

**WOODBRIAGE INN CONDOMINIUM ASSOCIATION  
BOARD OF MANAGERS MEETING  
January 20, 2024**

**I. ROLL CALL/CERTIFYING OF PROXIES**

The Woodbridge Condominium Association Board of Managers Meeting was called to order by Jamie Lewis at 11:06 a.m. in the BPM Conference Room (\*) and via videoconference.

Board Members Participating Were:

Jamie Lewis, President, #301\*

Bill McCall, Vice President, #106\*

Paul Sakiewicz, Treasurer, #202

Kris Ann Knish, Secretary, #208

Scott Whitfield, Director, #112

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

**II. ELECTION OF OFFICERS**

**Motion:** Bill McCall moved to retain the same Officers. Paul Sakiewicz seconded and the motion carried.

**III. GENERAL DISCUSSION**

1. Staircase Bid – The rough estimate for the staircase work is \$75,000, including \$52,000 for the metal work and \$10,000 for the demolition and removal of the existing.
2. Unit Inspections – The Association pays BPM \$3,000 annually for the unit inspections. Bill McCall suggested the Board consider if this service should be continued, since some owners live at the property full time and owners who rent short-term have managers who should be performing this task. This topic will be added to the next meeting agenda.
3. Additional Hours – There was discussion of adding more management hours to the contract or having Board members take on additional tasks to lighten the work load for Jamie Lewis. Gary Nicholds recommended keeping the contract as is and tracking additional hours as needed.
4. Meeting Preparation – Jamie Lewis encouraged Board members to review the meeting materials ahead of time to reduce the length of Board meetings. Gary Nicholds suggested using a consent agenda.

**IV. SET NEXT MEETING DATE**

The next Board Meeting will be held on February 6, 2024.

**V. ADJOURNMENT**

**Motion:** Bill McCall moved to adjourn at 11:35 a.m. Paul Sakiewicz seconded and the motion carried.

Approved By: Jamie Lewis

Date: Jan, 27, 2024

Board Member Signature