

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

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

## **Board Meeting Minutes October 9, 2006**

### **Call to Order**

The monthly meeting of the Board was called to order by Wayne Smith at 7:05 P.M., October 9, 2006, at the home of Swede Murphy. Other Board members present were Sam Giamarvo, Charon Nelson, Swede Murphy and Neil Kempcke. Gerri King and Keith Glick of the Fisher Canyon Group were also present.

### **Open Forum**

In response to a homeowner, who in a pre-meeting forum presented numerous concerns focused mainly on landscaping, the Board decided to take no immediate action. **Wayne moved that Keith draft a letter to the homeowner and express appreciation for the input and that the Board will address some of the problems next year. Sam seconded the motion, which passed unanimously.**

### **Exterior Renovation Update**

The Special Committee for the exterior renovation project presented information they had acquired in meetings with the architect, construction companies, and other knowledgeable people. There was agreement that cost is the most significant factor. Additional meetings will be held prior to the Annual Meeting to prepare the presentation of the project to the owners. The Board must educate the owners of the urgent need to do something about the building exteriors. Stuart Scott will be asked to speak on the need and the impact on property values. Also, some contractors and the architect will present their observations and evaluations on the matter. Wayne expressed appreciation that the project is being moved forward.

### **Approval of Prior Meeting Minutes**

**Swede moved to approve the minutes of the prior meeting as written. Charon seconded, and minutes were so approved .**

### **President's Report**

Wayne reported on the recent break in the new water main. Pate Construction immediately dispatched a crew to repair the break under their warranty. A question was raised as to whether this break would delay the City's take-over of the system. No delay is expected. Bill Pepper of Pate suggested re-compacting some of the asphalt paving lifted by water pressure rather than removing and replacing it. He committed to replace the asphalt in the future if it deteriorates. **Keith will write a letter to Pate to document this commitment.** It is believed that water over-pressure played a part in the break.

### **Treasurer's Report**

Swede did not have a report because he had not received the September month-end financial reports as yet. This notwithstanding, he stated that he believed the finances were sound and in order.

Discussion was held on the 2007 Budget that Swede and others have been developing. Wayne questioned being over budget on legal fees. Keith reported that much of the posted legal fees stem from certain collection activities and will be reduced if the activities are not successful. He also pointed out that qualified reserve expenses for the year-to-date are \$98,000, however only \$90,000 has been taken from the reserves in order to preserve the amount remaining there. He recommended that the 2007 Budget be mailed out with the Notice of the Annual

Meeting. Swede reported that the committee was in favor of leaving the monthly assessment at \$255. Other questions raised on the budget regarded landscaping, lighting, roof repairs, and painting. There was consensus to reduce the Contingency item and to increase the painting item. **Wayne moved to approve the 2007 Budget with the painting and contingency changes. Sam seconded the motion and the Budget was approved unanimously.**

## Committee Reports

### Architectural Control Committee Report

Sam reported on two requests received and approved by the Committee. The first approved a request for removal of bushes, with the replacement of the bushes being at the option of owner. The owner is also responsible for all related costs. The second request was approved for an owner to install three window well covers and to remove a cedar bush and replace it with an approved bush at his own expense.

Sam stated that he would be able to carry out his duties as Chairman of the ACC during his winter stay in Arizona. Board members should e-mail him with any items to be added to the Web Site. Wayne expressed thanks to Sam for all the work he has done this year.

### Landscape Committee Report

Charon had nothing to report. Wayne questioned the plan for additional edging and rock replacement. Charon stated that additional work on replacing edging and rock should be deferred until the exterior renovation plans and timing are better defined. Keith suggested that most exterior renovation options will require significant landscape renovation as well and this should be planned and budgeted with that project.

### Property Manager's Report

Keith referred to the Management Activity Log provided in meeting information packages. In regard to a question concerning owner account delinquency, Keith reported that a previously agreed to payment plan is not being met. He is working to recover the delinquency.

A recurring problem with dogs and waste was discussed. Photos documenting the matter were provided to the Board. **Wayne moved that a fine be assessed and that a letter notifying the owner of the fine be issued with the admonition that additional fines would be levied if the rule violations continue. Charon seconded the motion, which passed with one abstention.**

### Old Business

*Future Board Members* - Swede reported that he had not found anyone interested in joining the Board. Charon reported one owner had expressed interest to her. Several suggestions were made and Charon will contact other prospective Board members.

*Annual Meeting Planning* - The Board members were designated to address specific items on the agenda. Neil will report on maintenance activities, including the water main and roof replacement. Charon will address landscaping and Swede will discuss the budget.

*Pond Maintenance Options* - Keith had received three bids to maintain the pond. The companies submitting bids were Affordable Pond Service, H2O Landscape Management, and Paradise Pools. After discussion, **Charon moved to accept the bid from Affordable Pond Service to include fish and plants for \$2,560 for one year. Neil seconded the motion, which passed unanimously.**

*Gutter - 17 Woodbridge* - Keith reported that an inspection by Riley McWilliams of McWilliams Roofing revealed that the gutter flashing over the garage extended unusually far from the edge of the roof, causing the gutter to be less effective. The gutter trough also has rust holes. Keith recommended replacing the gutter with one of larger dimension to correct the problems. **Sam moved to replace the gutter and downspout with a 5 inch gutter and large downspout. Swede seconded and the motion passed unanimously.**

### **New Business**

*Mold/Moisture Issues* - Two owners have registered concern regarding basement mold and moisture and questioned if perimeter drains were needed. After reviewing earlier engineering studies of the water table and drainage improvements and discussing the matter with the Association's attorney, Wayne recommended that the Association not undertake further work in this area. The other Board members concurred. After discussion, Keith was asked to send a letter explaining the Board's position to the concerned owners.

*Asphalt Maintenance* – E-mails from an owner who was concerned about oil/fuel spills on the new asphalt were discussed. Wayne had consulted with the asphalt installer on the likelihood of damage from this cause. Their opinion is that the likelihood of damage is negligible and the problem is one of esthetics. Keith has asked the landscaper to avoid spilling fuel on the asphalt when they refuel their equipment and they have agreed.

### **Adjournment**

**Charon moved to adjourn the meeting and Swede seconded. Meeting adjourned at 8:40 P.M.** The next meeting, to prepare for the Annual Meeting, will be held on November 1, 2006 at 6:00 P.M. at the home of Wayne Smith. The Annual Meeting will be held on November 13, 2006 at Broadmoor Community Church.

Respectfully submitted,

Gerri King