the two owners. One owner has responded but he has not heard from the second.

Mike Kerrigan made a motion to require painting of any out of compliance trim by June 30, 2008 or the Association will have it painted and bill the owner. Paul Sakiewicz seconded and the motion carried unanimously.

X. ELECTION OF MANAGERS

The terms of Jim Schneider and Paul Sakiewicz expired. They both indicated their willingness to serve additional terms. Jack Terrill made a motion to nominate both incumbents. The motion was seconded. A motion was made to nominate Jack Terrill and he accepted the nomination. A motion was made to elect the three candidates by acclamation. The motion was seconded and carried.

XI. SET NEXT MEETING DATE

The next Annual Meeting was scheduled for January 17, 2009 at 3:00 p.m.

XII. ADJOURNMENT

A homeowner recognized the Basic Property Management staff, the other owners and the Board for their efforts on the Association's behalf.

With no further business a motion was made and seconded to adjourn the meeting at 7:45 p.m.

Approved By: _____
Board Member Approval

Date: _____

Minutes of the Woodbridge Inn HOA Board Members Meeting

Meeting held on 2/16/08 in person at the Clubhouse unit 108 WBI from 4.30PM - 6PM

Present: Paul Sakiewicz, Jim Schneider, Brad Redman (Charles Morgan from BPM)

1. Draft Minutes from 1/26/08 were reviewed and revised; they will be sent to Owners with our "First Mailing" of 2008, which will also include dues coupons, a one page cover letter and a copy of the "Summary of Rules and Regulations" which will be placed in each unit as well for renters and tenants to review.
2. Election of Officers – Jim Schneider moved and Brad Redman seconded to keep the current positions – Paul Sakiewicz as President, Jim Schneider as Vice President, Chris Burns as Secretary and Treasurer, Brad Redman and Jack Terrill as Members-at-Large. Jack Terrill is a new member with our Board – Welcome.
3. High Speed Cable Modem – before installing we will have to clarify whether we can charge each unit a flat fee for installation and service or if the declarations require us to allot cost to each unit based on square footage as per Exhibit B of our Declarations. This is not clear to us and while there was a motion which carried during the HOA meeting from 1/26/08 to charge a flat rate per unit regardless of sq. ft, our declarations may contradict that motion, which would therefore be rendered invalid. This issue will be clarified when PS will talk to Dan Wolf – attorney as below.
4. Projects review:
 - a. We reviewed current heating issues – in the East Building there is a warm water boiler, which provides warm water for the building. It is apparently too small to provide sufficient water during high use times. We agreed to install an instant water heater for the cost of roughly 4000 dollars (labor and parts). We discussed the alternative of an additional storage tank, but long term Charles from BPM thought we would be better off with an instant water heater. The other issues are relating to the East building that the heating element of the Baseboard heater became defective for the last 2 weeks and Maintenance and Management were struggling to get a new element built and installed. During the brief periods of time where the heating system was down – space heaters were provided to each inhabited unit and the gas fire places were turned on. The unit were inspected twice daily during this period of time to assure that excessive heat or cold would not damage the units. Another issue regarding the West Building Baseboard Heater is that it is almost the same age as the one that broke down in the East building and we will have it inspected for functionality by a plumber. Furthermore the mechanical room in the West Building needs an electric back-up heater to prevent freezing of pipes in the mechanical room itself.
 - b. West Building Siding replacement and roof issue: the South side of the West Building has water from the small roof portion beneath unit 213 running onto the siding and damaging it. The siding should be replaced and the roof perhaps elongated slightly to prevent faulty water run-off. We will get bids for this job and Brad Redman will try to get Turner Morris, plus at least one additional bid from another roofing company to bid out this project. The siding could be done perhaps by Quandry carpentry (we will get bids for that project as well), who has done a good job with our clubhouse siding and was observed to have finished that part of the job particularly swiftly.
 - c. We discussed that we need to send out the new dues coupons very soon, preferably by the end of this week. Accounting of BPM has been contacted regarding this issue already.
 - d. The Walk Around through the complex was tabled to March or April 2008 because of weather reasons.
 - e. We discussed the Stairways Repair project and will attempt to get 3-4 volunteers on a weekend in May 2008 to complete this project. Charles suggested to use "Craws Feet" to remove nails and then to flip the boards rather than replacing the

boards with new ones. We will try that but will replace obviously the defective boards as needed. We instructed Charles to put on the "to do list" finishing carpeting of the landings in all the stairways this summer. Ideally after the stairways are repaired.

- f. PS agreed to call Dan Wolf attorney to review the Declarations/Bylaws and SB-100 documents to suggest to us a "Modernization and Update" to our Decs/Bylaws. At the HOA meeting from 1/26/08 the Board received the mandate to "modernize and clarify" our Bylaws and Declarations and include clarification of the status/rights and obligations of the commercial unit – this includes review of our Declarations and Bylaws and take suggestions on how to make them less controversial in some aspects, reduce contradictions, include paragraph designating unit 108 as a residential common element, include paragraph designating the adjacent deck to unit 111 as a commercial common element (rather than a tenant improvement) after it is brought up to standard and include language regarding liability relating to the deck (guests falling or slipping etc.) and also include language outlining a proportional financial responsibility for the deck, since it is going to be mostly for the financial benefit of the commercial unit, and at the same time the HOA needs to have more access to potential future repair issues than we have now. We also need a binding arbitration clause in our Declaration/Bylaws in order to cut down on potential cost of disputes in the future. As per 3. We will ask his opinion on the high speed cable issue and the flat rate vs. the sq footage formula.
- g. With respect to the Light on the Woodbridge we have removed the electrical cable but we realize that we have previously agreed to provide light to the bridge and furthermore our property line runs partially under the bridge. We therefore agreed to place a light there powered by a solar panel (low voltage light), which PS has agreed to look for and have it installed once the weather allows. Dan Ulmer has previously notified the Town of Frisco about this issue but no action was taken on their part.
- h. At the HOA meeting from 1/26/08 the Board was given the mandate to remedy the issue of white trim windows, doors and sliders. Jim Schneider has agreed to take pictures of the respective units for documentation and to send to the Owners letters outlining the mandate and the deadline by which this needs to be completed. If the Owners don't comply as instructed the HOA will complete the painting and charge the Owners the cost. We discussed that these violations could be subject to fines etc as well.
- i. Cricket – the antennas were formally approved by the Board (BR moved, PS seconded, unanimously approved) as required by the rules and regulations (exception to the "no antennas, speakers, satellite dish rule"). The installation will proceed once the weather allows and once Cricket has decided to move forward. We have an executed contract for this lease.
- j. The entrance lights have been on during the day because the sensor has been buried by the snow. Maintenance – Charles has put this on the To-Do-List to raise the sensor up to a height where it would not be covered by snow.
- k. Deck Repairs – units 104-107 need to be bid out and the garage ceiling repairs need to be done thereafter – we will bid out the garage ceiling repairs as well and the plan is to replace the currently aesthetically unappealing drywall with perhaps "Homasote". PS will do research on this and get bids. The garage ceiling repairs in the West Building will be completed once the deck repair is done (probably around 5/08). We are thinking of using Colorado Mountain Maintenance again, but will get additional bids – PS knows someone in Denver to do this.
- l. We will plan on inspecting all main water shut off valves in the units around 6/08 or 7/08 and replace corroded and frozen main shut off valves. This is an Association expense according to Declarations/Bylaws.
- m. PS will get signs made for clubhouse (Spa Hours, Close Windows and Doors sign, Humidistat sign) and Garage signs (Maximum vehicle length, Icy in Carport

new sign), and "Leash your dog and clean up after your dog" signs). He will also get rules and regulations info printed and laminated and we will place 2 copies in each unit for renters to review.

- n. Pine Beetle – Charles will get info on how to get the tree protected by spraying and get the dead trees removed (not on our property though). We will likely need a permit to get them removed.
- o. JS proposed buying sprinkler timers for the irrigation in summer – approved unanimously.

Respectfully submitted by
Paul Sakiewicz

Minutes of the Woodbridge Inn HOA Board Members Meeting

Meeting held on 5/17/08 by phone conference call from 5.30PM - 7PM

Present: Paul Sakiewicz, Jim Schneider, Dan Ulmer (from BPM);

Not Present due to family reasons: Brad Redman, Jack Terrill and Chris Burns

1. Financials for the first quarter were reviewed and budget to actual was compared. We are very close, which is very good.
2. Comcast revote: due to changing in cost and due to the fact that according to our current declarations/Bylaws we have to allocate cost based on square footage of units, we asked Owners for a revote and the vote was Pro/Con 4/19. Since we premised the vote by having a "no vote" counted as Pro the final count is therefore Pro/Con 10/19 and the motion is defeated. Of note: we will contact Cricket and see if they can offer us a package deal for wireless internet at our complex.
3. Unit 208: had no Ventilation installed and the electrical box for that unit was in the clubhouse?! We installed a vent in that unit (cost carried by unit owner) and a proper electrical box (cost carried by HOA).
4. Cricket – installation almost complete and Cricket has paid their rent since 4/08. The garage dumpster enclosure is almost completed as well.
5. The gas line in the West building was rerouted appropriately such that the commercial unit does not provide gas to the residential fireplaces anymore.
6. Deck work – unit 107 deck repairs are completed, a gutter was installed above the deck to protect it for the future, and the deck of unit 106 is being repaired. The cost is roughly 1500 dollars per deck. Once the deck repairs are completed, we will repair the garage ceiling of the east building. The doors in the garages need to be fire rated doors (we are currently in violation of that), and both mechanical rooms in the garages will be outfitted with fire rated doors.
7. Clubhouse doors are ordered and will be installed shortly.
8. We transferred 29 thousand dollars from the line of credit to our operating account to complete the planned work (16K for the garage ceiling repairs, 4500 for the south side of the west building roof installation and gutter, 3500 for clubhouse doors, 4000 for the deck work on the East building = 28 thousand – bid by Colorado Mountain maintenance, we have had bids for the deck work and for several of these other projects by Turner Morris, attempted a bid from Quandry carpentry and a few others, but we felt that the work would be fragmented, and difficult to schedule if several contractors are involved, and furthermore the bid(s) of Colorado Mountain maintenance came in at a great comparative rate).
9. The North side of the East building will be protected with a roughly 12 inch broad board along the side – this will be installed and will protect the ceiling in that garage from water melt in the future.
10. We will get an estimate on painting the West Building. We have a few painters that we will ask for bids for that project. Our West building is more exposed to wind and weather and will require more frequent painting and maintenance than the east building.
11. The stair landings will be carpeted as soon as the weather allows. If it is too cold the glue won't work, and we want for the installation to be appropriate of course. It is almost June and we still have winter conditions a lot of times. It is hard to schedule outdoor work due to this situation.
12. An avalanche came down on the North side of the West Building and destroyed part of the faux roof next to the restaurant entrance. This will be repaired by Colorado Mountain Maintenance. Snow guard needs to be installed on that roof, and Dan will call Turner Morris for that installation. (of note – on the East side of the West building two of the 8 bolts holding the snow guard pulled out and need to be refastened – Turner Morris did that two years ago already, but the ice and snow was so heavy this year that it bent the Snow Guard and pulled out the bolts).

13. Restaurant unit – the floor and interior plumbing will be redone, and the floor water proofed, then the West Building garage ceiling repairs will commence in that building.
14. Paul has had several phone conversations and one in person meeting with Dan Wolf (attorney) regarding the declarations and bylaws, and DW is working on a complete new set of Decs/Bylaws for review by the Owners for potential approval. The motions decided on and voted on during the 1/08 HOA meeting will be incorporated into those new Decs/Bylaws. We again discussed the possibility of just amending the current Decs/Bylaws versus a modernization and replacement of the old ones. Ultimately of course this is a home owners decision and will be put up for vote.
15. Wood Stairs in both buildings are weathered, in many places aesthetically unappealing and need to be replaced at least where the traffic is the heaviest – for instance from ground floor up to the first floor. Dan will get that bid out. A rubber product is available to cover those stairs. We will have to look at aesthetics and practicality, and of course cost. Dan will get a formal price on that solution. Brad and Paul have looked at the rubber covering and its color would match the rest of the building. Jim was going to look at it when he sees the product. (of note – after some reflection Paul is hesitant about this product and tends to favor replacing the stairs with new wood). Labor cost will also need to be bid out.
16. We reviewed the policy on ownership of pets in the units. One owner has requested an exception to the 2 pets/unit rule and has asked the Board to consider this exception (owns 3 dogs). After considerable discussion the pros/cons were weighed and we are concerned about setting a precedent, and therefore this request can't be granted at this time.
17. Painting of trims around windows that do not match the rest of the building. The respective Owners were contacted and one has already fixed the problem; the others have agreed to get to this issue as soon as safely possible and practical.
18. Unit 307 Skylight needs to be repaired – Turner Morris will complete this amongst the other items on our wish list as per items above.
19. Jim has proposed to buy sprinkler timers to water our landscaping and will look into cost and installation of those.

Minutes respectfully submitted for review on 5/26/08,

Paul Sakiewicz

Minutes of the Woodbridge Inn HOA Board Members Meeting Board Meeting – Held 7/17/08 in the clubhouse 6 – 8 PM

Present – Dan Ulmer, Charles, Paul Sakiewicz, Brad Redman and Jim Schneider via phone conference

Jack Terrill and Chris Burns unable to attend

1) Financials

- Currently \$40K in reserves and \$33K in operating accounts
- Budget to actual still on track
- Discussions on past due HOA dues – only one owner currently past due - by 60 days. Management company will contact and if not successful, the collection will be sent to our attorney.
- Projects underway will take up at least \$20 - \$25K from reserves and we need to address large projects such as a new boiler for the east building and painting the complex

2) Project Review –

- west building garage ceiling is done however #111 deck is still leaking into the garage. Agreed we will contact owner to correct – need solution ASAP.
- Also during the repair of the garage ceiling, the ceiling was flooded due to toilets being pulled in the restaurant and the water not being shut off first – part of invoice for garage ceiling repair will be sent to restaurant owners.
- East building garage ceiling repair to begin in next week or two
- New slanted roof on west building/south side almost complete
- Fire doors due to arrive anytime.
- New clubhouse doors, etc... project almost complete
- Cover for stairway to west building at restaurant - Colorado mountain maintenance to bid and complete – less that \$1K estimated.
- Floor tile on 2nd floor west building walkway – currently looks bad as it has expanded and buckled. It was determined we can return tiles for full refund. First explore option of trimming tiles – cut around outer edge. Need volunteers or hire this out? If tiles are removed, we need more options for flooring in this walkway.
- East building – 105 106 107 decks are complete and new waterproof membrane has been installed to prevent leaks into

the garage ceiling. Painting or staining the decks is up to the owners.

- Stairway repairs entire complex – Paul has measured and has exact #'s of east and west building stairs. Colorado Mountain Maintenance also to provide quote to do all stairs. We recommend changing out most stairs in west building, try to flip wood in east building. Paul to calculate cost on how much wood may need replacing. Brad to flip more stairs to see how that will work for complex. Once stairs are flipped/replaced – we will need to find a more durable finish solution than regular paint. Jim has a family member that may be interested in taking on this job as well.
 - #301 deck is leaking into unit #201 – need new rubber membrane or other option for this deck.
 - Painting the complex – discussion on painting all buildings. It was determined that we cannot afford to do this project this year and we should plan on this project for next year. We will probably have to do an assessment next year for this project unless we extend the line of credit.
 - Clubhouse exhaust fan needs to be painted and Brad will paint the exhaust fan on the clubhouse deck.
- 3) Boiler discussion for east building – the old boiler's heat exchanger was temporarily repaired/replaced this past winter. The current manifold is cracked and the entire boiler will need replaced soon – it was determined that this boiler, which is the original boiler, probably will not last another winter. Do we want to risk the entire East Building being without heat again for an extended period of time this winter? Discussion on if we can afford a new boiler (approximately \$20K estimate) using operating dues or if assessment would be required.
- Paul moves to use operating account monies and reserves if necessary to replace old boiler and change to modern high efficiency boiler that will provide heat for east building. Brad seconds – Jim approves. All approved – motion passed.
- 4) Outside lamps at Woodbridge. It is the feeling of the board that the current lighting looks cheap and hurts the property value at Woodbridge (and many of the fixtures are broken/loose). There are 33 total lamps. Paul to look at home depot, Dan to check catalogs. This is expected to be an inexpensive project as we will stay under \$30 each for a total project cost of under \$1000. With this simple change, the board feels we can really make a difference in the look and feel of the complex to protect all of our investments.

- 5) Fire/Sprinkler systems - Hydrostatic test results will be back soon and if we pass, we will be up to date on the fire/sprinkler inspections. (First time in history of Woodbridge to be current). HOWEVER, it was also found that the back flow preventer for the sprinkler system in the west building is defective and will have to be replaced. This is mandatory and the new back flow preventer cost is \$6K which was not in the 2008 budget.
- 6) Landscaping plans outside new restaurant were formally discussed/inspected and approved by the board.
- 7) Painting of complex – we have two bids – one for \$41K Starr Paining and one for \$38K form Stellar Paining. Another complex that Charles lives close to has used Stellar painting and were very happy with the results. Discussions that we will need to wait until next year to address the painting and will probably have to do an assessment for this project.
- 8) New bylaws and decs – our attorney is still reviewing
- 9) The few trees on the property at risk for pine beetle have been treated
- 10) New/other business
 - Paul wants to offer owners two options next year – special assessment to pay off our line of credit, or pay line of credit through monthly dues. Current rates have floated down so the loan interest expense is lower than anticipated and it is relatively “cheap money” currently. Another option for next year is to extend line of credit to cover projects next year such as paining the complex.

Meeting Adjourned

Minutes of the Woodbridge Inn HOA Board Members Meeting Board Meeting – 8/7/2008 at 7 pm via phone conference

Present: Dan Ulmer, Paul Sakiewicz, Brad Redman, Jim Schneider, Jack Terrill

Not present: Chris Burns (resigned from the Board of Managers for personal reasons 8/4/08 via email notification).

An impromptu Board Meeting was called by PS to discuss and clarify several pending issues:
The minutes from our last Board Meeting were approved 4-0-0.

1. The restaurant named "El Toreo" and located in unit 111 of the condo complex has applied for an exception to our Rules and Regulations relating to the placement of antennas and satellite dishes. The restaurant wants to offer to their customers an expanded product line of channels and with the current cable channels this would be a lot more expensive for them. A verbal temporary exception was granted initially and discussed. Dan Ulmer pointed out that there is a federal rule prohibiting the restrictive covenants relating to satellite dishes provided that they don't exceed a certain size. This means in essence that no HOA or local government can prohibit an Owner from placing a satellite dish on his property even if the property is rented. This can be reviewed in detail at 47 C.F.R Section 1.4000 of the FCC (Federal Communication Commission). The HOA still has the right to assure the satellite dish is in a safe and non-obstructive position. PS moved to approve of the satellite dish in its current position, JS seconded and the motion carried 4-0-0. (Pro – Con – Abstain).
2. Jack Terrill discussed some new developments relating the restaurant located in unit 111: a power cable powering the fountain in front of the unit will be properly installed and a proper electrical box will be installed outside the unit. Certain front yard decorations were removed, once some owners voiced concerns – the horse and buggy was removed, the deck in front of unit 111 discussed: the broken lattice was repaired, the garbage underneath the deck was removed. The issue of the deck requiring a repair of the sagging section was discussed and what is planned is to temporarily place a 6 inch x 2 foot grate in front of the door to let the water drain into the ground rather than towards the garage ceiling where it damages the brand new garage ceiling. PS brought up that the sagging section was at least 8 feet long and the water is running down over an at least 8 foot section. A rubber lip or membrane will also be installed to protect the garage ceiling, and in fall (no later than in October 2008) a permanent fix of the deck is planned where the central portion of the deck will be removed and replaced with wood, such that water will not run towards the garage ceiling.
3. There is a roughly 6x 8 foot patch of concrete in front of the restaurant unit, which is cracked and needs to be repaired – this will be done within the next 2 weeks at the cost of the HOA.
4. The mariachi band occasionally playing at the restaurant was discussed - one Owner has complained about the noise and has invoked our Bylaws stating that no offensive smell, sound or light may be emitted from any unit. Apparently a renter of unit 214 also has complained about the band. This was discussed at length and after some discussion a compromise motion was made by PS: The restaurant may have a band playing once weekly with one week notice to Owners placed at the Restaurant's front door for no longer than 3 hours each week, and of which time no longer than 30 minutes may be spent outside and further while playing outside no brass instrument may be played. The motion was seconded by JS and carried 3-0-1 (Jack Terrill abstained). This is therefore an exception to the Bylaws that was granted by the Board of Managers to the Restaurant unit based on the above mentioned premise.
5. The signage at the Restaurant was discussed and a Wood sign is planned at the front. There are currently 7 Neon Signs in the Windows of the Restaurant and we discussed that the Town of Frisco has pretty significant restrictions concerning signage of businesses. The Board therefore discussed that it would be prudent to adhere to the Town of Frisco restrictions, and given that no adverse opinion has yet been voiced by

Code Enforcement of the Town of Frisco with respect to the Neon Signs at the Restaurant, PS moved and JS seconded that the Restaurant may exhibit the current number of Neon Signs unless the Town of Frisco requires the removal of certain signs in order to decrease the number of signs (not to exceed the current number however). The motion carried 3-0-1 (Jack Terrill abstained).

6. Financials and Projects were discussed. We currently have 40 thousand dollars in the reserve account and 20 thousand dollars in the operating account. 35 thousand dollars of the line of credit have been transferred to our operating account several months before and have been used to complete a multitude of projects: both garage ceilings were repaired and sprayed white. Decks in the East building (107, 106 and 105) were repaired and waterproofed. A roof was placed at the South side of the West Building to prevent further damage to the south siding of the West Building. Fire proof doors will be placed in both garages, the doors of the clubhouse have been replaced, a sprinkler back up valve will need to be replaced (6000). A new boiler will need to be placed (20000) in the East Building because the old boiler broke during winter and had to be emergently and temporarily fixed. We can not risk another episode like that and will need a new boiler (this has been previously approved by the Board at the prior meeting). The boiler is now on site and will be installed shortly. Furthermore all stairways are currently being replaced as a partially volunteer project by JS, PS and Karl Hubbell, a carpenter and nephew of JS. Brad Redman and Harry Wilson have also been helping with this project. The cost of this (mostly material cost) is estimated at 4500 dollars. PS will pay for the project temporarily and request reimbursement later in the year when our finances are more stable. We discussed that once everything will need to be paid we will have to draw roughly 20thousand dollars from our reserve account. Next years plans and projects were discussed and we need to paint the complex which will cost about 40 thousand dollars (we have received 2 bids so far for this project – one from Stellar Painting and one from Starr painting). We should therefore ask our Owners at the next HOA meeting on 1/17/09 at 3pm to approve a special assessment to pay for the painting of the building and give Owners the option to pay off the line of credit, and keep the line of credit available for the future if needed. The size of the assessment will be roughly $[(40\text{thousand} - \text{painting}) + (75\text{thousand} - \text{paying off line of credit}) + (10\text{thousand} - \text{stairs, rooflet over West Building stairway etc.})] = 125 \text{ thousand}$. We can not replenish our reserves from the assessment per our Declarations and will have to build those up slowly again. If we pay off the line of credit we will be able to likely lower our dues because we won't have to pay interest and principal on the loan.
7. The 2nd floor of the West Building was discussed. Last year temporarily a rubber tile floor was installed as a volunteer project, but it is unfortunately not holding up to the weather, and alternatives were discussed [tongue and groove plywood, tongue and groove redwood were discussed]. We will look at different options and go from there.

We did not discuss the resignation of Chris Burns, our Secretary and Treasurer, but will need to look for another Board Member to either take over his position or ask another Owner to join the Board.

Minutes submitted by
Paul Sakiewicz
8/9/08