

**WOODLAKE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS
SUMMARY MINUTES
November 7, 2017**

Meeting Called to Order: Woodlake Condominium Association (Association) Board of Directors (Board) President Pamela Bergmann called the meeting to order at 6:34 p.m.

Present: Board members Pamela Bergmann, Lesly Peters, Janice Ford, and Terri Patton; Association members Jim and Rosemary Medaris; and Property Management Service, Inc. (PMSI) Representative Crystal McDonald.

Absent: Luther Klementson.

Approval of Agenda: Terri Patton moved to approve the agenda with the addition of “Annual meeting date and board vacancies” under “New Business.” Janice Ford seconded the motion, which was approved by unanimous consent.

Association Member Comments: Jim and Rosemary Medaris commented on ongoing dog-related issues, including feces in the dog relief area, dogs being off leash, and dogs on lawn areas. Management will send fine notices to the unit owner.

New Business:

Budget for 2018 – Management reviewed the proposed budget for Calendar Year (CY) 2018. While the proposed budget does not anticipate a significant change in revenues or expenditures for CY 2018 compared to CY 2017, an error was discovered in how the previous management company calculated the resulting dues. Correcting this error will result in a \$5 or \$6 per month increase in monthly dues depending on each unit owner’s percentage of ownership. Janice Ford moved to adopt the proposed budget with the corrected percentage allocation for each unit. Terri Patton seconded the motion, which was approved by unanimous consent.

The Board discussed the Association’s earthquake insurance and what is covered. Management will post the current policy on the Association’s web site so owners may review the coverage with their personal insurance agent. It was also suggested that the insurance broker for the Association’s earthquake policy be invited to attend an Association-related meeting to provide an overview of the policy and answer any policy-related questions.

Annual Meeting Date and Board Vacancies – Due to scheduling conflicts, the date for the annual homeowners meeting was changed to December 14, 2017. The meeting, which will be held in the Association’s Fitness Room, is scheduled to begin at 6:30 p.m. There will be three board vacancies to fill. Association members are encouraged to contact Management prior to the meeting if they are willing to serve on the Board.

Old Business:

Previous Meeting Summary – Terri Patton moved to approve the August 16, 2017, meeting summary minutes. Lesly Peters seconded the motion, which was approved by unanimous consent.

Financial Report – The August and September income and expense statements and balance sheets were discussed. Lesly Peters moved to accept the financial reports. Janice Ford seconded the motion, which was passed by unanimous consent.

Delinquency Report – Management reported that the Association’s attorney has filed foreclosure on the unit with an outstanding delinquency. It was also reported that another unit owner will be receiving an attorney demand due to their lack of response to demand letters sent by Management.

Check Approval – There were no checks to approve.

2016 Taxes – Management reported that Association’s Certified Public Accountant, Tom Black, filed an extended extension for the Association’s 2016 taxes.

House Rules – Management reported that updated Owner and Tenant Occupant Registration forms, which are part of the House Rules, were posted on the Association’s web site and sent to all unit owners. Reminders will be sent to owners who have not yet returned the required information to Management. Following consideration by the Board, no amendments were made to the House Rules regarding Guest Parking. All existing December 15, 2016, House Rules remain in effect. See information under “Association Member Comments” above for actions related to Association pets.

Building and Grounds Maintenance – Management reported that additional building and grounds maintenance items were completed, including the straightening of parking area posts, removal of abandoned items in stairwells, and changing burned out light bulbs. In addition, the garage thermostat covers were installed. Remaining items to be carried over to 2018 include fixing garage door dings resulting from 2017 snow plowing, placing a sunken guest parking post sleeve between Buildings B and F, sealing a deck on Building A, removing remaining moss from roofs, and installing another light on the southwest side of Building C. Management will also look into the amount billed by contactors for changing light bulbs.

Asphalt Crack Sealing – Crack sealing was completed.

Carpeting Cleaning/Replacement – The Board discussed a bid to replace the carpet in all building stairwells. Because carpet replacement cannot be completed during the winter since it is too cold for the required glue to adhere, Management will follow-up with additional potential bidders in the spring. It was noted that before any potential bid is approved, one or more Board members will need to check to ensure the carpet is an appropriate brown.

Chimney and Dryer Vent Cleaning – Management reported that the dryer vents for each unit were cleaned in mid-September. Chimney inspections were completed on October 31, 2017. No chimneys required cleaning.

Winter Grounds Maintenance Contract – The Board discussed changing the winter grounds maintenance contract with Northern Greens from one to three years to lock in the price. Janice Ford moved to extend the winter grounds contract for an additional two years (for a total of 3 years). Lesly Peters seconded the motion, which was approved by unanimous consent.

A motion was made by Janice Ford at 8:22 p.m. to go into Executive Session to discuss legal issues. Lesly Peters seconded the motion. The Executive Session ended at 8:33 p.m.

There being no further business to discuss, the meeting was adjourned at 8:34 p.m. following a motion by Terri Patton, which was seconded by Janice Ford and approved by unanimous consent.