

**WOODLAKE CONDOMINIUM ASSOCIATION  
ORGANIZATIONAL MEETING  
SUMMARY MINUTES  
December 14, 2017**

**Meeting Called to Order:** Woodlake Condominium Association (Association) Board of Directors (Board) President Pamela Bergmann called the meeting to order at 7:03 p.m.

**Present:** Board members Pamela Bergmann, Lesly Peters, Janice Ford, and Jennifer Young; Association member Bob Weissenberger; Association Attorney Shane Osowski; and Property Management Service, Inc. (PMSI) representative Crystal McDonald.

**Election of Officers:** Janice Ford moved to elect Pamela Bergmann as Board President, Janice Ford as Board Vice President, Lesly Peters as Board Secretary, and Jennifer Young as Board Treasurer. Lesly Peters seconded the motion, which was approved by unanimous consent. Board members will seek another Association member to fill the remaining Board position.

**Approval of Agenda:** Lesly Peters moved to approve the agenda with the addition of "Hearing" and "Buildings J, K, and L Reimbursement" under "New Business" and the addition of "Dogs" and "Parking" under "Old Business" and changing "2017 Taxes" to "2016 Taxes" under Old Business. Janice Ford seconded the motion, which was approved by unanimous consent.

**Hearing:** Association Attorney Shane Osowski chaired a hearing with Association member Bob Weissenberger regarding a noise complaint.

**Association Member Comments:** There were no Association member comments.

**New Business:**

**2018 Meeting Dates** – The following dates were established for 2018 meetings/inspections: March 6, Board meeting; May 16, Grounds and Building Inspections; June 5, Board meeting; November 6, Board meeting; and December 4 Annual and Organizational meetings. It was noted that these dates are subject to change if unforeseen events occur.

**Bank Signature Cards** – Management will take the lead in obtaining updated bank signature cards for Board members.

**Fire Extinguisher Inspection** – Management reported that the inspection was completed this past fall.

**Earthquake Insurance** – The Association's earthquake policy was posted on the Association's website. A handout on condominium earthquake insurance, which was prepared by Michael Lehman of Insurance Brokers of Alaska, will be included in each Association member's January dues statement.

**Fitness Room Equipment** – Management will contact Frontier Exercise to conduct maintenance of equipment in the Fitness room.

**Summer Grounds Maintenance** – Management will contact Greenscape to obtain a bid for summer grounds maintenance for action by the Board at its March meeting.

**Management Contract** – The contract with PMSI currently renews at the end of April 2018. The Board requested that the new contract prepared be for a term that ends on December 31, 2019, for action by the Board at its March meeting.

**2016 Taxes** – The Board is waiting to hear from the Tom Black, the Association's Certified Public Accountant, who has had medical and family issues, regarding the status of 2016 taxes.

**Buildings J, K, and L Reimbursement** – Management will prepare and present an invoice to the owner of Buildings J, K, L for their share of snow plowing/sanding and asphalt reserves. The last bill, which was for \$3,500, was sent in July 2016 by the previous Management company.

**Old Business:**

**Previous Meeting Minutes** – Janice Ford moved to approve the November 7, 2017, summary minutes. Lesly Peters seconded the motion, which was approved by Pamela Bergmann, Janice Ford, and Lesly Peters. Jennifer Young abstained since she was not in attendance.

**Financial Report** – Lesly Peters moved to accept the October and November financial reports. Janice Ford seconded the motion, which was approved by unanimous consent.

**Delinquencies** – Delinquent accounts along with their current status were reviewed; appropriate actions were taken.

**Check Approval** – No checks needed to be signed. Pamela Bergmann reviewed the Board payment approval process.

**House Rules** – Management reported that few owners responded to the second mailing requesting required owner and occupant/tenant registration forms. The Board discussed fining Association members who do not provide the requested information. It was agreed that Management should first send another letter to Association members requesting completion of the owner and occupant/tenant registrations in order to avoid any fines.

**Building and Grounds Maintenance Items** – Management reported that the Building A light has been replaced; however the Building C stairwell light (which is on during the day) still needs attention. In addition, the Building C stairwell garage door needs a security plate as well as a spring so it will close after being opened. It was noted that garage doors on Building D have been left open on two occasions. Management will contact Ram Services to see if the doors can be set up to automatically close if open for a specified time.

**Carpeting Cleaning/Replacement** – Management will provide bids for carpet replacement/cleaning to the Board for action at its March meeting.

**Dogs** – Issues with owners not cleaning up after dogs was discussed. Management will have the dog feces in the dog relief area cleaned up and billed to the owner of the unit where the dogs reside. Use of a gravel area by Building H as a litter box by an unleashed cat was also discussed.

**Parking** – Vehicles in guest parking between Buildings F and G and Buildings G and H were discussed. It is unknown if the vehicles belong to Association members or their guests or if they belong to Buildings J, K, and L. It was agreed that Management will post notices on those vehicles requesting that the driver contact Management to identify which unit they “belong to or are visiting” or risk towing. Management will inform them of the parking rules and take action as appropriate.

There being no further business to discuss, the meeting was adjourned at 8:32 p.m. following a motion by Janice Ford, which was seconded by Lesly Peters and approved by unanimous consent.