

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION  
SEMI-ANNUAL HOMEOWNER MEETING  
JANUARY 16, 2010**

**I. CALL MEETING TO ORDER**

The Woodbridge Inn Condominium Association Annual Meeting was called to order at 3:03 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, #107/#306

Homeowners Present Were:

Peter Wessell, #102	James Meyer, #103
Harry Wilson, #104	Sandra Hawkins, #105
Bill McCall, #106	Bindrich/Gustafson, #201
Tom & Cynthia Kreutz, #204	Wasted Years, LLC, #205
Bob Sluiter, #301	Wayne & Loretta McCorkle, #302
Meredith Long, #303	Ray & Suzanne Brackley, #307
Mike Kerrigan, #314	Eric McCafferty, Rush, LLC, #315

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

**II. PROOF OF NOTICE/QUORUM**

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

**III. PRESIDENT'S REPORT**

Paul Sakiewicz said the meeting minutes and all other Association documents are available on the website <http://woodbridgeinn.org>. He said overall the buildings were in good shape. There are no upcoming major projects and the landscaping looks good.

*A. Completed Projects*

1. Painted both buildings.
2. Installed two new baseboard heaters - one in each building.
3. Installed smoke detectors in Clubhouse
4. Installed new windows in Clubhouse.
5. The Association bought two washers and dryers. This will generate additional income and save leasing fees.
6. Painted garage.
7. Garage spots have been assigned in a fair and logical fashion, but the assigned spots were switched back due to complaints from several owners. This item has to be addressed eventually, since there seemed to have been favoritism in the past.

*B. Upcoming Projects*

1. New lights will be installed. Charles Johnson said the lights have been paid for but are on backorder. Meanwhile, the contractor went out of business and he has to get new bids.
2. Units 107 and 207 flooded and the damage has to be repaired.
3. A volunteer is needed to stain the deck around the hot tub.

**IV. NEW BUSINESS**

The pipes inside the wall of Unit 207 froze and flooded the kitchen areas of two units (107 and 207). Charles Johnson said Unit 207 was warm when this happened. He explained that the attic of Unit 208 has no insulation and the pipes for Unit 207 border this attic. The combination of freezing temperatures and holes in the subfloor caused the pipes to freeze. He recommended moving the pipes and insulating the attic. He said this pipe configuration was unique to this location. Paul Sakiewicz said the Board was proactive and hired a building inspector to review the roof and attics of the West building and to inspect the plumbing.

Wayne McCorkle asked the Board to have professional piping diagrams drawn for each building and all floors. There was discussion about getting a professional opinion and if it would be possible for all units to have their own shut off valves.

Paul Sakiewicz said repairs were estimated at \$45,000. If an insurance claim is filed, the insurance will pay for the claim but will not extend the policy for the Association. Filing such a claim would put the Association into a high-risk category and future insurance would be very expensive. He recommended that the Association not submit a claim and pay for the damages by increasing the existing loan. The bank will be approached to consolidate and extend the loan over a seven to ten year time frame. By extending the loan, dues would not go up and the Association would be able to build up the Reserve Fund.

Wayne McCorkle took the floor and provided a demonstration of a moisture sensor. He explained that several units could share one sensor. Main relay stations and sensors could be set up in critical areas and if there were a sign of leak the sensor would send a signal to the main station and then dial several phone numbers until the call is answered. He said landlines would need to be installed. He explained that the sales representative for these sensors has a signal meter and would make recommendations. He suggested adding sensors in the buildings and also in the pipe chases in strategic locations. The batteries last more than four years and an alarm sounds when they need replacement.

Charles Johnson said installing this system would be reactive and not proactive. It would raise the alarm only when there was a water issue. When he was notified of the leak, the water only ran for one half hour but did a lot of damage in that short time. He explained that when a line freezes and thaws it floods immediately. He said both leaks were discovered

right away. The moisture monitor system may work well for a p-trap that is slowly dripping. Wayne McCorkle said he was told that the system had been proven to identify leaks immediately in a twenty-unit condominium building. An owner agreed with Charles Johnson that water would rush out tremendously fast once pipes thaw. He recommended getting the pipe diagram.

During the winter Charles Johnson inspects units on a weekly basis if they are not occupied. He has a master key for emergency situations. In the case of Unit 207, he did not inspect the unit because the owner opted out of the inspection. Paul Sakiewicz said inspections should be mandatory and if owners opt out they should be liable for future damages.

Charles Johnson said it was important to replace any lost glycol whenever work is done on the heating system. He explained that Unit 208 went three days without heat, which may have contributed to the line freezing. There was discussion about if this would be the owner's responsibility and not an Association insurance claim.

Sandra Hawkins said the key to preventing damage was proper maintenance. She thought there used to be heat tape in the attics and the pipes used to be insulated. She said each attic has an access and should be inspected at least annually. Charles Johnson said to the best of his knowledge there was no insulation or heat tape in the attics, **because there are no more water pipes in the attics anymore, since they were rerouted last year.** He said the pipes in two loft units must have been re-plumbed.

Paul Sakiewicz made a motion to get bids and to provide owners with an "anatomical" description of the plumbing within the next two months. Wayne McCorkle seconded the motion with the amendment that the cost not to exceed \$10,000. In discussion, it was noted that the "anatomical" description should include drawings indicating where water pipes are located for both buildings. The motion carried with one owner abstaining.

Paul Sakiewicz made a motion to explore if it would be possible for each unit to have its own shut off valve, to establish a maintenance plan, to consider a moisture sensor system, and to decide if this is something the Association wants to pursue. Wayne McCorkle said the first motion should be to locate the pipes. The Board will review the piping system diagram first and then determine future actions.

Paul Sakiewicz said the proposed updated Declarations were posted on the website. One of the changes includes mandatory unit inspections and providing Property Management with a key or accessible lock to enter the unit.

Paul Sakiewicz made a motion to conduct mandatory weekly inspections in the winter and bi-weekly in the summer. The motion was seconded. In discussion it was suggested that if owners opt out they would be responsible for any damages to their or other units, in case that a problem in their units caused damage to their or another unit. A concern was raised about mandatory inspections interfering with owner privacy rights. A recommendation was

made to research all legal aspects. Gary Nicholds will work with our lawyer on that. An owner proposed an amendment to the motion to allow occupied units to opt out. The motion carried with thirteen votes in favor, three votes opposed and one vote abstaining. The motion will only be enacted if the attorney confirms it is legal.

An owner said his insurance company told him that the Association policy covers everything in the units. The Board will get clarification. The policy will be posted on the website along with a summary from the insurance agent clarifying the limits of coverage

Paul Sakiewicz recommended taking out a loan and repairing the damaged units. A motion was made to have the Association get a loan and pay for the damages up to \$40,000, as long as dues do not have to be increased. The motion was seconded. The motion was amended to have the Board get the best loan terms and find out if it is possible to recover any damages from Unit 208. The motion carried with one vote opposed.

Paul Sakiewicz said the Association could include in the proposal an automatic garage door on the east opening of the garage to prevent the wind tunnel effect in that Garage. Gary Nicholds said he has had Summit Garage inspect the opening but did not yet receive a bid. A solution should also be developed for the west side. This discussion was tabled due to other more pressing issues needing to be discussed.

## V. OLD BUSINESS

### A. *Changes to Declarations and Bylaws*

Paul Sakiewicz said the revised Declarations were posted on the website and owners were asked to review them. The changes are highlighted in yellow. They were modernized and simplified. They will have to be approved by 67% of the membership. One of the amendments was to change the Clubhouse to a limited common element for residential use only. The existing Declarations consist of three supplements and one amendment. He said it was time to simplify the various documents into one with clearer language. There were actually only a few changes and about 98% of the Declarations would stay the same.

Paul Sakiewicz said the owner of Unit 111 offered the Association the opportunity to purchase the unit for a very good price, less than \$500,000. He said he wanted to bring this matter up for discussion as the changes to the Declarations include that the Association has control over the unit along with any related liability. The consensus was to exclude changes for Unit 111 from the Declarations.

Sandra Hawkins made a motion to table the discussion and vote on the amended Declarations. The motion was seconded. Paul Sakiewicz said that if this motion gets approved, no action could be taken. He explained that the ownership has to vote on the amendment that Unit 108 is a residential common element as agreed by owners in January 2008. A motion was made to incorporate the vote from two years ago.

The motion was not accepted because there was a motion on the floor. Sandra Hawkins' motion did not carry with five votes in favor and all other votes opposed.

A mail-in ballot will be sent to all owners listing all changes. Owners will be able to vote on each individual line item.

**B. *Parking Spots***

Assigned parking spots do not comply with original Declarations. The original parking diagram does not make sense because there are spots on the diagram where it is not possible to park a car. Parking spots were changed at one point and several spots were swapped.

Robin Gustafson made a motion to change all spots to diagonal parking. Paul Sakiewicz said the Fire Department has to approve these changes. Wayne McCorkle amended the motion pending approval of the Fire Department. Robin Gustafson clarified his motion that changes should be made according to fire codes and that guest spots should be removed. Discussion of the motion included that there were very few complaints about parking and that it was important to keep some guest spots. There was no action on the motion. This item will be added to the mail in ballot.

**VI. FINANCIAL REVIEW**

Candy Ramage presented the financial report.

**A. *Balance Sheet as of December 31, 2009***

1. Net Income - \$78,187. This includes \$40,000 owed to Interstate.
2. Alpine Reserve - \$64,468. This amount includes \$40,000 owed to Interstate.
3. Accounts Receivable - \$1,481 due to one delinquent owner. An owner said that this unit is in foreclosure.
4. Long Term Liabilities (Line of Credit) - \$49,509. The loan will be paid off by December 12, 2012.

**B. *2010 Proposed Budget***

1. Cricket Lease Income – \$750 per month due to sharing of Cricket income.
2. Washer and Dryer – The expense in 2009 for \$1,333 was unplanned but will be offset by revenue.
3. Legal/Accounting - \$1,300 over budget due to document revisions.
4. Utilities - \$5,000 less than budgeted. Prices dropped approximately 22% and there was 15% less usage.
5. Net Ordinary Income – Move \$4,825 to the Reserve Fund.
6. Other Income – There are new requirements and both Fannie Mae and Freddie Mac are up to standards.

**C. *Reserve Fund Balance***

As of December 31, 2009 the Reserve Fund Balance was \$23,946.

There was no residential dues increase. Paul Sakiewicz made a motion to approve the financial review as presented. Robin Gustafson seconded and the motion carried.

**VII. ELECTION**

The terms of Paul Sakiewicz, Jim Schneider, and Jack Terrill expired. Paul Sakiewicz indicated his willingness to serve another term on the Board, however not as the President anymore. Nominations from the floor were Eric McCafferty and Jim Meyer.

Paul Sakiewicz, Eric McCafferty and Jim Meyer were elected by acclamation.

**VIII. SET NEXT MEETING DATE**

The next meeting date was not set.

**IX. ADJOURNMENT**

With no further business a motion was made and seconded to adjourn the meeting at 6:15 p.m.

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

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JANUARY 26, 2010**

**I. CALL MEETING TO ORDER**

The Woodbridge Inn Condominium Association Board of Directors Meeting was called to order at 5:07 p.m. via teleconference.

Board Members participating were:

Paul Sakiewicz	Wayne McCorkle
Eric McCafferty	Jim Meyer
Brad Redman	

Representing Basic Property Management were Gary Nicholds and Charles Johnson. Erika Krainz of Summit Management Resources transcribed the minutes from tape.

**II. ELECTION OF OFFICERS**

Paul Sakiewicz made a motion to elect Wayne McCorkle as President for a two year term. Eric McCafferty seconded and the motion carried. Paul Sakiewicz made a motion to serve as Vice President. Wayne McCorkle seconded and the motion carried. Robin Gustafson will continue to serve as Secretary/Treasurer.

**III. OLD BUSINESS**

*A. Review Timeframe on \$40,000 Loan from Alpine Bank*

Paul Sakiewicz said a formal request was sent to Alpine Bank for a \$40,000 loan to pay for the repairs in Units 207, 107 and the garage ceiling. The loan is now in process. There are two possible scenarios. The first would be to let the current loan run out. It will be completely paid off in 2013. The Association is paying \$18,000/year. Paul thought it would be less expensive to get a second separate loan for \$40,000 than adding to the existing loan. The first loan is at 6% and the second loan will be prime plus 2.5%. Paul said he wanted to keep the payments under \$18,000 total so it does not negatively impact the budget and cause a shortfall. The second option would be to refinance with a different bank. Once all the information is received, the loan will need to be approved by 67% of the membership. The Board agreed they would prefer a fixed rate loan. Paul will get information about combining the two loans or getting a second loan with a payment schedule of \$18,000/year.

*B. Building Inspection Report*

Gary Nicholds and Charles Johnson met with Jerry Lau. Turner Morris will provide a sample of ETDM Walkpad replacement flooring tomorrow. Gary will get information about the material including cost, installation and warrantee. Paul Sakiewicz asked him to make sure it does not void the warrantee on the roofing material.

Gary Nicholds said there had been discussion about putting a locator or sensor on the pipes. Charles Johnson did not think it would be possible to trace pipes through a building. Paul Sakiewicz said if the pipes cannot be traced, every attic should be inspected to make sure there are no water lines and that there is adequate insulation. Gary said Jerry Lau's partner was planning to do that. Charles said he had been eliminating problems since the flood last year. The water lines were removed from the attics of Units 305 and 306 and out of the walls of Units 307 and 207. Charles said he needed to check the walls of the two units by the restaurant. He has already checked Units 101, 201 and 301 on the east end of the building. The plumbing comes up through the floor, not the wall, so he did not think there were water lines in the exterior walls. Residents of those units should be reminded to open the cabinet doors below the sinks to keep the pipes warm.

Gary commented that having an inspection would be looked upon favorably by the insurance company because it would show the Association is being proactive. Paul said he would like to have the inspection done next week. Gary said he would call Jerry Lau for an update tomorrow. Paul requested a written report within the next three weeks.

Paul asked Charles if there was enough glycol in the baseboard heater lines. Charles said Albert Amerin had added enough glycol to bring the temperature resistance below zero. Charles recommended checking the glycol concentration monthly throughout the winter. Paul requested that a log be established in each mechanical room to record the date and results of the monthly checks. Charles pointed out that if owners replace their baseboard heaters and lose any glycol, they must inform the Board. A Board member suggested some education to remind owners of these types of issues. A Board member asked if there was some type of autofill mechanism to replace lost glycol with glycol instead of with water. Charles said he would look into it. Paul asked Gary to include in the next owner mailing a reminder that owners need to notify the Board if they have work done on their baseboard heaters and to maintain a minimum temperature of 55 degrees in the units. Gary said he would also ask the attorney about the legality of entering unoccupied units for inspections. Gary will draft a letter and send it to the Board for review. Owners should be advised of the costs involved when there are leaks. Gary said owners should also be aware that they need to have contents insurance for their units.

Charles Johnson recommended that the Association switch to a bare walls policy. It would be less expensive and would simplify the claims process. He explained that a bare walls policy would only cover the building structure, sheetrock walls and subfloor. The owner policy would cover everything from the paint on the walls and in. The Declarations would have to be changed.

There was general discussion about additional insulation. Charles Johnson said with an existing structure, the only effective way to add insulation would be to blow it in. The attics already have batt insulation.

C. *Review 1/16/10 Annual Meeting Minutes*

Gary Nicholds said he had not yet received the minutes but he will forward them to the Board for review once received.

D. *Plan of Action for Repairs to Units 107 and 207*

Paul Sakiewicz said the bank wants to see a plan for how the \$40,000 loan will be spent. There is a written estimate of \$27,000. Colorado Mountain Maintenance needs to provide an invoice for the garage ceiling repair for \$2,500 – 3,500. Charles Johnson said he had received one invoice but it included the sheetrock and new insulation, which need to be separated out. The total cost was \$4,700. The texturing of the garage ceiling is not included; this work will be done in the spring. Charles will get a written bid for this work for the bank.

Charles said he met with Brad Redman yesterday. The sheetrock was delivered to both units this afternoon. An electrician will be installing new lighting in the morning and will take down some existing lighting. The sheetrock work will start tomorrow. The work should take one week to ten days. The owners need to select cabinets and flooring. Paul suggested giving the owners of the units the checks for the amounts that were determined to bring the units back to the original state and allow the owners to proceed with the repairs. Charles thought the Declarations indicated that the Association was responsible for making sure the work was done. Brad said he would be willing to take on the work himself as Paul suggested. Gary recommended getting a waiver from the owners if checks are released. Brad suggested having the two unit owners sign a contract agreeing to bring the units back to at least the original condition. Charles said he had the cost information to get Unit 207 back to its original state. The figure he has for Unit 107 does not include upper or lower cabinets. Charles said he would adjust the Unit 207 figures for Unit 107 and forward the information to the Board tomorrow. Paul will call the owner of Unit 207. She has already agreed to the cabinet selection and now needs to pick her countertop and floor tile. Charles confirmed that the water lines had been moved out of the wall in Unit 207 but explained that they could not be moved in Unit 107, but since that unit shares the wall with the Clubhouse he did not think there would be freezing issues.

E. *Update on Lake Dillon Fire Department Diagonal Parking Request*

Paul Sakiewicz said he spoke to a representative about diagonal parking in the garage and submitted the application. He will update the Board when he receives a response.

F. *Declarations Revisions*

The minutes from the Homeowner Meeting will list all the issues and questions that need to be voted on individually. The bare walls policy issue should be added. Gary Nicholds said he would send the Declarations amendment that is being proposed for another Association to this Board for review after his meeting with the attorney on Thursday. The Board agreed the approval should be done by mail rather than at a meeting. Gary pointed out that revising the Declarations would require a 67% vote of approval of the membership and a lack of response cannot be counted as a vote in favor.

*G. Lawsuit*

There was mention of a potential lawsuit at the Homeowner Meeting but the Board was not aware of any current legal action against the Association. Charles Johnson said he was just repeating what he was told by an insurance agent. The agent had said that it looked like there was a good chance that there would be a lawsuit.

*H. Foreclosure*

A unit went to foreclosure sale on Friday. Eric McCafferty said he and a partner purchased the unit. There is a redemption period that expires at the end of the next week, at which point the ownership will be officially transferred and he will meet with Gary Nicholds to set up dues payments. He does not yet have a key. Charles said he was asked to inspect the unit and found the door unlocked so he went into the unit and found a leak in the bathroom ceiling. He locked the door when he left and then discovered he did not have a key and the unit is not on the master system. Charles believes the leak may be originating from the toilet in the unit above. Paul Sakiewicz made a motion to authorize Charles to call the locksmith tomorrow, to have the unit rekeyed to the master system and to address any maintenance issues as needed. Jim Meyer seconded and the motion carried.

**V. NEW BUSINESS**

*A. Email from Bank*

Paul Sakiewicz read the email response he had just received from the bank. The Association is currently paying \$1,571/month. Early payments are about \$90,000. The current balance \$48,000. The rate is Chase prime plus 1% with a floor of 6%. The maturity date 4/26/13. A separate loan of \$40,000 with a rate of prime plus 2.5%, a 6% floor and a 72 month term would be \$680/month. A consolidated loan of \$88,000 with a rate of prime plus 2.5%, a 6% floor and a 72 month term would be \$1,470/month. A new loan will have 1% origination fee and the rate will adjust if and when the Chase prime rate changes. Paul thought the combined loan was the best option. With a separate loan, they would have to add on \$8,160 for the next six years. Paul will approach FirstBank and US Bank about their loan options, especially a loan with a fixed rate.

**VI. ADJOURNMENT**

The meeting was adjourned at 6:58 p.m.

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

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
FEBRUARY 23, 2010**

**I. CALL MEETING TO ORDER**

The Woodbridge Inn Condominium Association Board of Directors Meeting was called to order at 7:07 p.m. via teleconference.

Board Members participating were:

Wayne McCorkle

Jim Meyer

Brad Redman

Robin Gustafson

Representing Basic Property Management were Gary Nicholds and Charles Johnson. Erika Krainz of Summit Management Resources transcribed the minutes from tape.

**II. UPDATE ON INSULATION OF UNITS 301, 302 AND 303**

Wayne McCorkle thanked Charles Johnson and the Board for quick action on the situation last week. Charles Johnson provided an update. He contracted with Big Al's Insulation to insulate the four attics and the work was completed today. All are up to at least R50. Unit 208 now also has insulation in the attic.

He is waiting for a price to convert the sprinkler system to a glycol system to eliminate the frozen pipe issue. The contractor will have to try to find piping drawings from the town for the sprinkler system and check with the Fire Department about their requirements for conversion. Charles warned that Marina Place tried to do this same thing but the Fire Department requirements made it impossible. Charles does not believe there is any plumbing in the exterior walls.

Charles has not yet received a report on the status of the attics from the contractor. He anticipated it would take a week or two.

Wayne McCorkle said the Board voted to pay for this project out of the Reserves. He asked Gary Nicholds to email the current Reserve balance to all Board members. The total cost was about \$2,295.

**III. OLD BUSINESS**

*A. Increased Restoration Costs for Units 107/207*

Wayne McCorkle an adjuster provided an estimate for Units 108/208 to bring them back to their original condition when building was built. The Board had decided that the Association would pay the expense out of pocket instead of filing a claim. An expenditure of about \$40,000 was approved at the meeting for the restoration of the two units. Charles Johnson adjusted several items in the projection and the cost is now \$47,173. This includes the dry out, garage ceiling repairs and bringing the units back to

the condition at first conveyance. There was discussion about increasing the loan amount instead of taking the additional amount out of the Reserves. Charles said he understood that the loan should remain as is and the remainder would be paid from Reserves. Gary Nicholds said federal lending programs like to see about 10% of the dues going to Reserves. State statutes require that Associations have a policy on Reserve funding but it can be not to fund the Reserves. He said always a good idea to have as high a balance as possible.

After the insulation expense the Reserve balance was around \$15,000, so it would be reduced by about 50% to pay the restoration overage. Robin Gustafson supported increasing the loan amount in order to preserve the Reserve balance. Gary noted the Board would need to look at roofs and deck surfaces in the near future; he does not have cost information yet for those projects. Charles said there were two roof leaks that must be addressed this summer, one on each building in the walkways. There is no money budgeted for roof repairs.

Robin Gustafson made a motion to increase the loan amount to \$50,000 if possible. Jim Meyer seconded. In discussion, Jim said there was \$13,700 in the 2010 Budget for Building Repairs but he did not know if it was earmarked for a particular project. The motion carried with four in favor. Gary Nicholds will call Paul Sakiewicz tomorrow and one of them will contact the bank. He will also determine what was included in the \$13,700 budget for Building Repairs.

*B. Change to Rules and Regulations to Require Master Lock System for all Units*

Wayne McCorkle said given that there have been two major water issues in the past two years and the Association's capability to insure the buildings is coming into question, he felt it was essential to have all units on a master lock system. The attorney indicated there was no reason the Board could not change the rules and make this a requirement. Wayne McCorkle made a motion to have the Board update the Rules and Regulations to include a requirement for all owners to be on the existing master key system. Wayne will work with Charles Johnson and Gary Nicholds to draft an explanation of the reason for the requirement, to review the schedule for fines for non-compliance, to discuss attorney involvement and to mail the document to all owners after review and a vote by all Board members. Jim Meyers seconded and the motion carried unanimously. Wayne said he would strive to have a draft letter out to the Board by March 9<sup>th</sup>. Charles said the letter should mention that any new locks or rekeying must also be on the master system.

*C. Proposal to Change Insurance to a Bare Walls Policy*

Wayne McCorkle said based on discussion a few weeks ago and having seen what was involved in obtaining estimates, he saw the logic in Paul Sakiewicz's suggestion to switch to a bare walls insurance policy. This would need to be approved through an owner vote. Gary Nicholds said this Association had almost \$400,000 in claims in the

past two years and a bare walls policy would lower the insurance premiums. This would not force owners to get insurance because the Association cannot require owners to carry insurance. Robin Gustafson recommended providing owners an estimate of the cost for individual unit interior coverage versus the Association cost. Jim Meyer made a motion to recommend switching to a bare walls policy. Robin Gustafson seconded and the motion carried. Gary Nicholds said he could use the same wording as is being developed for Marina Place. He will determine if the approval can be done by mail vote, which may require some "politicking" by the Board. If passed by the Association, the change must be recorded with the County.

*D. Action Items*

1. Glycol system for sprinkler system.
2. Revisit pipe locations.
3. Develop policy for Reserve funding.
4. Roofs and deck coverings.
5. Research the \$13,700 for Building Maintenance in the 2010 Budget.

*E. Trash Contractor*

Gary Nicholds said he met with the owner of Timberline and he provided a bid that would save the Association about 17%. The Association is now paying \$481/month; the Timberline proposal was \$400/month. He will review the existing contract to determine the expiration date.

**IV. SET NEXT MEETING DATE**

The next Board Meeting will be scheduled in about a month assuming all needed information has been compiled.

**V. ADJOURNMENT**

The meeting was adjourned at 8:05 p.m.

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

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

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
APRIL 5, 2010**

**I. CALL MEETING TO ORDER**

The Woodbridge Inn Condominium Association Board of Directors Meeting was called to order at 7:03 p.m. via teleconference.

Board Members participating were:

Wayne McCorkle

Jim Meyer

Paul Sakiewicz

Brad Redman

Robin Gustafson

Representing Basic Property Management were Gary Nicholds and Charles Johnson. Attorney Dan Wolf also participated. Erika Krainz of Summit Management Resources transcribed the minutes from tape.

**II. OLD BUSINESS**

*A. Unit 207 Repairs*

The owner of Unit 207 is getting anxious about the repairs to his unit. He is unhappy that his unit cannot be rented and it appears he has engaged an attorney. He is not satisfied that the Association is not covering all the upgrades to his unit. Charles Johnson said the cabinets had been delivered but not yet installed. The flooring and countertops are also not completed. The contractor purchased the cabinets and has requested a draw for reimbursement but it was decided that the Association did not have the funds so he was not paid and he stopped work. The draw he requested was about \$4,000 – 5,000.

*B. Association Loan*

Gary Nicholds said if the Board could agree on the ballot and documents, he could send them out in the next two days and get them back by the end of next week. He estimated the loan could be processed within a three week period. At least 75% of the owners will have to approve the change to the loan amount from \$40,000 to \$50,000.

Paul Sakiewicz estimated it would be five to six weeks before all the paperwork would be processed and completed. To bridge that time period, he offered to loan \$40,000 to the Association on the same terms as the bank until the bank loan is processed.

Wayne McCorkle made a motion to have the Board accept a \$40,000 bridge loan from Paul Sakiewicz for six months at 5.25% interest until the loan is finalized with Alpine Bank. Robin Gustafson seconded and the motion carried with all Board members in favor and Paul Sakiewicz abstaining. Dan Wolf said he would draft a standard promissory note on behalf of the Association.

C. *Homeowner Ballot*

Dan Wolf said he had prepared three documents.

1. Proposed Amendment with respect to changing designation of Unit 111 from commercial to residential.
2. Resolution of the members regarding amending the Declarations as to the insurance provision. The amendment will change the Declarations so only a bare walls policy is required.
3. The Ballot that will be submitted to the members for a vote on the two items above.

Gary Nicholds noted there was not anything on the ballot regarding the increase to the loan amount from \$40,000 to \$50,000. Dan Wolf said he thought that issue had already been sent out on a ballot for a vote; he will add it as another item on this ballot.

The Board will review the revised ballot by Thursday night and will try to get it sent out to the owners on Friday or Monday at the latest. The owners should be given 30 days to vote. In order to pass there will need to be 22 affirmative votes (75%).

Paul Sakiewicz asked about the bare walls policy. He said the resolution will compel owners to have individual coverage, but he asked if there was recourse is available for the Association if an owner does not get coverage and then experiences damage in the unit. Dan Wolf said there was language giving the Board authority to draft an amendment to address this type of provision. The Board could require proof of insurance and if the owner does not provide it, the Board could purchase coverage on the owner's behalf and charge the owner, or assess an owner without coverage for damages. There was general discussion about how owners could be compelled to purchase coverage. The Resolution as written specifies a requirement for only bare walls coverage but allows the Board at its discretion to have coverage beyond bare walls.

Paul Sakiewicz said he had read that Carberry (the owner of Unit 111) was applying for the conversion of Unit 111. Paul thought the future buyer was going to go through the process. Dan Wolf said Carberry might be acting on behalf of the prospective buyer. Dan Wolf said he would make it more explicit that the owner of the unit has a say and has to sign off.

Action Items:

1. Dan Wolf will add the vote on the loan increase to the ballot.
2. Dan Wolf will email the revised ballot to the Board Wednesday or Thursday for review.
3. The Board will review and approve the revised ballot and Gary Nicholds will send it out to all owners Friday or Monday.

Wayne McCorkle made a motion to have the Board approve the draft documents from the attorney subject to the revisions discussed above. A final revised ballot should be

provided to the Board by Wednesday or Thursday including a vote on the change to the loan amount and updated wording regarding conversion of Unit 111 from commercial to residential. Paul Sakiewicz seconded and the motion carried unanimously.

**III. APPROVE PREVIOUS MEETING MINUTES**

Paul Sakiewicz made a motion to approve the February 23, 2010 Board Meeting minutes as presented. Robin seconded and the motion carried.

**IV. NEW BUSINESS**

A. *Non-Operational Car in Garage*

Wayne McCorkle said he had written down the license plate number of the non-operational car in the garage. Charles Johnson said the car was owned by Miguel, one of the owners of the restaurant. Charles will tell him that the car must be moved out of the garage and off the property by Friday.

**V. SET NEXT MEETING DATE**

The next Board Meeting will be scheduled in about three weeks

**VI. RECESS TO EXECUTIVE SESSION**

Wayne McCorkle made a motion to recess at 8:20 p.m. to an Executive Session to discuss the letter from the attorney for the owner of Unit 207. Robin Gustafson seconded and the motion carried.

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

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

**WOODBRIAGE INN CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**May 4, 2010**

**I. CALL MEETING TO ORDER**

The Woodbridge Inn Condominium Association Board of Directors Meeting was called to order at 7:03 p.m. via teleconference.

Board Members participating were:

Wayne McCorkle

Robin Gustafson

Paul Sakiewicz

Representing Basic Property Management were Gary Nicholds and Charles Johnson. Erika Krainz of Summit Management Resources transcribed the minutes from tape.

**II. OLD BUSINESS**

*A. Association Loan and Balloting*

The bank has requested a formal approval from the Board in the minutes authorizing the bank to move forward with the loan. Only one owner voted against increasing the loan. Gary Nicholds said they had more than 75% approval already. As of today there are only six owners who have not responded and Gary will follow up with them in the next few days.

1. Unit 111 – 22 in favor and one opposed. There are 20 votes in favor required to change the Declarations. One of the votes in favor was verbal and Gary will get written confirmation.
2. Insurance – 20 in favor and three opposed so the initiative passed.
3. Loan – 22 in favor and one opposed so the initiative passed.
4. Parking – Plan B had 13 in favor and Plan A had four in favor. There were three non-responses and two abstentions.

Wayne McCorkle made a motion to accept the voting as it stands with 75% of the membership in favor of increasing the loan value from approximately \$40,000 to approximately \$50,000. Paul Sakiewicz seconded and the motion carried unanimously.

*B. Update on Units 107 and 207*

Charles Johnson said the countertops and cabinets in Unit 207 were completed. There was a problem with the flooring and the owner had to select a new product.

Unit 107 continues to be a thorn in his side. Charles had tried to reach the owner but the phone numbers appear to be incorrect. According to his figures the contractor was paid a little bit less than was actually there so the Association saved a few dollars. The owner has done nothing in his unit. He noted the owner was given new lower cabinets,

new countertop and complete upper cabinets which did not exist before. Gary Nicholds said he would try to review the paperwork with the owner to ensure the owner understands and accepts the figures. The owner has received a check for about \$12,000. The contractor still needs to finish the sheetrock in the garage ceiling.

The Board expressed their appreciation for Charles' work on this issue.

In the future, if there is a leak, management will get a remediation company in to dry things out. The owner will be notified and instructed to contact their insurance carrier and the Association's insurance company will be notified so the insurance agents can work with each other. Owners can be provided with contractor recommendations but management will act only as coordinators and facilitators.

C. *Abandoned Car in Garage*

Charles Johnson spoke to the owner last week and he was going to move it the next day but then it snowed so Charles let him leave it. It is still in the same spot. Gary Nicholds recommended leaving the owner one more message with a deadline and a warning that the car will be towed if it is not moved. Wayne McCorkle proposed a deadline of Friday. There is also another car, a Cadillac, with Washington license plates. It may also belong to the same individual. It is parked in the back lot by the dumpster. Charles will speak to the owner about it.

D. *Trash Contract*

The contract has not yet been signed with Timberline. Gary Nicholds said he wanted to make sure the contractor understood the dumpster access issues. It may not be possible to get a large truck in there.

E. *Maintenance Issues*

1. There continue to be burned out exterior light bulbs. Gary Nicholds said there were problems with the fixtures and some had to be replaced. Charles Johnson thought all the lights were functioning now.
2. There is peeling paint on the metal roof overhangs on the stairways.

F. *Deck Flooring*

Charles Johnson said he had two samples of self-adhesive rubber flooring that could be put on the deck over the membrane on the second floor of the restaurant building. One is from Turner Morris and the other is from Consulting Specialty Services. Charles will meet with Mark Hubbard of Turner Morris to discuss the options and to get cost estimates.

G. *Roof Leaks*

Charles Johnson said there were several roof leaks that would need to be addressed this spring or summer.

1. There is a leak over the porch of Unit 307. A piece of the roof is missing and Turner Morris is aware of it.
2. There is a leak in front of Unit 306. This leak is ongoing and has been repaired many times.
3. There is a new leak by Unit 314.

All the leaks are over the walkways and have not caused damage in any units. The repairs should be made while the weather is warm. The leaks appear to be related to snow and ice, not rain. Charles suggested getting another company to look at the leaks because Turner Morris feels the solution would be to replace the roof. Gary noted that Turner Morris was the most proficient roofing contractor in the area and he could not recommend another company. Charles will meet with the estimator and get an estimate for repair or replacement and will provide a report for the Board at the next meeting.

*H. Clubhouse Issues*

Paul Sakiewicz put down some yellow/orange tape on the floor. Charles Johnson said it looked good and it was holding up well.

Gary Nicholds said he was researching a keypad lock for the Clubhouse. This would make it possible to limit access after hours. He will provide a bid at the next meeting. If a change is made to the door lock, the owners will need to be notified and there will need to be clear signage so users understand the access hours.

**III. SET NEXT MEETING DATE**

The next Board Meeting will be scheduled in about two weeks

**IV. ADJOURNMENT**

The meeting was adjourned at 7:52 p.m.

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

**WOODBIDGE INN CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING**

**August 3, 2010**  
*via teleconference*

**I. CALL THE MEETING TO ORDER**

The Woodbridge Inn Condominium Association Board of Directors Meeting was called to order at 5:03 p.m. via teleconference.

Board Members participating were:

Wayne McCorkle	Robin Gustafson
Paul Sakiewicz	Jim Meyer
Eric McCafferty	Brad Redman

Dede Tusso was a guest at the meeting.

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

**II. APPROVE PREVIOUS MEETING MINUTES**

Paul Sakiewicz made a motion to approve the May 4, 2010 Board Meeting minutes as presented. Robin Gustafson seconded and the motion carried.

**III. OLD BUSINESS**

*A. Restaurant Sale Update*

Dede Tusso said there was no longer a restaurant in the space. She met with the Town of Frisco to discuss the requirements for permits. One of the Planning Department staff asked about the density. The originally approved site plan included 35 or 36 units; there are now 28 plus the Clubhouse. There was another building planned by the restaurant but it was never built. She was asking for conditional use to change the commercial designation to residential, which the Association had approved. The Town questioned the density. They now feel there are too many residential units and they will require her to apply for a variance to add three more units. They have an extensive file on Woodbridge and there are many references to 35 units. In 1988 Rick Wood went to the Town to request approval to convert the restaurant to four residential units. The Town approved it but the approval was only valid for one year. The Planning Department will allow a density bonus, i.e. an increase to the density on parcel if the additional new units are matched by an equal number of attainable housing units. She said she would need support from the Board and individual owners in the form of letters and/or attendance at the Thursday, 9/16/10 meeting at 6:00 p.m. to speak in support of the change to residential. She wants to create three residential units, (2) two bedrooms and (1) one bedroom. The space is about

3,400 sq.ft. Paul Sakiewicz suggested drafting a letter of support from the Board with all Board member signatures. Gary Nicholds said he would send information to all owners so they can also write letters of support.

*B. Update on Units 107 and 207*

Gary Nicholds reported that all work had been completed in Unit 207 and he had not heard anything from the unit owner.

The only outstanding issue in Unit 107 is an invoice for electrical work unrelated to the flood. There is some incorrectly installed wiring in the ceiling. Gary Nicholds was not sure if it this was an owner or Association responsibility. Brad Redman said the total amount due was \$400 higher than the original check that was cut from the bridge loan. He said he could be issued a check and he would send it back to pay the amount due, or he could be given credit for that amount and he would pay the remaining amount. Paul Sakiewicz said he would like to know the correct amount. Charles Johnson will research the invoices.

*C. Bank Loan Update*

Gary Nicholds said the bank will extend the current loan, effective immediately, for \$91,386 total with the same monthly payments (\$1,057 per month) with pay off in August or September 2016. Gary will send the paperwork to Wayne McCorkle for his signature.

*D. Unit 208 Questions*

Gary Nicholds said Charles Johnson had discovered some issues in Unit 208 that were not up to code. There could be liability issues if there are code violations and the Board does not take action. Paul Sakiewicz said the issues should be addressed. Charles Johnson said the main safety concern was that the power for the unit was being furnished from a breaker panel in the Clubhouse so it is not possible to turn off the power from inside the unit. This is not up to code. Paul suggested having the panel moved and billing the owner. Charles said the Association could require the owner to remedy the situation. Charles estimated the cost would be about \$1,500. He said the Association has to notify the owner of the problem and provide a deadline for having the work done. Wayne McCorkle made a motion to have Charles Johnson notify the owner by certified letter of the required work with a four week deadline for completion. If he does not have it completed within the deadline, the Association will have the work done and bill the owner. Robin Gustafson seconded and the motion carried.

*E. Roofs*

Charles Johnson met with Mark Hubbard from Turner Morris last week to review the roofs. The roofs over the restaurant look really bad but the Board was considering replacing a section of roof on the east building because it has been presenting the most problems. Roof replacement estimates were obtained in

2009. The total came to \$183,500. The restaurant roof work was estimated at \$50,000. Parts of the roof on the east building have been replaced. The estimate to replace the older section was \$68,500 and the other sections were \$6,500. The price included roof removal, bitumen over the entire roof and a metal roof on top. There have been several areas of leaks and they have been worked on but it will not be known until next spring if the problems have been remedied. Paul Sakiewicz felt they should get more bids. He thought the metal roof should last more than 25 years. Charles Johnson said the roof would not last as long as expected because of the quality of the metal. There are also roof problems above Units 305 and 306.

Charles Johnson was asked to get at least two more bids. Charles said Turner Morris provided estimates but will not give a firm price unless they have an assurance that the work will be done because they have been providing estimates for several years and the work has not been done. The Board agreed Turner Morris should be told that since the roofs are leaking, the Association will be budgeting for some level of roof repair next year. Jim Meyer said they may need to consider a Special Assessment depending on the severity of the problems.

Candy Ramage said there was a \$33,000 balance in the Reserves but no surplus forecasted in Operating that could be used for the roof repairs. Paul Sakiewicz noted that there may be some extra funds from the loan.

*F. Snow Guard*

The snow guard over the steps of the west building will be repaired by Turner Morris. Paul Sakiewicz said the bolts came loose continuously because of improper installation so it should be a warranty repair at no cost. The bolts need to be screwed into a stud. Charles Johnson said Turner Morris is claiming they did not install the snow fence in that location. Wayne McCorkle will try to locate the invoice from 2006 or 2007.

*G. Walk Tread*

Charles Johnson said Jerry Lau provided a sample of walk tread. Turner Morris went to the company that made the Genflex membrane. The company has an equivalent GPA Genflex walkpad. The cost would be \$6,125 for materials and labor if Charles removes the interlocking pavers.

*H. Rekeying*

Gary Nicholds said Charles Johnson was getting ready to do inspections. There are a couple of units that are not rekeyed to the master. He will develop a list of these units and send the owners notice that they need to get on the master system. Charles only enters units when he has been authorized to do so. Paul Sakiewicz said Units 102, 111, 214 and 205 were not on the master. The Board thought they had decided to start fining owners who are not on the master key system. Charles

said 102 was on the master and so far he knew that Units 105 and 314 were not on the master.

*I. Insurance Update*

Gary Nicholds said the property was still fully covered with bare walls coverage. The carrier has not cancelled the policy.

*J. Garage Ceiling/Columns*

Some of the columns that were nicked by the west entrance have been replastered and will be repainted. The west entrance was also covered with T111 to protect the drywall from rain blowing in from the outside. The exterior corners of the exterior garage opening were trimmed out and will be painted once weather permits. The area in the middle of the garage has some damaged sheetrock. Charles did not know what was causing it; there are no water marks or wet spots.

*K. Parking Spots*

Plan B received the most votes from the owners (13). The Board directed Charles Johnson to realign the parking per the approved plan. Paul Sakiewicz noted they would need to send the proposed plan to the Town. The Town will bring it to the Fire Department and the Fire Department has indicated they will approve it. It was noted that the spot now marked 206 should be marked 202.

*L. Action Items*

1. Unit 208 electrical repair.
2. Loan.
3. Snow guard repair.
4. Letters to owners about units not on the master.
5. Send letter to Town about the change to the parking alignment.
6. Send financials and budget to the Board.
7. Letters for Dede Tusso and the owners regarding the restaurant variance.

*M. Unit 307 Email*

Paul Sakiewicz said the owner of Unit 307 was billed for a leak. The owner had some questions and wanted to see some documentation. Charles Johnson said someone worked on the baseboard in the front bedroom and when they reassembled the zone valve, they left out an O ring. It had been leaking slowly for a long time and damaged the ceiling of Unit 207. He initially thought the water was coming from the roof leak and running down the wall. Turner Morris worked on the roof leak and it was believed that the problem was solved. The ceiling was repaired and the damage reoccurred. At that point he discovered the problem with the baseboard heater. He thought the baseboard heater was an owner, not Association, responsibility because it is inside the walls. Charles will write a letter explaining the situation for the owner.

*N. Ski Locker*

A Board member said his ski locker was really small because there was a support pole in the middle. He took over another unused locker and notified the Board but received no response.

**IV. SET NEXT MEETING DATE**

The next Board Meeting was scheduled for Tuesday, September 7, 2010 at 5:00 p.m.

**V. ADJOURNMENT**

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

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

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**September 15, 2010**  
*via teleconference*

**I. CALL THE MEETING TO ORDER**

The Woodbridge Inn Condominium Association Board of Directors Meeting was called to order by Wayne McCorkle at 5:07 p.m. via teleconference.

Board Members participating were:

Wayne McCorkle

Robin Gustafson

Paul Sakiewicz

Representing Basic Property Management were Gary Nicholds and Charles Johnson (via teleconference). Erika Krainz of Summit Management Resources was recording secretary.

**II. APPROVE PREVIOUS MEETING MINUTES**

Paul Sakiewicz made a motion to approve the August 3, 2010 Board Meeting minutes as presented. Robin Gustafson seconded and the motion carried.

**III. OLD BUSINESS**

*A. Painting Update*

Charles Johnson said he met with Star Painting yesterday. They painted the awnings of the stairways and redid some of the boards on the second floor landing but there is some old paint that is delaminating. The affected boards need to be sanded to bare wood. The color match was good and there is extra paint in the boiler room.

*B. Crack Sealing and Sealcoating*

The driveway should be crack sealed and/or sealcoated to preserve the asphalt. A bid of \$1.33/ft. (\$300 total) was received to seal the cracks. A bid of \$1,950 was received for two coats of sealcoating on all asphalt areas on the lower level. Restriping the front parking lot after the sealcoat would be \$200 and restriping and numbering the east garage would be \$175. Charles Johnson thought these were good prices. Gary Nicholds received a bid to seal 600' of cracks for \$1.25/ft (\$750 total) and a bid of \$2,500 for one coat of sealcoating. The expenses could be paid out of the Maintenance line item, which is about \$5,000 under budget. In light of the other projects that need to be done, the Board decided to table these projects.

*C. Roof*

Paul Sakiewicz asked if a second opinion had been obtained on the roof. He thought it should be possible to do a temporary fix. Charles Johnson said he had

two proposals for the roof from G&G Roofing. The first one was to put a metal roof on both buildings, including the removal of the existing roofs and addition of ice and water shield for \$39,812. The second proposal was to put Duration LT Premium 50, a 50-year warranted dimensional shingle on both roofs for \$31,942. Doing the two buildings separately would likely be more expensive. Paul suggested presenting these two proposals to the owners at the January meeting.

*D. Garage Renumbering in East Building*

Charles Johnson spoke to the Community Planner in Frisco and she pulled the plats. Whoever changed the striping in the garage did not go to the Town for approval or change the plat. The planner indicated that since the striping proposal would bring the garage back to its original configuration, no permits or approvals were needed. Charles was authorized to move forward with this project.

*E. Walk Tread Replacement*

To purchase and install walk tread for the second floor West building would be about \$10,000. Gary Nicholds said it was very heavy duty but looks similar to the existing. Charles Johnson suggested getting a bid from another company besides Turner Morris. Paul Sakiewicz suggested a heavy duty foil covered by heavy duty grates. The grates should be removable so the area underneath can be cleaned.

*F. Restaurant Update*

Dede Tusso received a packet from Planning and Zoning and they are now recommending approval of the rezoning without any affordable housing requirement. Once this is approved, the revised Declarations can be filed.

*G. Loan Update*

The documents were filed with the bank. It should be possible to reimburse Paul Sakiewicz on Friday or Monday.

*H. Leaks in West Building*

The west building continues to have leaks but Gary Nicholds recommended against spending a lot of money to replace the ceilings. The new owner will remove the deck on the west side, retrofit the pipe and bring it up to code. This should eliminate the leak problems, most of which have stemmed from the restaurant.

*I. Waste Management*

Gary Nicholds has been trying to reach someone at Waste Management for confirmation of when the contract expires. The cost has been reduced by changing to one weekly pickup. He will try to negotiate a contract renewal at a lower fee. Paul Sakiewicz noted that there should be more pickups during the winter. Gary said he would have a second dumpster added for the high

occupancy periods or schedule extra pickups, whichever is the most financially beneficial.

*J. Check Signing Authorization Documents*

Gary Nicholds will send the documents to Paul Sakiewicz; he will get them to Robin Gustafson for his signature and then send them back.

*K. Snow Removal*

Gary Nicholds said he would get in touch with Bobby Cat to arrange for a snow removal contract for the coming winter.

*L. Unit 307*

The owner of Unit 307 is behind on his \$750 payment. Paul Sakiewicz said the owner claimed he never received an explanation of the charges. The owner should be provided with a detailed list. Gary Nicholds will work with Charles Johnson on a formal itemized bill.

*M. Unit 107*

The owner of Unit 107 still owes \$1,400. Gary Nicholds thought this balance had been settled but this evidently did not occur.

*N. Clubhouse*

Paul Sakiewicz said the untreated wood in the Clubhouse should be treated with some type of clear coat. Gary Nicholds will get two gallons of Penofin or some other appropriate product. A homeowner has volunteered to do the work.

**IV. SET NEXT MEETING DATE**

The next Board Meeting will be scheduled in late November or early December to work on the budget.

**V. ADJOURNMENT**

The meeting was adjourned at 5:50 p.m.

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

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

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**October 26, 2010**  
*via teleconference*

**I. CALL THE MEETING TO ORDER**

The Woodbridge Inn Condominium Association Board of Directors Meeting was called to order by Wayne McCorkle at 6:07 p.m. via teleconference.

Board Members participating were:

Wayne McCorkle	Robin Gustafson
Paul Sakiewicz	Jim Meyer
Brad Redman	

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

**II. APPROVE PREVIOUS MEETING MINUTES**

Paul Sakiewicz made a motion to approve the September 15, 2010 Board Meeting minutes as presented. Jim Meyer seconded and the motion carried.

**III. OLD BUSINESS**

*A. Unit 205 Status Update*

This issue has been resolved. The new purchasers will be billed.

*B. West Building Second Floor Issues*

Charles Johnson said the old mat material was a trip hazard. The structure of the floor is sound. Charles said the mat material could not be removed until there is something to replace it. Jim Meyer felt the Board should identify a better solution. Charles said the engineer recommended a walk tread. He got a bid of about \$10,000 and could get another one. He is meeting with a Denver roofing company on Thursday to get a price for the roofs. He will ask them for recommendations and prices. Charles said he thought the mats could last through this winter. He will email the information from the second contractor to the Board. Paul Sakiewicz said the area could be opened up to provide another 150 sq. ft. of space. The vent should be removed and Charles will ask the new owners when that will occur. Paul said Mike Kerrigan is a flooring specialist and he had recommended a flooring material. He suggested getting a bid from him as well. Charles noted that they needed to make sure the flooring material would not void the roof warranty. The board would like to have pictures taken and distributed.

*C. Brad Redman's Unit Issues*

All issues have been resolved.

#### IV. NEW BUSINESS

A. *Set 2011 Homeowner Meeting Date*

Wayne McCorkle made a motion to hold the Homeowner Meeting on January 15, 2011. Jim Meyer seconded and the motion carried.

B. *Long Term Planning*

Wayne McCorkle suggesting creating a three to five year plan for the upcoming large projects along with a funding plan that can be presented to the owners at the meeting in January. He provided a preliminary spreadsheet.

Paul Sakiewicz said Mike Kerrigan was not convinced the whole metal roof needed to be replaced. Paul said he would like to see pictures of the problems or go on the roof with the contractor and have him provide an assessment. Jim Meyer said the roof had a finite life and at some point repair would no longer be effective. Charles Johnson said the bid to replace both roofs was under \$40,000 but he felt the bid was low. He was asked to take photos with the contractor on Thursday.

Charles said there were several problems with the roofs. The bichethane was not applied to the entire surface of the roof, the screws are also backing out in many areas and the metal roof that was repainted is peeling. Replacing metal panels will result in different colors. The screws could be tightened; this was last done about three years ago. Charles will speak to the contractor on Thursday about tightening the screws. He estimated the cost would be around \$500. Tightening the screws would not, however, address the lack of bichethane and the resulting leaks.

C. *Restaurant Leak*

Charles Johnson said there had been ongoing leaks by the chase for the pipes from the boiler room. The area was reflashed where the chase comes through the deck by Unit 215. When the restaurant ceiling was torn out, it was discovered that area was still leaking, and there were also leaks from the other two decks. The new owner had planned to start framing and putting in insulation within the next two weeks but the leaks need to be fixed first. Charles said the floors of three decks would have to be pulled up, new membrane put down and new flashing installed up the walls. Charles thinks the leak in the chase might be coming in from higher up, either from the roof or a higher deck. Charles was directed to solicit bids to repair the three decks. The board would like to have pictures taken and distributed.

A second issue was identified when the ceilings were pulled out; there are several leaking joints in the glycol lines to the units above. Mr. Tusso will have his plumber look at it and give an estimate for the repair. Charles will have a second

plumber give a bid as well. He was asked to get photos of the deck and glycol leaks.

Charles will forward the bid information to all Board members for review.

*D. Heat Sensor Failure*

Charles Johnson said the Fire Department had to respond to the West building because a heat sensor went off in the boiler room under the restaurant. There was no one working in the room at the time. The Fire Marshall thought the heat sensor needed to be repaired. Charles called Allied Security and they replaced it; they indicated it had been damaged but no one will take responsibility.

*E. Unit 307 Outstanding Charge*

Paul Sakiewicz asked if the owner had paid the outstanding invoice. Charles Johnson said Woodbridge Homeowners Association had agreed to split the cost with the owner but he was not sure if the owner had paid his portion.

*F. Basic Property Management Phone System*

Paul Sakiewicz said he did not like the office phone system. He usually has to leave a message and he does not always get a call back. Gary Nicholds said he was working on refining the system.

*G. Delinquencies*

Wayne McCorkle asked about an owner delinquency. Gary Nicholds said he would follow up with Candy Ramage.

**V. SET NEXT MEETING DATE**

The next Board Meeting will be scheduled in the second or third week of November.

**VI. ADJOURNMENT**

Wayne McCorkle thanked management and the other Board members for their efforts on the Association's behalf. The meeting was adjourned at 7:27 p.m.

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