

**WOODLAKE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
SUMMARY MINUTES
November 6, 2018**

Meeting Called to Order: Woodlake Condominium Association (Association) Board of Directors (Board) President Pamela Bergmann called the meeting to order at 6:31 p.m.

Present: Board members Pamela Bergmann, Janice Ford, Lesly Peters, Jennifer Young, and Lesly Peters (via teleconference); homeowners Bruce Robinson and Terri Patton; and Property Management Services Inc. (PMSI) representative Crystal McDonald.

Approval of Agenda: Janice Ford moved to approve the agenda. Jennifer Young seconded the motion, which was approved by unanimous consent.

Association Member Comments: There were no member comments.

New Business:

Board Vacancy – Janice Ford moved to appoint Bruce Robinson to the vacant Director position for the remainder of that term. Lesly Peters seconded the motion, which was approved by unanimous consent.

Board Member Terms – The terms of all five board members expire at the end of 2018. All current board members volunteered to run again for the board. Other Association members interested in running for the board should contact Management. The election will be held at the Association's December 13th annual meeting.

2019 Proposed Budget – The Board reviewed the 2019 proposed budget, which was prepared by Management. Based on the budget, dues paid by Association members in 2018 will remain the same in 2019. Lesly Peters moved to adopt the proposed budget for 2019 with the addition of Buildings J, K, and L offset as a line item. Janice Ford seconded the motion, which was approved by unanimous consent. Management will provide a summary of the budget to each unit owner not more than 30 days, nor less than 14 days prior to the Association's December 13th annual meeting.

Old Business:

Previous Meeting Minutes – Janice Ford moved to approve the June 5, 2018, meeting summary. Bruce Robinson seconded the motion, which was approved by unanimous consent.

Financial Reports – Janice Ford moved to accept the May through September 2018 financial reports. Lesly Peters seconded the motion, which was approved by unanimous consent. Management will look into whether or not the Association's Certificates of Deposit can be "jumped up" to higher interest rates.

Delinquency Report – There was unanimous consent to begin foreclosure proceedings on one long-term delinquency. Management reviewed the policy on delinquencies are addressed.

Building Roofs – The assessment of the remaining life of Association roofs is still pending and will be tabled until the roofs are snow and ice free next spring. Management will confirm with Rain Proof Roofing Company that the Association will still have the option to replace the east side of Building I pending results of the assessment.

Asphalt Crack Sealing – Pamela Bergmann met on-site with Ron Webb Paving to discuss whether crack seal applied in 2017, which subsequently peeled off, was under warranty. Ron Webb Paving resealed the problem areas from 2017 at no cost to the Association. It was confirmed that crack sealing performed in 2017 was also completed on the street between Buildings J, K, and L and Buildings C, D, and E and was charged to the Association. Management will seek reimbursement from the owner of Buildings J, K, and L for that work.

2017 Taxes – Management reported that due to failing health, the Association's long-time CPA, Tom Black, is no longer available to prepare financial and other tax documents for the Association. Management has begun working with independent CPA Doug Hanson. Management will work with Doug Hanson to resolve the status of the Association's 2017 taxes and to request a quote for completing an audit for Calendar Year 2018.

House Rules – The House Rules, amended June 5, 2018, which address the use of vehicle dead bolt heaters and battery chargers were uploaded to the Association's web site and distributed in hard copy to Association members. In response to a question from a homeowner regarding the rules, it was agreed that the homeowner needs to comply with the House Rules, as amended. Management believes there are no outstanding issues with owner and tenant/occupant registrations, which require certifications from owners as well as tenants/occupants that (among other items) they have read and understood the House Rules. Management will confirm this understanding with PMSI staff.

Building and Grounds Inspection/Maintenance Items – Management provided the Board with an estimate to put key code locks on doors at the bottom of the stairwells leading to the garage. This would replace keys that are currently used. At a cost of \$230 per building, the Board tabled this proposal. The Board also discussed the light post between Building G and H, which was knocked over earlier in the week. Management will follow-up with AJC Contractors to request a bid for placing a motion light on the west side of Building G, rather than replacing the downed fixture once again. Also included will be a motion light that lights the area near the southwest corner of Building C. Management reported that the Municipality of Anchorage (MOA) stated that the storm drain that has jacked up between Buildings A and C does not belong to the MOA. Management will ensure that Northern Greens is aware of storm drain when working in the Association this winter. Miscellaneous repairs completed included fixing the leaking faucet and replacing the missing cap on the south side of Building H, placing protective boards along the foundation of the west side of Building F to prevent deterioration of the siding, repairing garage door weather stripping, fixing loose boards on walkways, and placing additional rocks in front of Buildings F and H where black visqueen was visible. Remaining items, to be addressed in 2019, include: (1) removing and

plugging locks on doors to crawl spaces with flat key openings; (2) sanding, priming, and painting the fascia on the north side of Building; (3) removing moss on the side cantilever just above the fascia on Building I; and (4) trimming the trees and bushes in front of Building I.

Stairwell Carpet – Replacement of the stairwell carpeting was completed.

Walkway/Stair Staining – After the June 5, 2018, meeting, the Board reviewed via email, two bids for staining Association walkways and stairs and unanimously approved (via email) Model Homes of Alaska's bid for \$4,475. The work was subsequently completed.

Chimney/Dryer Vent Inspection – Management will confirm when the dryer vents were last cleaned and the chimneys were last inspected and will take action accordingly.

Winter Maintenance – The Board discussed the frequency of Northern Green sanding the Association's street, which is an additional expense beyond monthly winter services (e.g., snow plowing and shoveling). The Board agreed that the frequency of sanding seemed excessive. There was also discussion about potentially increasing the frequency of hauling snow (which is also an additional cost) stored between Buildings B and F. Management will contact Northern Greens to discuss (1) excessive sanding, (2) timing for repairing the snow plow dents in the Building C garage door, and (3) the cost of additional snow hauling. It was noted that sanding and snow hauling in the winter of 2017/2018 resulted in an additional \$3,400 cost.

Executive Session: No Executive Session was held.

Next meeting: The Annual and Organizational meetings will be held on December 13th, beginning at 6:30 p.m., in the Association Fitness Room. Association members are encouraged to attend in person. If that is not possible, to ensure there is a quorum for the meeting, members need to return a completed proxy, which will be sent to owners by Management prior to the meeting.

There being no further business to discuss, Lesly Peters moved to adjourn the meeting at 8:09 pm. Janice Ford seconded the motion, which was approved by unanimous consent.