

**WOODBRIIDGE INN CONDOMINIUM ASSOCIATION
ANNUAL MEETING
January 20, 2024**

I. ROLL CALL/CERTIFYING OF PROXIES

The Woodbridge Condominium Association Annual Meeting was called to order by Jamie Lewis at 9:04 a.m. in the BPM Conference Room (*) and via videoconference.

Board Members Participating Were:

Jamie Lewis, President, #301*
Paul Sakiewicz, Treasurer, #202
Scott Whitfield, Director, #112

Bill McCall, Vice President, #106*
Kris Ann Knish, Secretary, #208

Owners Participating Were:

James & Jane Schneider, #101
Tracy Shoopman, #103
Jim & Jody Herzog, #111
Amy Young, #203
Andreas Brieke, #205
Michael Prudhomme, #207
Betsy Brace, #302
Mandy Glasmeyer, #305
Lindsay Galbraith, #314

Mary & Joseph DeFrank
Daniel & Dawn Pratt, #107
Kris Buranapiyawong, #113
Marnie Kondo, #204
Carolyn Holland, #206
Bruce Lumsden, #215
Meredith Long, #303
Jon & Paige Gebbia, #307
Annette Wannamaker, #315

Lindsay Smith of Winzenburg Leff Purvis & Payne, LLP and Steve DeRaddo of Robert E. Harris Insurance Agency were guests at the meeting.

Representing Basic Property Management were Gary Nicholds, Eric Nicholds, Jason Blarjeske and Madison Tomson. Erika Krainz of Summit Management Resources was recording secretary.

II. PROOF OF NOTICE/QUORUM

With owners represented in person and by proxy, a quorum was confirmed.

III. APPROVAL OF 2023 ANNUAL MEETING MINUTES

Motion: Paul Sakiewicz moved to approve the January 21, 2023 Annual Meeting minutes as presented. Lindsay Galbraith seconded and the motion carried.

IV. BOARD COMMENTS & TOPICS

A. Amending the Governing Documents

Lindsay Smith summarized the reasons for amending the Association Declarations. The Declarations, Articles and Bylaws were created before implementation of the Colorado Common Interest Ownership Act (CCIOA). This alone does not make the documents deficient, but some provisions are no longer aligned with Colorado law. This means the Board has to incur legal fees for opinions about what is or is not permitted. There are nine amendments, supplements and addendums to the Declarations, and the Bylaws and Articles of Incorporation also have amendments, and these multiple documents can cause

confusion. As time passes, things that worked in the past may not work today. For example, some communities are going smoke free, especially in buildings that do not have modern HVAC system, and some communities limit pets, rental terms and other activities that can negatively impact neighbors.

The process to update the documents will entail an owner vote on the changes to the Declarations, Articles and Bylaws. Amending the Declarations requires affirmative approval of at least 67% of the owners (21 of the 31 units). The Board will have the option to ask a court to approve the changes if the vote fails due to apathy rather than opposition. Once there are finalized drafts of the amended documents, the community will meet to discuss the language and reasoning. Final changes will be made and they will be sent to the owners with a 60-day deadline to submit a written ballot.

The cost for all the work will \$10,200, assuming four drafts. There is a line item in the budget for the project this year.

There was a suggestion to keep controversial issues such as smoking and pet restrictions out of the Declarations and to address them in the Rules & Regulations. There was a request to delineate the changes that are made for compliance with new law versus for other reasons.

B. Insurance

Steve DeRaddo reviewed the status of the insurance market. There are continuing natural disasters across the country such as wildfires and hurricanes. Some carriers have exited Florida and/or California. He anticipates rates will continue to rise for at least two years. Even with a clean loss history, premiums are expected to increase 10% – 20%. Some carriers are mandating a three-night minimum for short term rentals and minimum age requirements for renters. Woodbridge is insured at a \$12 million value but the policy includes guaranteed replacement value. The Association policy is “bare walls”, which covers all common elements (structures) up to the drywall. Anything inside the drywall is an individual owner responsibility. Woodbridge has CAU insurance, which he considers to be the best out there. The deductible allocation will be changed in the Declarations to be the responsibility of the person benefitting from the claim. The current documents allow allocation only when there is negligence. Individual owner HO-6 policies will help pay the deductible. The deductible for the CAU policy is \$10,000. He noted that with CAU, the deductible is reduced by \$1,000 for each year without a claim.

An owner questioned using a carrier that requires the removal of gas grills from decks. Steve DeRaddo responded that many of the largest carriers have implemented restrictions on gas grills.

C. Board Topics

Bill McCall thanked Jamie Lewis for her leadership on the Board, Kerry Harnett and Gary Nicholds for extra help with the HOA insurance, Jason Blarjeske for getting bids and following up on a myriad of projects, Madison Tomson for budget preparation and clarification, Susan Nicholds for providing all details needed to run the HOA smoothly, Kris Ann and Wayne Knish for cleaning up the dumpster area and all Board members for

their responsiveness to Board actions between meetings. The Board voted to award bonuses to the management team.

Bill McCall reviewed the following topics.

1. Dogs - Dogs must be kept on a leash and owners must pick up after them.
2. Trash - Trash needs to be disposed of properly in the dumpster.
3. Smoking – Smoking is prohibited in the common areas.
4. Parking - Vehicles longer than 18.5’ cannot park in the parking lot.
5. Electric Vehicle Charging – Cars should not be plugged into outlets belonging to neighboring units.
6. BPM Responsibilities – The management company is responsible for the buildings, grounds and Clubhouse.
7. Emergencies – Fires, floods or burst pipes or imminent threats are considered emergencies and should be reported to BPM immediately.
8. Owner Responsibilities – Owners must ensure their family, guests, renters, cleaners and contractors are aware of the Rules & Regulations. Updated documents are posted online. Owners need to prepare their units for strong winds and ensure all doors and windows close and lock securely. French doors should have a multi-point locking system so they cannot be forced or blown open. Heat must be kept on in the winter to prevent freezing of pipes. Owners should replace gaskets, caulking, toilet tank flappers and faucets/showers before they leak. Resources for repair services are listed on the website. Water alarms are recommended.
9. Board Responsibilities – The Board is responsible for enforcing covenants, establishing and enforcing House Rules, keeping unit elements in good order, insurance and keeping common elements insured, setting and collecting monthly assessments, maintaining working capital, collecting delinquent assessments, protecting the project from loss and damage, borrowing funds for any purpose in connection with duties, managing costs and expenses, personnel to maintain common elements, establishing bank accounts, maintaining accurate books, meeting at least quarterly, hiring a managing agent to maintain and operate common elements, controlling and managing parking areas, filing reports and tax returns and doing other things necessary for operation of the project.

V. FINANCIAL REPORT

The 2024 Budget was ratified in November 2023.

Madison Tomson reported that as of December 31, 2023 there was \$75,757 in Operating Cash and \$130,628 in Reserve Cash. There was a \$21,791 combined deficit, comprised of a \$2,093 Operating surplus and \$23,884 Reserve deficit.

There was an \$86,621.40 Operating surplus from prior years and the recommendation is to transfer it to the Reserve Fund.

Motion: Paul Sakiewicz moved to transfer the \$86,621.40 Operating surplus to Reserves. Dan Pratt seconded and the motion carried.

Motion: Paul Sakiewicz moved to approve the financials as presented. The motion was seconded and carried.

VI. MANAGEMENT REPORT

Jason Blarjeske provided a written report of completed projects.

1. Inspection and maintenance of the fire sprinklers, portable fire extinguishers, fire alarms and standing drainpipes.
2. East building potable water tank replacement.
3. Parking lot crack sealing, seal coating and striping.
4. West building siding repairs.
5. Sauna repairs.
6. East building deck repairs.
7. East building garage door replacement due to damage.
8. East building chimney stack repair.

He reviewed the following owner reminders:

1. Heat - The heat cannot be turned off during the winter to ensure that the pipes do not freeze. Thermostats should be set to at least 60 degrees. Cabinet doors under sinks should be left open so the heat can circulate. The heat is gas hot water baseboard radiant heat, not electric.
2. Unit Doors – There was a recent leak in the West building due to an open back door that allowed the unit temperature to drop to 15 degrees. Owners are responsible for their doors and windows. A slide bolt that locks into the frame is recommended. Seals around doors and windows should be checked and replaced if necessary.
3. Unit Checks – BPM does unit checks in unoccupied checks for water leaks in sinks, toilets, showers, refrigerators, dishwashers and thermostats. BPM will not enter occupied units. Owners should provide BPM a schedule of when the unit will be unoccupied.

VII. OLD BUSINESS

A. *West Building Second Floor Decks*

Empire Works repaired the decks. The floor tiles were installed too close together and buckled. Empire Works is working on a solution. The initial cost estimate for the East side was \$60,000 but is now expected to be about double that amount. The engineering report will be posted on the website. The stairs and landings on the West building need to be replaced.

B. *Owner Directory*

The owner directory was sent out in February. Owners are asked to check their information for accuracy.

C. *Clubhouse Renovations*

Paul Sakiewicz thanked the owners who volunteered to serve on the Clubhouse Committee. The remodeling work could not be started in 2023 due to financial constraints. The remodel would include new floors, moving some walls to expand the bathroom, changing the entrance area and fixing the front and back doors. The projected cost without sauna replacement would be around \$42,000.

D. *Woodbridge Street Sign*

Betsy Brace was thanked for her work on this project. It is on hold until later this year.

VIII. NEW BUSINESS

- A. *West Building Outside Staircase Replacement*
The wooden staircase need to be replaced. Proposals have been received for redoing the entire staircase with metal. There is \$40,000 – \$50,000 budgeted for this project but it appears the cost will be higher.

- B. *Update HOA Documents*
This agenda item was discussed under Section IV.A.

- C. *Replacement of East Building Retaining Walls*
There are funds budgeted to replace the railroad tie retaining walls.

IX. HOMEOWNER COMMENTS

- 1. Jody Herzog thanked the Board.
- 2. Mandy Glasmeyer asked about the procedure for replacing doors and windows. Jamie Lewis said there are specifications and she should contact the Board.
- 3. Jon Gebbia asked what changes were being considered regarding the pet rules. Jamie Lewis said the Board is considering a prohibition on pets in short term rental units. It would be put to an owner vote.

X. ELECTION OF BOARD MANAGERS AT ANNUAL MEETING

There were two Board seats up for election and the two incumbents, Kris Ann Knish and Jamie Lewis, were both running for re-election. There were no other nominations from the floor. **Motion:** Bill McCall moved to elect the two incumbents by acclamation. Paul Sakiewicz seconded and the motion carried.

XI. DATE OF NEXT ANNUAL MEETING

The next Annual Meeting was scheduled for Saturday, January 18, 2025 at 9:00 a.m.

XII. ADJOURNMENT

Motion: Bill McCall moved to adjourn at 11:05 a.m. Paul Sakiewicz seconded and the motion carried.

Approved By: _____ Date: _____
 Jamie Lewis February 8
 Board Member Signature