

# **WOODBIDGE TOWNHOME OWNERS ASSOCIATION, INC.**

c/o The Fisher Canyon Group • P. O. Box 38158 • Colorado Springs, CO 80937

## **Board Meeting Minutes**

January 13, 2006

### **Call to Order**

The meeting was called to order by President Wayne Smith at his home at 5:30 p.m. Also present were Board members, Swede Murphy, Charon Nelson, Neil Kempcke and Keith and Linda Glick of the Fisher Canyon Group.

### **Approval of Prior meeting minutes**

**Charon moved that the minutes of the prior meeting be approved as distributed. Neil seconded the motion which passed.**

### **President's Report**

Wayne apologized for making a unilateral decision regarding additional landscape work to replace edging and stated that in the future he would consult the Board prior to authorizing such work.

Following the Annual Meeting on November 17, 2005, a brief Organizational Meeting was held for the purpose of electing officers. **The officers elected are: Wayne Smith, President; Sam Giamarvo, Vice-President; Swede Murphy, Treasurer; Neil Kempcke, Maintenance Chairman; and Charon Nelson, Landscape Chairwoman.**

Wayne reported that the water main replacement project seemed to be progressing well, if somewhat later than expected.

### **Treasurer's Report**

Swede reported on the recently-closed fiscal year's expenditures. Areas over budget were Utility and Landscape expenditures. Total operating expenses were less than was budgeted; however, unbudgeted water main repairs, taken from reserves, were very significant. As a result the reserves balance at year end was \$92,403 compared to \$93,084 at the beginning of the year.

### **Committee Reports**

#### **Architectural Control**

One request to replace windows at 20 W has been approved by the Committee. A question was raised as to whether the request dealt with skylights or windows. **Keith will resolve this question.**

#### **Landscape Committee**

Charon reported that deep-root watering of the trees has been completed by Mountain High Tree Care. A tree near the entrance was broken by Pate Construction. Charon will discuss this with Pate representatives with the intent to obtain restitution or replacement.

She also reported on a bid from Pate to do the excavation necessary to move the water recovery pit associated with the pond. The total cost for this would be \$1500 and should pay for itself through the saving of water replacement cost. **Charon moved that the Board approve this recycling plan and expenditure of \$1500 for the work. Swede seconded the motion which passed unanimously.**

### **Property Manager's Report**

Keith described some of the requirements placed on the Association by state legislation which became effective January 1, 2006. Among these is the requirement to provide certain basic information on the Association, its financial status and its management. He has provided a draft letter which meets these requirements and asked for comments or modifications. **This letter will be mailed to all owners in February.** Another requirement is the provision of "education" annually to homeowners. The education can be accomplished by adding information to the Annual Meeting notice and/or presenting educational information at the Annual Meeting. The Board will address this at the appropriate time.

## **Old Business**

*Special Assessment Recovery:* Keith reported on the Association's options for recovery of the roofing and water main special assessments in the case of a foreclosure. **Wayne moved that Keith consult and advise the Association's attorney to further pursue collection of monies owed the Association. Swede seconded the motion which passed unanimously.**

*Delinquent Accounts:* Keith then discussed another owner account which is seriously delinquent. A lien has been filed on this property. **Wayne moved that Keith direct the attorney to pursue payment options with the homeowner. Swede seconded the motion which passed unanimously.**

## **New Business**

*Street Repaving:* Wayne presented detailed information and a bid for re-paving Woodbridge Drive in connection with the water main replacement. The Board agreed that this was a high priority and this was the obvious time to complete the repaving so as to leverage the funds for asphalt patching required by the water main project. **Wayne will confirm the preliminary figures with Trax Construction and Pate Construction and commit to spend an additional \$37,200 for complete replacement of asphalt if the preliminary figures are correct.**

*Spending Priorities:* The Board approved/prioritized a project list for the coming year. Everyone felt these items needed to be done and reducing the reserve to get them done was appropriate. Top priorities are water main completion, repaving the street, deck reinforcements and gutter repairs. It was decided to combine the funds for paint touch up (\$5,000) with the budgeted siding repair funds (\$10,000) and after finding a qualified contractor walk the property and identify areas in need of repair. Rock replenishment under decks, and further replacement of edging have a lower priority but will be done later in the year after insuring that funds are available.

*Exterior Design Proposal:* Wayne also presented an exterior design proposal received from architect Jack Paulson. **Keith will talk with Paulson about his bid. Neil will also pursue other bids. Keith will pursue carpentry bids for siding replacement.**

*Management Contract:* **Wayne moved that the management contract with the Fisher Canyon Group be renewed for 2006. Charon seconded the motion which passed.**

*Bank Account Authorizations:* **Swede moved that the President, Treasurer and Property Manager be the authorized signers for the Association's bank accounts. Neil seconded the motion which passed.**

## **Adjournment**

The next meeting will be on February 16, 2006 at Charon's home at 5:30 p.m. The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Linda Glick