

**WOODLAKE CONDOMINIUM ASSOCIATION  
ANNUAL MEETING  
SUMMARY MINUTES  
JANUARY 25, 2017**

**Meeting Called to Order:** Woodlake Condominium Association (Association) President Pamela Bergmann called the meeting to order at 6:46 p.m. in the Association Fitness Room.

**Determination of Quorum:** Sam Anderson, New Horizons Association Management (Management) reported that there were four owners physically present and 17 represented by proxy. A record of the individuals in attendance and record of the proxy statements are available for review at the Management office. Management declared a quorum present with 21 owners represented for a total of 58.306462 percent.

**Proof of Notice:** Management stated that proper notice has been given to the owners regarding the time and place of the annual meeting.

**Approval of Agenda:** Janice Ford moved to approve the agenda with the addition of "Tax Election 70-604." Terri Patton seconded the motion. The motion was approved by unanimous consent.

**Presidents Report:** President Pamela Bergmann recognized and thanked Sam Anderson and Board members, Luther Klementson, Janice Ford, Terri Patton, and Lesly Peters for their work during the past year. A copy of the President's Report by Pamela Bergmann was previously provided to Association members. A copy is attached at the end of the meeting summary. Janice Ford moved to accept the President's report as written. Lesly Peters seconded the motion. The motion was approved by unanimous consent.

**Treasurers Report:** Terri Patton presented the treasurers report. It was reported that the Association has \$30,952.95 in a Northrim checking account. The Association's reserve accounts at Northrim have a total of \$349,972.43 for a grand total of \$380,925.38. Lesly Peters moved to approve the Treasurers report. Janice Ford seconded the motion. The motion was approved by unanimous consent.

**Ratification of 2017 Budget:** The 2017 budget had been previously presented to Association members. Janice Ford moved to ratify the 2017 budget. Terri Patton seconded the motion. The motion was approved by unanimous consent.

**Election of Board of Directors (Board):** Terms for three Board members, i.e., Pamela Bergmann, Luther Klementson, and Terri Patton expired at the end of Calendar Year (CY) 2016. Each position was for two years. Janice Ford moved to elect Pamela Bergmann, Luther Klementson, and Terri Patton for the Board positions with two-year terms (expiring at the end of CY 2018). Lesly Peters seconded the motion. The motion was approved by unanimous consent.

**Tax Election 70-604:** The membership reviewed the IRS tax election 70-604, which allows the Association to pay 15 percent on the interest on the reserves instead of 30 percent. The tax election must be voted upon at the annual meeting. Terri Patton moved to approve the 70-604 tax election. Lesly Peters seconded the motion. The motion was approved by unanimous consent.

**Members Remarks:** There were no member remarks.

**Adjournment:** With no further business to discuss, Janice Ford moved to adjourn the meeting at 6:57 p.m. Lesly Peters seconded the motion. The motion was approved by unanimous consent.

**Woodlake Condominium Association  
President's Report: Calendar Year 2016**

Activities included:

Meetings

- \* The annual meeting was held on January 13
- \* Board meetings were held on January 13, June 8, July 20, and December 15

Governance

- \* Draft revisions to House Rules were prepared and sent to Association members for comment.
- \* The amended House Rules were approved by the Board on December 15, and then provided to Association members for appropriate action

Financial

- \* Monthly financial reports were prepared, reviewed, and accepted
- \* Calendar year 2015 taxes were prepared and an audit of the Association's financial reports was completed by the Association's CPA
- \* Association member delinquent accounts were reviewed and appropriate actions were taken
- \* The owners of Buildings J, K, and L paid \$3,500 for their share of snow plowing and asphalt replacement after reconciliation of their account for the last four years
- \* Alaska Housing Finance Corporation recertification was completed, submitted, and approved until June 30, 2019
- \* The 2017 budget was prepared

Repairs/Maintenance/Upkeep

- \* The annual building and grounds inspection was completed on May 11; all associated notices of violations were remedied by unit owners
- \* Bird nests and hornets' nests were removed from several buildings
- \* Loose siding was refastened
- \* Pieces of broken curbs were removed
- \* Landscaping rocks were refreshed
- \* A water shut off box was lowered to ground level
- \* Loose fence boards and boards broken by a tree during a windstorm were repaired/replaced
- \* Foundation sealings were checked and re-sealed as appropriate
- \* Head bolt heater posts were replaced
- \* All loose boardwalk boards and handrails were checked and repaired
- \* Bottoms of four garage door gaskets were repaired
- \* The light fixture and underground wiring in front of Building D was repaired
- \* Roof inspections were completed and missing shingles were replaced
- \* Moss on main building roofs was removed and crickets sealed
- \* Sliced beams above the garage entrances in Buildings C and D were repaired
- \* Owners of Buildings J, K, and L were requested that their residents (and their dogs) not trespass on Association property
- \* Dead grass spots due to dogs urinating on the lawns were reseeded

**Woodlake Condominium Association  
President's Report: Calendar Year 2016, Cont.**

- \* A wooden gate was installed in the goose fence along the lake
- \* Fire extinguishers in the garages and Fitness Room were inspected
- \* Dryer vents were cleaned
- \* Gutter were cleaned
- \* Chimneys were inspected
- \* A newsletter was sent to owners regarding the Annual meeting and steps to take to prevent high water bills
- \* Dog signage was installed in selected grass areas

Miscellaneous

- \* The Association's management contract with New Horizons Association Management was renewed
- \* The summer grounds maintenance with Greenscape was renewed
- \* The winter snowplowing contract with Northern Greens was continued
- \* The Association's earthquake insurance with Lloyds of London was renewed
- \* Legal matters that may have affected the Association were resolved
- \* Association members' compliance with House Rules regarding parking and dogs was monitored
- \* Signs were installed regarding where to retrieve vehicles that may be towed