

**WOODLAKE CONDOMINIUM ASSOCIATION
BOARD MEETING
SUMMARY MINUTES
November 17, 2020**

Meeting Called to Order: Woodlake Condominium Association (Association) Board of Directors (Board) President Pamela Bergmann called the meeting to order at 5:31 p.m. The meeting was held via Zoom.

Zoom Participants: Board Members Pamela Bergmann, Bruce Robinson, Lesly Peters, Jennifer Young, and Janice Ford; Property Management Services Inc. representative Crystal McDonald; and Association members Amy Topmiller (D-101) and Farrah Greene-Palmer (B-102), who joined at 6:54 p.m.

Approval of Agenda: Janice Ford moved to approve the agenda with the addition of “Crack Sealing,” “Building J, K, and L Reimbursement,” and “Fire Extinguisher Inspection” under “Old Business.” Bruce Robinson seconded the motion, which was approved by unanimous consent.

Association Member Comments: Amy Topmiller commented on insulation in crawl spaces in Association buildings. When her home inspection was done prior to purchasing her unit, the report indicated the insulation was inadequate. Lesly Peters is aware of one homeowner insulating the crawl space under their unit as part of a winterization program. Insulation upgrades are not something the Association is considering at this time. Homeowners are welcome to look into the Alaska Housing Finance Corporation’s (AHFC) winterization program.

New Business:

Air B&Bs – Board members requested that Management remind owners in upcoming bills that Air B&Bs are not allowed under the Association’s regulatory documents.

Financing Certifications – Management reported that Association financing certifications by the U.S. Housing and Urban Development (HUD)/Federal Housing Authority (FHA) and AHFC are in effect until February 5, 2023, and July 31, 2022, respectively.

Board Members Terms – It was noted that the terms of all five Board members expire at the end of 2020. That includes three, two-year Board terms, currently held by Pamela Bergmann, Jennifer Young, and Bruce Robinson, and two, one-year Board terms, which includes Janice Ford and Lesly Peters. Association members interested in serving on the Board should contact Management prior to the December 18, 2020, Annual meeting.

2019 Taxes – Management reported that Certified Public Accountant (CPA) Rod Hutchings prepared and submitted the Association’s 2019 taxes to the Internal Revenue Service. Due to the 2019 Tax Cuts Jobs Act, the Association’s tax liability was \$2,283, which was a significant increase (by over \$2,000) from previous years.

Budget for 2021 – The proposed calendar year 2021 budget was discussed. Significant changes in line items from the 2020 budget included: (1) a \$10,887 increase in the Association’s earthquake insurance premium due to the 2018 earthquake, (2) an over \$2,000 increase in Federal taxes in 2019 following the passage of the 2019 Tax Cut Jobs Act, (3) a \$150 per month (\$900 per winter season) increase in winter maintenance due to the increased base rate of a new three-year contract, and (4) a \$1,000 increase in annual maintenance based on 2020 expenditures. Bruce Robinson moved to adopt a 2021 budget that included a \$30 average per unit increase in dues to help protect the financial health of the Association, including adequate funding for anticipated 2021 Association expenses and reserves. Lesly Peters seconded the motion, which was approved by unanimous consent.

Old Business:

Previous Meeting Summary Minutes – Lesly Peters moved to approve the June 16, 2020, Board meeting summary minutes. Jennifer Young seconded the motion, which was approved by unanimous consent.

Financial Reports – Bruce Robinson moved to accept the June through October 31, 2020, financial reports. Janice Ford seconded the motion, which was approved by unanimous consent.

Delinquency Report – Management reported one unit with delinquent dues, which has been turned over to the Association’s attorney. According to the attorney, payment is anticipated from the mortgagee.

Check Approval – There were no checks to review.

2018 Financial Review – The “Financial Statements and Supplementary Information: Year Ended December 31, 2018,” was completed by Hutchings and Associates and provided to Management and Board members. The report recommended verifying reserve balances. There were no “findings” in regards to how management is maintaining the financial records of the Association. Lesly Peters moved to accept the 2018 financial review completed by Hutchings and Associates. Janice Ford seconded the motion, which was approved by unanimous consent.

Tenant/Occupant and Owner Registrations – A request for updated Tenant/Occupant and Owner registrations will be sent tomorrow by Management to all owners.

Maintenance items – Management reported that the “soft spot” on a Building A deck associated with a deficiency at the chimney chase has been addressed.

Shingle Replacement – Shingle replacement on all nine Association buildings was completed in June 2020 by Earhart Roofing Company, Inc. The total cost to the Association, all of which was approved unanimously by the Board via email, was \$150,420. This included \$140,210 for shingle replacement and \$10,210 for additional unanticipated expenses such as, replacing damaged chimney trim, missing/damaged B-vent tops, and replacing rotted plywood and fascia.

Winter Grounds Maintenance – Management provided the Board with a bid from Northern Greens for snow removal and sanding for the period of October 15, 2020, through April 15, 2023, for a base rate of \$1,300 per month, which represents an increase of \$150 per month over the previous three-year contract. The Board unanimously approved the bid via email. A note will be posted on garage doors notifying residents that ice melt is available to use as needed on walkways and stairs. Management will also include that information in an upcoming monthly billing.

Summer Grounds Maintenance – Board members expressed satisfaction with summer grounds maintenance provided by Robert Taylor of Greenscape and requested that Management work with Robert Taylor on a bid for the summer of 2021.

Tree and Shrub Trimming – Pamela Bergmann met with Robert Taylor to discuss the unauthorized cutting of bushes in front of Building F. Some additional work was authorized at no cost to the Association.

Fitness Room Equipment Maintenance – Management reported that Frontier Exercise Equipment Repair completed maintenance on Fitness Room equipment in June 2020.

Fitness Room Furnace Maintenance – Management reported that Muokota Mechanical conducted maintenance on the Fitness Room furnace in June 2020.

Grounds and Building Inspections – Pamela Bergmann contacted John Arousa of AJC Construction on June 25, 2020, to request the completion of selected items from the May 12, 2020, building and grounds inspection. After Mr. Arousa declined on July 28, 2020, to conduct this work, Management provided the Board with bids from ABM for the work. The bids, which totaled \$1,650 and were \$150 over the amount previously approved by the Board, were approved by unanimous consent via email by the Board. The work was subsequently completed.

Rodents – The Board approved by unanimous consent via email a \$4,975 bid by ABM for the remediation of rodent feces and urine in the crawlspace in Building B. An additional \$750 was subsequently approved by the Board by unanimous consent via email for the removal and replacement of visqueen covering the crawl space floor. Notices were posted on each

building's garage entry door reminding unit owners that in accordance with House Rule #1, "All unit owners shall keep their units and limited common areas (e.g., appliances, plumbing fixtures, hot water heater, garages, balconies, chimneys, and storage units) clean, repaired, and maintained in good order and condition." The Board once again discussed the importance of residents taking care in the garage, including in their respective storage unit, that food, tissue, or other items attractive to rodents are stored in the in plastic or metal containers with tightly-fitted lids. A flyer was placed on each building's garage door reminding owners and residents of the need to ensure rodents are not attracted to items in common and limited common areas and that residents are responsible for keeping stairwells and entryways swept and clean. Pamela Bergmann placed mouse traps in the crawlspace to help ensure against another rodent infestation. To date, one meadow jumping mouse has been trapped. The traps will continue to be monitored.

Dryer Vents – Management reported that Airstream Duct Cleaning cleaned all Association dryer vents with Jennifer Young providing onsite supervision.

Fence/Walkways/Stairs/Railings Staining – Board members approved by unanimous consent via email, a \$4,850 bid from Model Homes of Alaska to stain Association walkways, stairs, railings, and selected fences areas. The work was completed in June 2020.

Water Service Key Box Repairs – Management contacted Randy Urrea of R&S Services regarding leveling a water service key box in front of Building D (which was leveled by R&S Services in 2019) and a water key box in front of Building B. It was decided to table this until 2021 since the key boxes "leveled" once the ground was completely thawed.

Retaining Wall Repairs – Management provided to Board members, bids for repairing the portion of the block retaining wall touching the northwest corner of Building H, the plank retaining wall between Buildings C and D, and the plank retaining wall south of Building E. The Board approved by unanimous consent via email, the bid from Arctic Green, LLC for \$8,675. The Board further approved by unanimous consent via email, an additional \$850 for 4x10x20 (rather than 2x10x20) wood, when the small size wood was not available, and \$250 to re-seed the area above the retaining wall. The work was completed in October 2020.

Storm Drain Cleanout – Pamela Bergmann contacted the Municipality of Anchorage (MOA) Street Maintenance Department to ascertain which storm drains on Association property belong to the Association. It was determined that the storm drains, including catch basin manholes, are the responsibility of the MOA. MOA cleaned these drains at the Association's request.

Wasps and Beehives – The Board discussed wasps/beehives on Buildings B and C. The Board was unhappy with the performance of American Pest Management, who came to the Association twice without removing any wasp/beehive nests. The Board discussed coordinating onsite wasp/beehive nest removal in 2021 with a Board member.

Parking and Dogs – Management contacted the owner of Buildings J, K, and L to request that she remind residents that they need to refrain from parking in Association parking areas and walking dogs on Association property. Residents of Building E are reminded that the street to the west of Building E belongs to Buildings J, K, and L. Therefore, Association residents are not allowed to park on that street.

Crack Sealing – Pamela Bergmann contacted a Straightline representative to confirm which areas of Association streets would be crack sealed. The bid approved by the Board was for \$3,375. Following the work, the Association was charged \$2,984 as the total lineal feet that was crack sealed was less than anticipated. The work was completed in July 2020.

Buildings J, K, and L Reimbursement – Management provided the Board with a copy of the invoice submitted to the owner of Buildings J, K, and L for their share of costs associated with maintaining and replacing shared street access.

Fire Extinguisher Inspection – The annual inspection of the fire extinguishers in the garages and Fitness Room was completed in March and June 2020.

Next Meeting: The Association's Annual meeting and subsequent Organizational meeting are scheduled for December 16, 2020, at 5:30 p.m. and 6:30 p.m., respectively. The meetings will be held via Zoom. Management will provide information on the Association's website on how to access the meetings via Zoom.

There being no further business to discuss, Jennifer moved to adjourn the meeting at 7:13 p.m. Bruce seconded the motion, which was approved by unanimous consent.