

**WOODBIDGE INN CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JANUARY 17, 2009**

**I. CALL MEETING TO ORDER**

The Woodbridge Inn Condominium Association Board of Directors Meeting was called to order at 6:30 p.m. in the Woodbridge Inn Clubhouse.

Board Members Present Were:

|                       |                       |
|-----------------------|-----------------------|
| Paul Sakiewicz, #202  | Jim Schneider, #101   |
| Robin Gustafson, #201 | Brad Redman, #107/306 |
| Wayne McCorkle, #203  |                       |

**II. ELECTION OF OFFICERS**

Officers were elected as follows:

Paul Sakiewicz – President  
Jim Schneider – Vice President  
Robin Gustafson – Treasurer/Secretary  
Brad Redman and Wayne McCorkle, Members at Large.

**III. OTHER BUSINESS**

A. *Bylaws Amendment*

Article IV, Section 4, paragraph J of the Bylaws indicates that the Board can set the budget but cannot spend over \$5,000 without owner approval. An amendment to the Bylaws was drafted to allow the Board to operate. The first sentence of Article IV, Section 4, paragraph J should be replaced with the following:

*“To incur such costs and expenses, to designate and remove personnel and to enter into contracts as may be necessary to keep in good order, condition and repair all of the Common Elements and items of common personal property.”*

Jim Schneider made a motion to amend the Bylaws as indicated above. Robin Gustafson seconded and the motion carried unanimously.

**IV. ADJOURNMENT**

The meeting was adjourned at 6:35 p.m.

Approved By: \_\_\_\_\_

Board Member Approval

Date: \_\_\_\_\_

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION  
ANNUAL HOMEOWNER MEETING  
JANUARY 17, 2009**

**I. CALL MEETING TO ORDER**

The Woodbridge Inn Condominium Association Annual Meeting was called to order at 3:05 p.m. in the Woodbridge Inn Clubhouse.

Board Members Present Were:

Paul Sakiewicz, President, #202                      Jim Schneider, Vice President, #101  
Robin Gustafson, Secretary/Treasurer, #201      Brad Redman, Member at Large, #107/306

Homeowners Present Were:

Peter Wessel, #102                                      Cathy Cloutier, #103  
Irene Bindrich, #201                                  Andrea Sakiewicz, #202  
Thomas & Cynthia Kreutz, #204                  Wayne McCorkle, #302  
Meredith Long, #303                                  Mike Kerrigan, #314  
Eric McCafferty, #315

Representing Basic Property Management were Dan Ulmer, Candy Ramage, Gary Nicholds and Charles Johnson. Erika Krainz of Summit Management Resources was recording secretary.

**II. PROOF OF NOTICE/QUORUM**

With twelve units represented in person and five proxies received a quorum was reached.

**III. APPROVE PREVIOUS MEETING MINUTES**

Cynthia Kreutz made a motion to approve the minutes of the January 26, 2008 Annual Meeting as presented. Robin Gustafson seconded and the motion carried unanimously.

**IV. PRESIDENT'S REPORT**

Paul Sakiewicz said the Board met several times over the past year. Minutes and all other Association documents are available on the website <http://woodbridgeinn.org>.

Paul thanked the owners and Board members who helped with landscaping and property improvements and thanked Basic Property Management for doing a great job managing the complex. The Board signed a two year management contract in November 2007 and they are now negotiating a new management fee.

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

*A. Completed Projects*

1. Replaced south roof of west building.
2. Repaired decks on east building 105, 106 and 107.

3. Repaired garage ceilings of both buildings.
4. Repaired or replaced outside stairs.
5. Installed roof over stairs going from the parking lot to the restaurant to match the other roofs.
6. Replaced Clubhouse doors and added fireproof doors for both mechanical rooms in the garages.
7. Completed dumpster enclosure.
8. Installed new boiler and hot water tank in east building and new heater baseboard.
9. Placed signs around complex and placed laminated Rules and Regulations Summary in each unit.
10. Installed smoke detectors in Clubhouse.
11. Painted non-compliant window frames.
12. Removed pine beetle infested trees.
13. Replaced incandescent light bulbs with energy efficient bulbs.
14. Repaired roof of the restaurant entrance and replaced cracked concrete at the entrance.
15. Repaired leaks from Unit 111 into the garage and temporarily repaired the deck of Unit 111. A permanent solution is being developed.
15. Repaired gas line of Unit 111 that supplies the gas to the fireplaces of the residential owners.
16. Repaired skylight of Unit 307.
17. Replaced sprinkler system back-up valve that did not pass inspection.
18. Bobby Cat is doing snow removal again and is doing a good job.
19. Landscaping work is ongoing.

*B. Other Issues*

1. Wireless internet was voted down by the owners.
2. Working on Declarations and Bylaws. The Association attorney will give a brief presentation on the proposed changes.
3. The Association and management company websites are <http://woodbridgeinn.org> and <http://www.basicproperty.com>.
4. Robin Gustafson replaced Chris Burns as Secretary/Treasurer on the Board as of August 2008.
5. Units 305 and 306 had frozen pipes in the attic. Six units were severely damaged by water and are being repaired or gutted. Traveler's Insurance is handling this issue. The plumbing will be rerouted to prevent reoccurrence and eliminate the need for heat tape. Unit 307 will have the same plumbing work done.

*C. General Owner Education*

1. Owners should know the locations of their fuse box and shut offs for the water and heating systems.
2. Owners should make sure their thermostats are functioning properly.

3. Owner should make sure their unit exterior is painted in accordance with the other parts of the complex.
4. Owners should remind renters not to leave garbage outside the unit.
5. Owners should make sure the Rules and Regulations are posted in their unit.
6. All Senate Bill 89/100 documents are available on the website.

*D. Future Projects*

1. Mandatory weekly unit inspections have been suggested.
2. Wireless internet access in Clubhouse.
3. Replacement of siding on the south side of the west building.
4. Painting the complex. Option A would be to paint the west building only and replace siding as needed for \$42,000. Option B would be to paint both buildings for \$63,000. Mike Kerrigan volunteered to provide proposals for new color schemes.
5. Bike racks and larger lockers in the garage.
6. Clubhouse windows (two) need to be replaced.
7. Drip irrigation system for landscaping.

**V. MANAGEMENT REPORT**

Dan Ulmer commented that this past year was one of the toughest years of property management in all his years of experience. Issues and projects included:

1. There was a pipe break in January. In the studios the insurance company will pay to move the pipes that are now under the vanity to an inside wall.
2. Unit 307 lost its heat in February. A pipe in the attic froze and leaked into the units below. The pipes will be moved from the attic into the ceilings and floors at Association expense.
3. The boiler heat exchanger split in late February. The heat exchanger is no longer manufactured so one had to be custom made.
4. Replaced boiler in May and redid the hot water system in the east building.
5. Replaced wiring in exterior floor lights on the west building.
6. Replaced light on front of building.
7. Redid garage ceiling in restaurant building, west building about four times due to floor leaks in restaurant.
8. Added heat tape to all pipes in the garage.
9. Looking at west building unit 111 deck work to move the drainage away from the building siding and garage or remove it.
10. The Cricket wiring will be moved as it is now attached to unit 111's deck.
11. Repaired east building garage wiring.
12. Added heater in sprinkler room of west building.
13. Charles Johnson met with contractors and the insurance adjuster, for the units recently damaged by the broken water pipes. Management expects to receive a \$163,000 check on Monday.
14. Removed mold from the studs in the walls by ice blasting and will treat with chemicals to kill the remainder. The mold had been present for some time due to the

design of the building with bathrooms on the outside walls. The contractor is in the process of getting permits, which should take anywhere from two days to two weeks depending on the County's workload. Work cannot be started until the permit is received.

15. Slight water damage to the carpets in Units 104, 204 and 304 was cleaned and repaired.
16. Determined that some units had shutoff valves in the closets but they were sheet rocked over. The gate valves in six units will be replaced with ball valves and a removable access panel added. This work will not be covered by insurance.
17. The attic of Unit 307 needs to be inspected. If the unit needs to be replumbed, it will be expensive because the ceiling of the unit below will have to be removed in order to run the pipes through the floor.
18. Some fireplaces in some units had gas leaks. Most leaks were in the firelogs in existing fireplaces, not the fireboxes. All fireplaces should be professionally inspected annually.
19. Charles Johnson recommended inspecting unoccupied units only.
20. There was a leak in the front bedroom of Unit 201 due to the incorrectly sloped walkway in front. A gutter was added to try to redirect the rainwater but snow blows in and melts. It may be necessary to tear up the deck and change the slope. One solution might be to change the walkway to a deck instead of a solid floor, matching the rest of the building. This work should be done before repainting. Paul Sakiewicz suggested finding a solution for the deck/walkway problem, including evaluating the options, getting bids and changing it to a deck like the rest of the complex. Meredith Long made a motion to repair both decks. Irene Bindrich seconded. In discussion, it was noted that the building was last painted about four years ago. There will need to be a Special Assessment to pay for this project, along with siding and painting, and the owners agreed that they would prefer paying in three monthly instalments starting at the end of April 2009. The motion carried unanimously. Owners will be informed of the exact assessment amounts within the next two months.
22. Mike Kerrigan made a motion to paint both buildings and the roof and to send out color schemes to the owners. Wayne McCorkle seconded. Bids will have to be obtained for the roof painting. The painting may cost more if the color scheme is changed. The motion carried with one opposed and one abstaining.

## VI. FINANCIAL REVIEW

### A. 2009 Operating Budget

The total proposed budget is \$170,000, a 6% residential increase, mainly due to an increase to the Reserve contribution and a Special Assessment, the amount of which is to be determined. Paul Sakiewicz reviewed the budget line items.

1. Insurance – possible 5% increase.
2. Management Fee – 5% increase but still under negotiation.
3. Building Repairs – budgeted same as 2008 budget. Actuals were higher than budget due to one-time expenses.

4. Hot Tub/Clubhouse – budgeted same as 2008 budget. Actuals were higher than budget due to one-time expenses.
5. Landscaping – \$1,500. An owner asked if the trees were being sprayed against pine beetles. Dan Ulmer noted that only about two trees were on Association property. Peter Wessel made a motion to spray the two trees on Association property. Jim Schneider seconded and the motion carried.
6. Security/Fire Alarm – Peter Wessel asked if there were carbon monoxide detectors in the buildings. Dan Ulmer said there were not. Peter Wessel suggested purchasing detectors in bulk and installing them as an Association expense. Paul Sakiewicz said this could be a liability for the Association since it is not yet law. Dan Ulmer recommended advising owners to place detectors in each bedroom. A simple plug-in detector is about \$25. A motion was made to add \$1,500 to this line item in the budget for annual fire inspections in all units. The cost would be about \$50/unit/year. The motion was seconded and carried unanimously.
7. Cable – possible 5% increase.
8. Gas – decreased from budget last year based on actuals. The new baseboard heater is more efficient and gas is cheaper so this line item may still be budgeted a bit high.
9. Sewer – based on known \$5/EQR increase.
10. Trash Removal – increased pickup to twice weekly. An owner asked about providing recycling. It is not required by the Town and Dan Ulmer pointed out there was no room in the dumpster enclosure for recycling containers. The Board will work on identifying a location for recycling bins, possibly by the grease bins. A motion was made and seconded to have the Board work on getting recycling for the property. The motion carried with two abstentions.
11. The budgeted Net Ordinary Income of \$15,300 will be used to pay off the loan principal. The loan should be completely paid off by end of 2012 based on the repayment schedule. An owner asked to have the schedule posted on the website. Dan Ulmer recommended against posting financial information on the website. He will send a hard copy upon request to any owner.
12. Last year the budgeted Reserve contribution was \$8,800. The Board is proposing increasing the contribution to \$17,800. The current balance is about \$6,400 due to repairs made in 2008.

Paul Sakiewicz made a motion to approve the 2009 Budget with the changes as discussed. Irene Bindrich seconded and the motion carried unanimously.

## VII. OLD BUSINESS

### A. *Declarations and Bylaws Update*

Dan Wolf, the Association's attorney, summarized the changes made to the Association Declarations. The original Declarations were created in 1985 and have been amended or supplemented a number of times. The Board wanted to modernize and address current ambiguities, mainly with respect to allocations between residential and commercial. The amended Declarations will replace all prior documents. He is working on a summary of the changes for distribution to the owners. The amended documents will have to be approved by 67% of the membership and mortgagees in order to be adopted.

A question was raised regarding the lack of an arbitration clause. Dan Wolf said such a clause could be added, but there is an alternative dispute resolution clause. Arbitration is typically more expensive than court action but it is faster and less public.

A question was raised regarding separability of the units. The original Declarations did not allow for division of the units into smaller units. Dan Wolf said the new Declarations do not allow for division into smaller units, but they do contemplate combining units. Both versions would allow for subdivision of the commercial unit.

A question was raised regarding the allocation of expenses. Dan Wolf said there was additional freedom for certain charges, to be allocated differently.

The final revised document will be put on the website for owner review. Dan Wolf will hold an informational meeting and owners will be given time to provide comments. The goal is to have the document completed by the end of the year.

### B. *Wireless in Clubhouse*

Some owners have expressed interest in having wireless internet access in the Clubhouse. Robin Gustafson asked if Cricket could provide a signal. Dan Ulmer said he had not discussed it with them. Comcast would be about \$50/month and there would be some equipment needed. It could be password protected. Peter Wessel noted his opposition to adding a hot spot.

Mike Kerrigan commented that a vote was taken at the last Annual Meeting and owners voted to install internet access but then he received notification that it would not happen. Paul Sakiewicz explained that the owner approval vote was based on the premise that the cost could be passed on to each individual unit as a flat rate but it was subsequently determined that this was not permitted per the Declarations. In addition, Comcast increased the price to \$30/month and the motion was specific to a cost of \$25.95.

Paul Sakiewicz made a motion to install a wireless hot spot in the Clubhouse. Robin Gustafson seconded. In discussion, many owners felt they should get more information from Cricket and any other potential vendors. Paul withdrew his motion.

## VIII. NEW BUSINESS

### A. *Painting the Complex*

Mike Kerrigan suggested using two complimentary color schemes for the two buildings so they do not always have to be painted at the same time. An owner proposed painting one building and fixing deck this year and painting the second building next year in a complimentary scheme to reduce the amount of the Special Assessment. Paul Sakiewicz pointed out painting the buildings separately would be more expensive. Charles Johnson noted that if the east building decks are reworked, that building would have to be painted. The west building, however, needs to be painted more than the east building. Bids will be obtained.

## IX. OWNER COMMENTS

### A. *Restaurant Noise*

Mike Kerrigan complained about the loud Mariachi band on the restaurant deck. Paul Sakiewicz said the Board met in August and addressed signage, the band and deck issues. The Board compromised on the Rules and Regulations. Mike Kerrigan said there was a noise restriction in the Declarations and the Board could not compromise on this issue. The restrictions implemented by the Board included allowing a guitar but no brass instruments on the deck, limiting the duration to 1/2 an hour at a time, limiting the frequency to once weekly and requiring notification of the schedule. Mike felt he should be protected by the Declarations. Mike said he received an email from the restaurant owner stating that there would be music and he could go elsewhere if he objected. Mike was asked to document any problems for discussion at another homeowner meeting.

### B. *Owner Comments*

1. Meredith Long asked if there was a trade sponsorship for putting phone books in units. Dan Ulmer said there was not. She recommended removing the books from the doors after a week or two in unoccupied units.
2. Wayne McCorkle made a motion to establish at a minimum bi-weekly inspections for unoccupied units in the cold months and monthly inspections during the summer, and to have notification of each inspection left in each unit. Dan Ulmer will send a letter to owners to determine if they want inspections in occupied units. Robin Gustafson seconded. Charles Johnson noted that not all units were on the master key. The motion carried.
3. An owner suggested putting up a station with dog waste bags. Dan Ulmer said he would do so within the budget.

4. An owner suggested establishing an automatic payment option for dues. Candy Ramage noted there would be a bank fee of \$10/month for this service. Robin Gustafson made a motion to approve the \$120/year fee to establish ACH. The motion was seconded and carried.

**X. ELECTION OF MANAGERS**

The terms of Robin Gustafson and Brad Redman expired this year. Wayne McCorkle volunteered to run and Mike Kerrigan seconded the nomination. Paul Sakiewicz made a motion to elect the three candidates. The motion was seconded and carried.

**XI. SET NEXT MEETING DATE**

Wayne McCorkle made a motion to hold Homeowner Meetings twice annually. Peter Weasel seconded and the motion carried with one abstention.

The next Homeowner Meetings were scheduled for sometime in June and January 16, 2010.

Wayne McCorkle thanked management and the Board for doing an “amazing” job.

**XII. ADJOURNMENT**

With no further business a motion was made and seconded to adjourn the meeting at 6:30 p.m.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Member Approval

## Woodbridge Inn Condominiums HOA Board Meeting

Date: 3/28/09 1:20pm in the Club House

Members Present: Dan Ulmer, Jack Terrill,

Jim Schneider, Robin Gustafson

Minutes taken by Jim Schneider

Also attending: Charles Johnson, Gary Nicholds, Dirk Fowler (a contractor doing work for Robin)

Original purpose was to review a roof leak on the west end of the East building but several important issues came up so a Board meeting was called by Robin.

1. The roof leakage problem is from water/ice backing up now that the new ice fence keeps snow and ice from falling on people and cars below. The water falls on the deck and is not damaging condos. All that needs repaired is the west end of the east building about 20 feet per Matt of Turner Morris. He will give a quote. Matt can get panels to match.

The screws in all of the roofs will be tightened or replaced, as needed this summer. Matt estimates two men for a day and he'll give a price.

The roofs are old and will need replacement but will last 2 or more years. They will not need replacing at the same time but each of the three buildings can be done a year apart. Matt will give a proposal this summer so we can start budgeting or thinking about a loan for this work.

We will not paint the roof as planned because it will be replaced. Painting was not a good idea Charles said and Dirk who has done roofing agreed.

2. Robin showed a light Almond colored sample for the windows for the clubhouse and his unit. It was agreed to go with this neutral color as it will go well with most any trim. Vinyl should be a light color as dark colors get hot and warp. It was also decided that all units would have to change to this color over a three or four year period. Dan said they are doing this at another condo he manages. Robin will send an email on the cost, specs. and warranty of the window.

Dirk said UV would not affect light colors on the building as much as dark colors. We should keep this in mind when we repaint. Dark trim will require many coats if we want to make it lighter. Dan will check with Mike Kerrigan to see if he has some color schemes to suggest.

3. A pipe broke above #111. Plumbing, paint and drywall \$2200.00 (1) Plumbing supplies \$220 (2) and loss of earnings for the restaurant \$850 (3). 1 and 2 were approved for payment. 3 should be covered by insurance per Charles the same as the condos that are being repaired.

4. #111. A solution to the damage to the front of the restaurant will be looked into. Also snow coming off the west side of the west building damages the wooden type awning. Turner Morris will remove the snow for now. Jack said that wind coming through the garage in the west building has blown out the furnace pilot so an electronic pilot is recommended. Also the wind cools off the pipes in the ceiling which could be a problem.

Dan will look into the Plexiglas that was considered for both buildings a couple years ago.

5. Washers and Dryers. Robin moved to buy the two washer and dryers that the vendor no longer wants to lease and maintain. Jack second and it passed. Charles will collect the money once a month. Appliance Doctor was suggested for repair when it is needed.

6. Water in the west end of the west-building garage is caused by water from the clubhouse roof. Dan will have a large dark colored 6 1/2 inch gutter installed. Heat tape may not be required, as the sun should keep the gutter warm.

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION  
SEMI-ANNUAL HOMEOWNER MEETING  
AUGUST 1, 2009**

**I. CALL MEETING TO ORDER**

The Woodbridge Inn Condominium Association Annual Meeting was called to order at 3:07 p.m. in the Woodbridge Inn Clubhouse.

Board Members Present Were:

Paul Sakiewicz, President, #202                      Jim Schneider, Vice President, #101  
Robin Gustafson, Secretary/Treasurer, #201      Jack Terrill, Unit #111

Homeowners Present Were:

Irene Bindrich, #201                                      Cathy Cloutier, #103  
Mike Kerrigan, #314                                      Tom & Cynthia Kreutz, #204  
Meredith Long, #303                                      David & Kathy Marker, #313  
Bill McCall, #106

Homeowners Represented by Proxy Were:

Brad & Robin Redman #107                              Rush, LLC #315  
Brad & Robin Redman #306                              Wasted Years, LLC #205  
Mei Lin #208    Harry & Doris Wilson #104  
Bob & Pat Feuerriegel/Bob & Jane Sluiter #301

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

**II. PROOF OF NOTICE/QUORUM**

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

**III. APPROVE PREVIOUS MEETING MINUTES**

Cynthia Kreutz made a motion to approve the minutes of the January 17, 2009 Annual Meeting as presented. Irene Bindrich seconded and the motion carried unanimously.

**IV. PRESIDENT'S REPORT**

Paul Sakiewicz said the meeting minutes and all other Association documents are available on the website <http://woodbridgeinn.org>.

Painting by Starr Painting is in progress. Completion is projected within the next week and a half. The work will be inspected before final sign off. The contractor is also fixing the leaks from the walkway into the units in the east building. The unit door exteriors are being stripped, acid washed and treated prior to painting because they are galvanized metal.

*A. Completed Projects*

1. Repaired roof, stairs and decks.
2. Repaired garage ceiling.
3. Two new water heaters were installed in the east and west buildings.
4. Smoke detectors were installed in the Clubhouse.
5. New windows were installed in the Clubhouse.
6. The Board decided not to implement recycling bins at the last Board meeting as it adds to the cost. Also there is no room in the dumpster shed. Furthermore there are recycling bins at the bus stops of the summit stage, right on Main Street in front of the condominium complex. Owners could use those to recycle.
7. Added two doggie bag stations.
8. Set up automatic dues payment for interested owners.
9. Purchased the washers and dryers when the lease contract expired. The cost was \$1,220 for two washers and two dryers and the Association has already collected over \$400 in revenue.

*B. Other Issues*

1. The proposed and revised Declarations are posted on the website and owners were asked to review them. The major changes are highlighted in yellow. They were modernized and simplified. They will have to be approved by 67% of the membership and 75% of the mortgage holders.

*C. Future Projects*

1. Add wireless internet access in the Clubhouse.
2. Add additional bike racks in the garage.
3. Repair the roofs. Painting was decided against at the last meeting as it is expensive and does not last.
4. Resolve Unit 111 deck issue.
5. Replace exterior light fixtures after painting has been completed.
6. Improve/enlarge the lockers.
7. Look into changing the perpendicular parking in the garage to diagonal. Former Board member Mike Kerrigan said that in the past the city or fire department had said no.

**V. MANAGEMENT REPORT**

Issues and projects included:

1. New boilers were installed in the east building in 2008 and west building in 2009. They are staged so all burners do not fire unless needed. Gas consumption has been reduced 25 – 30%.
2. Installed gutter on west end of Clubhouse to prevent drainage into the garage.
3. Addressed drainage issue from walkways.
4. Six units were damaged by a water pipe leak in the attic. In the repair process, it was discovered that the water line was in the north wall of the studio units with no

insulation. The pipes were moved inside the units to prevent freezing. All piping in the attics was moved inside the units.

5. Rewired the outside lights.
6. Reworked the back decks to eliminate leaks into the garage.
7. There were ice problems on the top floor decks. Heat tape was added and solved the problem.
8. The garage walls will be painted white and the posts yellow.
9. Changed light globes.
10. Striped parking lot.
11. Look at asphalt sealcoating in 2010.
12. Develop a plan for landscaping for 2010.
13. Paint the wood planter.

Cathy Cloutier said her bathtub drain freezes in very cold weather. The reinsulation of the garage ceiling did not resolve the issue. Dan Ulmer said he would look into adding more insulation.

## **VI. FINANCIAL REVIEW**

### *A. 2009 Financials*

The Association is paying down the equity line of credit by \$15,000 per year. The Reserve contribution is \$17,500 per year. The current Reserve balance is \$6,388.

The Board will get a cost estimate from Turner Morris for the roofs. If the life of the roofs can be extended another ten or fifteen years, there will be enough money accumulated to reduce or eliminate the need for a Special Assessment to pay for the replacement.

The Association is currently operating within 1.5% of budget and is actually slightly favorable to budget. The third Special Assessment payment is due now.

The one significant owner delinquency was paid in full last Friday.

## **VII. OLD BUSINESS**

### *A. Unit 111 Deck*

Jack Terrill summarized the status of the restaurant deck. He said the deck is cantilevered and the supports are balanced on a steel girder. The cement is very heavy and is pulling the wall out. He drilled holes and sealed along the bottom to address the leaks and it has worked so far this year. He does not know exactly what to do for a permanent fix or have any idea of cost. He is focused now on keeping it safe and preventing the leak. He will need to decide in the next year if the location is viable for a restaurant. He will try to develop a reasonable solution, jack up the deck

and pour piers for a foundation. He will look at extending the roof trusses and the roof so water does not drain onto the deck. Mike Kerrigan commented that extending the roof line would make it very low and it would not be aesthetically appealing. Once the deck is repaired the Board will consider making it a limited commercial common element. If this occurs, it should be incorporated into the new Declarations.

The grease can will be removed and replaced with a regular grease trap and the area will be powerwashed.

*B. Wireless in Clubhouse*

A proposal for wireless internet was received. A minimum of eighteen units would have to participate and the cost would be \$50 for installation and \$25/unit/month for the service. It would include a connection to each unit and 24 hour technical support. The Board will discuss the proposal at the next Board Meeting.

*C. Unit Inspections*

Units are being inspected bi-weekly in the summer and weekly in the winter.

*D. Hot Tub*

The wood around the hot tub needs to be stained and Paul Sakiewicz asked for an owner volunteer to do it this fall.

*E. Window Sills in Clubhouse*

Jim Schneider volunteered to refinish and varnish the window sills in the Clubhouse.

**VIII. SET NEXT MEETING DATE**

The next Board Meeting will be scheduled in mid-October.

The next Homeowner Meeting was scheduled for Saturday, January 16, 2010 at 3:00 p.m.

**IX. ADJOURNMENT**

With no further business a motion was made and seconded to adjourn the meeting at 4:45 p.m.

Approved By: \_\_\_\_\_

Board Member Approval

Date: \_\_\_\_\_

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
DECEMBER 7, 2009**

**I. CALL MEETING TO ORDER**

The Woodbridge Inn Condominium Association Board of Directors Meeting was called to order at 5:00 p.m. via teleconference.

Board Members participating were:

Paul Sakiewicz, #202

Jim Schneider, #101

Robin Gustafson, #201

Jack Terrill, Commercial

Representing Basic Property Management were Gary Nicholds, Charles Johnson and Candy Ramage. Erika Krainz of Summit Management Resources was recording secretary.

**II. FINANCIAL REPORT**

*A. Year-to-Date Financial Review*

1. Alpine Bank Reserve account - \$69,253. This balance includes the reimbursement from the insurance company. The maximum bill for the insurance will be \$40,500 so there should be about \$25,000 remaining.
2. Net Income - \$74,000 due to the Special Assessment income. There are still a number of projects to be paid for from this balance.
3. Legal/Accounting – over budget due to work on document amendments.
4. Hot Tub/Clubhouse – over budget due to installation of spa heater.
5. Landscaping/Grounds – over budget due to staining of retaining wall.
6. Snow Removal – over budget but should end 2009 under budget based on the new contract with Bobby Cat.
7. Gas/Electric – under budget due to lower average price and usage.

*B. 2010 Budget*

Candy Ramage said she had created a rough draft of the budget. She is still waiting for the insurance number from the agent. She asked the Board if they anticipated any legal fees. Paul Sakiewicz recommended including \$4,500 to cover the possible revisions to the Declarations. He said the owners should be reminded to review the Declarations revisions so there can be a vote at the January meeting. Gary Nicholds said a reminder could be included with the meeting notice.

Gary Nicholds discussed the landscaping. He said the boxes in front of the buildings do not get any direct sunlight. He would like to improve the area between the parking lot and the road by weeding and adding mulch.

Candy will revise the budget and provide a draft to all Board members once she has the insurance figure.

Paul Sakiewicz noted that Unit 111 should be excluded from the payment of the \$918 tax bill and the \$1,800 in repairs. These costs must be allocated among the residential owners only.

### **III. MANAGING AGENT'S REPORT**

1. Mechanical rooms have been cleaned up.
2. Purchased boards to repair the fence. Gary Nicholds said he purchased a few extra when he was in Denver because he cannot get them locally.

### **IV. OLD BUSINESS**

#### *A. Light Fixtures*

The light fixtures are on backorder and should be available by January 1<sup>st</sup>. Charles Johnson recommended waiting until January 1<sup>st</sup>. If the fixtures are not available by then, he will have to start over and find a new style. Paul Sakiewicz said he would be willing to wait until the middle of January.

#### *B. Paint Job Payment*

All painting invoices have been paid.

#### *C. Recycling at Bus Stop*

Owners can be directed to recycle at the bus stop.

#### *D. Unit 105*

The owner of Unit 105 claims the contractor who painted the exterior put things in her unit and damaged her fireplace. The painter denied having anything to do with this. Paul Sakiewicz responded to the owner and informed her that the Board did not believe the painting contractor caused the damage. The owner has her own contractors working in the unit and it appears they may have done some damage by pulling drywall over the railing. Paul will write her a formal response informing her that the fireplace damage is not an Association issue. It is between her contractor and her insurance company. He will also inform her that her contractors caused damage to the railings and if they have to be repainted she will be billed.

### **V. NEW BUSINESS**

#### *A. Snow Removal*

Bobby Cat has been contracted for snow removal at the same price as last year. Four plows are included at the set price and each additional plowing is an additional fee.

#### *B. Declaration Renewal Review*

Paul Sakiewicz encouraged Board members to review the Declarations. A markup copy will be provided to the owners.

C. *Vandalism at Complex*

The doormats from the second level were thrown over the railing into the flower boxes. Charles Johnson has collected them but does not know which one belongs to each owner. Three boards were damaged on the dumpster enclosure. Charles does not understand how it occurred; the boards were broken from the inside out.

D. *Garage Parking Spot Numbering*

The Board discussed changing all parking spots to diagonal to make it easier to pull in and out. All spots are recorded as diagonal in the Association documents. Charles Johnson said he measured every spot and calculated that if all of them are converted to diagonal it will use all four guest spaces and the total will be two short. He said there were a couple of wide spots where diagonals could be put in. Paul Sakiewicz suggested going back to the original assignments. Charles said could add a few more but there would have to be parking in front of the stairs. A discussion about parking will be put on the January meeting agenda.

E. *West Building Roof*

Paul Sakiewicz said the West Building roof was in much worse condition than the East building. Jim Schneider said the Board had discussed painting it but this was not recommended because it does not last. Jerry Lau with Consulting Specialty Services in Littleton does building inspections and makes recommendations. He will send Gary Nicholds the information for this company. Charles Johnson said a paint job on the roof would not last more than two years.

F. *Reserve Study*

Gary Nicholds asked when the last Reserve Study was done. Paul Sakiewicz said a Reserve Study was discussed before he came on the Board but one has not been done. He was not convinced there was much value in a professional Reserve Study.

G. *Restaurant*

Paul Sakiewicz said the Association could have the option to purchase Unit 111. Jack Terrill said the current tenants have tried to make the restaurant work but they started at a bad time just as the economy failed and they have never been able to get the volume of business needed to support it. The asking price has been lowered significantly, under \$500,000 for a cash deal. It may be possible to do a lease back or lease/sale with lease payments being applied to the note to reduce the price. The space could possibly be converted to a recreation center or meeting space. There has been a significant amount of interest from buyers interested in another restaurant. Jack said the Town indicated they would not look kindly on conversion to residential units because they would not generate sales tax. The current mortgage is about \$5,800/month.

Gary Nicholds said there were three full grease barrels by the dumpster shed and he was concerned they might be hit by the snowplow. Jack will speak to the restaurant owner about having them removed.

It was noted that there has only been one successful restaurant in the history of the building. The Board agreed the best use would be as residential units. Paul Sakiewicz said he would contact the Town about the feasibility of converting from retail to residential. Paul pointed out that the unit also pays \$1,500 in dues per month, which would have to be redistributed among the owners if it was purchased by the Association. Jim Schneider was asked to discuss this proposal with Mike Carrigan as he may have some local's insight.

*H. Board Nominations*

The terms of Paul Sakiewicz and Jim Schneider will expire in January and both indicated they did not plan to run again. Robin Gustafson said he might consider serving as President but he would want to discuss it with the Board at the next meeting.

*I. Property Inspections*

Charles Johnson said about half of the owners had opted in to the inspection service offered by Basic Property Management. He had a close call this afternoon. He checked Unit 305 this afternoon and it was 35 degrees with no heat. He put in an electric heater and called the owner, who is supposed to have someone there tomorrow to fix it. There was a fancy programmable thermostat in the unit and it appears not to have reset itself after a power failure. Charles recommended mandating the inspections for any owners who do not live in the property full time. Gary Nicholds will check with the attorney to make sure the Board can legally mandate the inspections.

**VI. SET NEXT MEETING DATE**

The next Board Meeting was set for Saturday, January 16, 2010.

**VII. ADJOURNMENT**

The meeting was adjourned at 7:00 p.m.

Approved By: \_\_\_\_\_

Board Member Approval

Date: \_\_\_\_\_