

**WOODLAKE CONDOMINIUM ASSOCIATION
ORGANIZATIONAL MEETING
SUMMARY MINUTES
December 13, 2018**

Meeting Called to Order: Woodlake Condominium Association (Association) Board of Directors (Board) President Pamela Bergmann called the meeting to order at 7:28 p.m.

Present: Board members Pamela Bergmann, Lesly Peters, and Jennifer Young and Property Management Service, Inc. (PMSI) representative Crystal McDonald.

Election of Officers: Jennifer Young moved to keep the same officers for the Association Board in 2019; namely, Pamela Bergmann as President, Janice Ford as Vice President, Lesly Peters as Secretary, Jennifer Young as Treasurer, and Bruce Robinson as Director. Lesly Peters seconded the motion, which was approved by unanimous consent.

Approval of Agenda: Jennifer Young moved to approve the agenda with the addition of "Hazard Insurance Renewal" under "New Business." Lesly Peters seconded the motion, which was approved by unanimous consent.

Association Member Comments: There were no member comments.

New Business:

2019 Meeting Dates – The 2019 meeting dates were set as follow: March 7, 2019, May 14, 2019 (Grounds Inspection), June 4, 2019, November 22, 2019, and December 12, 2019. Pamela Bergmann will check with Board members not present to see if those dates work for them and if the meeting time could be earlier than 6:30 p.m.

Bank Signature Cards – With the same Board members and positions, it was agreed the bank signature cards do not need to be updated at this time.

Fire Extinguisher Inspection – Management will arrange for fire extinguishers in the garages and Fitness Room to have their annual inspection in March 2019.

Fitness Room Equipment Inspection – Management will arrange for the annual Fitness Room equipment inspection to be completed in March 2019.

Management Contract – The Management contract between the Association and PMSI runs through December 31, 2019. No action is needed at this time.

Summer Grounds Contract – Management will a secure a bid from Greenscape for consideration by the Board at its March 7 meeting, for 2019 summer grounds maintenance.

Hazard Insurance Renewal – Management reported that the Association's hazard insurance renewal with State Farm increased approximately \$770. Lesly Peters moved to approve the renewal. Jennifer Young seconded the motion, which was approved by unanimous consent.

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Old Business:

Previous Meeting Summary Minutes – Lesly Peters moved to approve the November 6, 2018, meeting summary. Jennifer Young seconded the motion, which was approved by unanimous consent.

Financial Reports – Lesly Peters moved to accept the October and November 2018 financial reports. Jennifer Young seconded the motion, which was approved by unanimous consent.

Delinquency Report – The Board reviewed the delinquency report. Management will take action as appropriate.

Check Approval – One check was signed.

Foreclosure Unit – The bank will be put on notice of the condition of D-101 and Board concerns that surface cleaning in preparation of sale may be inadequate due to water, dog, and other damage.

Building Roofs – The assessment of the remaining life of Association roofs has been tabled until the roofs are snow and ice free next spring. Management confirmed with Rain Proof Roofing Company that pending the results of the assessment, the Association will still have the option to replace the east side of Building I at the 2018 quote.

Asphalt Crack Sealing – Management reported that as part of the annual billing for Calendar Year 2018 shared expenses, Management will seek reimbursement from the owner of Buildings J, K, and L for the cost of 2017 crack sealing on their street, which was inadvertently billed and paid by our Association.

2017 Taxes – Management is awaiting information from Certified Public Accountant (CPA) Doug Hanson on the status of the Association's 2017 taxes.

2018 Audit – Management will forward to the Board for action, CPA Doug Hanson's bid for an audit of the Association's 2018 finances.

House Rules – Management confirmed there no outstanding issues with owner and tenant/occupant registrations and that a PMSI employee has been tasked with monitoring the registrations. In an upcoming dues statement, Management will remind owners they need to have current emergency contact information on their registration form. It was noted that problems associated with parking have diminished.

Building and Grounds Inspection/Maintenance Items – A motion detector light was placed on the west side of Building G in addition to the southwest corner of Building C.

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Chimney Cleaning – Management will confirm when Association chimneys were last inspected and will take action accordingly. It was agreed that inspections should be completed once every two years.

Dry Vent Cleaning – Management reported that dryer vents were cleaned in December.

Winter Maintenance – The Board discussed the frequency of Northern Greens sanding the Association's street, which is an additional expense beyond monthly winter services (e.g., snow plowing and shoveling). Both Management and Pamela Bergmann contacted Northern Greens to discuss sanding and the use of ice melt on stairs and boardwalks.

Executive Session: No Executive Session was held.

Next Meeting: The next meeting will be March 7, 2019, 6:30 pm (tentatively) in the Fitness Room.

There being no further business to discuss, Lesly Peters moved to adjourn the meeting at 8:13 pm. Jennifer Young seconded the motion, which was approved by unanimous consent.