

Woodbridge Townhome Owners Association, Inc.

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

Board Meeting Minutes

August 17, 2006

Call to Order

The monthly meeting of the Board was called to order by Wayne Smith at 5:32 P.M., August 17, 2006, at the home of Neil Kempcke. Other board members present were Swede Murphy, Sam Giamarvo, Charon Nelson, and Neil Kempcke. Gerri King and Keith Glick of the Fisher Canyon Group were also present.

Approval of Prior Meeting Minutes

Wayne moved to approve minutes of the prior meeting after correction. Swede seconded, and revised minutes were approved.

President's Report

Wayne expressed thanks to Sam Giamarvo for the excellent work he had done in setting up the Woodbridge web site.

Treasurer's Report

Swede provided a financial report including a spread sheet on the Association's cash flow. He stated that the financial condition continues to be sound. He made note that the water expense is being reduced with a decrease last month from the previous month. He also pointed out that total year-to-date expenses are under budget by \$1,000 to \$1,200. Swede and Wayne had independently made projections to the end of the fiscal year which were in close agreement. Keith passed out the report of the annual audit in which there were no significant findings. No taxes are due for 2005.

Swede will begin the preparation of the 2007 Budget. **He will have a first draft together by mid-September and will then call a meeting to discuss.**

Committee Reports

Architectural Control Committee

Sam reported that he had one request for an AC compressor unit at 48 Woodbridge. The application was approved by the Committee.

Another request has been received from a homeowner for a handrail at the front entry. There was a short discussion on what material should be used to harmonize with the exterior. Charon pointed out that ADA regulations require approval of a handrail when there is a demonstrated need. **Sam will confer with Earl Brown before deciding on this request.**

Landscape Committee Report

Charon provided the Master Landscape Plan prepared several years ago by NES. This plan emphasizes the use of drought-resistant and low-maintenance plants. Due to a lack of awareness among homeowners, it was suggested that Charon bring the plans to the Annual Meeting and perhaps supplement them with some illustrative slides.

Property Manager's Report

On reviewing the Management Activity Log, Wayne inquired as to the status of an insurance claim for water damage at 25 Woodbridge. Keith reported that the claim had been denied as the damage resulted from a plumbing leak.

27 W Collection - Keith reported that the attorney had a conference with the previous homeowner and a payment plan had been discussed. A court date has been set for October 28, 2006 to hear the Association's claim.

Web Site Usage - Sam has investigated posting Board meeting minutes on the site. A software package from Adobe is desirable for this purpose. He recommends that this package be leased on a monthly basis. The projected cost of the web site including this lease is approximately \$25 per month. **The consensus of the Board was to lease the Adobe software for the remainder of the year and to include the web site cost in the budget for next year.** Discussion was also held on how many months of minutes should be posted. Keith recommended having more than the minutes of the past 6 months, and that all minutes should be approved by the Board before posting.

Redraft of Rules - Keith reported that he had spoken with the Association's attorney, Jack Scheurman, who will review the redrafted rules. He estimates his time to do so at two hours. Wayne felt that it was prudent to have the rules reviewed by the attorney. **Swede moved to approve an expense of up to \$500 for the review of the revised Rules and Regulations. Charon seconded the motion, which passed unanimously.**

Old Business

Future Board Members - Charon reported that the nominating committee had acquired two potential homeowners to fill the two open Board positions. Further contacts will be made prior to the next meeting. It was pointed out that nominations can also be made from the floor at the annual meeting.

Concrete Replacements - Keith provided a spreadsheet prioritizing sidewalks and driveways which need replacing. He pointed out that there is \$9,500 budgeted for the work. He provided an estimate for the designated work which is under \$9,000. He recommended using the remainder of the money to replace a small section of curb pan. **Neil moved to accept the proposal to replace designated driveways and sidewalks, and repair curb pan for a cost not to exceed \$9,500. Sam seconded the motion, which passed unanimously.**

Garage Floor Replacement - Discussion was held on a letter from a homeowner requesting replacement of a garage floor by the Association. It was decided that the Association should hold to the precedent of not replacing garage floors at its expense. As water runoff may have contributed to the problem with the garage floor, Keith suggested that a reasonable compromise would be to enlarge a gutter downspout to assist in carrying off storm water. **Wayne moved to deny homeowner's request for the Association to replace the garage floor. Swede seconded, and the motion passed unanimously. Wayne then moved to have the Association assume the responsibility of replacing the present downspout with an enlarged downspout. Sam seconded the motion, which passed unanimously.**

Landscape Contract Clarification - Keith provided a message from the landscape contractor clarifying the contract terms which had been questioned. After discussion, there was agreement that the contractor is basically meeting the contract terms, but that certain item such as the maintenance of plantings along the large retaining wall have arisen since the contract was written. Many of these items are done on a time and material basis. **It was decided that Charon would prepare a list of items to do on a time/material basis and a list of items to be incorporated into the contract.**

New Business

Maintenance Responsibilities - Keith provided a letter he had written to a homeowner in regard to correcting deficiencies called out in a pre-sale inspection report. He pointed out that the nature of maintenance issues is varied and it is difficult to make a blanket statement as to when and how they will be addressed. **Wayne moved to deny the request for reimbursement for the water intrusion cited on pre-sale inspection report. Charon seconded the motion, which passed unanimously.**

Annual Meeting Planning - It was decided to schedule the annual meeting on Thursday, November 9, 2006 at 6:30 P.M. at the Broadmoor Community Church.

Adjournment

The meeting adjourned at 7:43 P.M. The next meeting will be on Monday, September 11, 2006, at 5:30 P.M. at Sam Giamarvo's home. The October meeting will be at Swede Murphy's home on Monday, October 9, 2006 at 5:30 P.M.

Respectfully submitted,

Gerri King