

**WOODLAKE CONDOMINIUM ASSOCIATION  
ORGANIZATIONAL MEETING  
SUMMARY MINUTES  
December 18, 2019**

**Meeting Called to Order:** Woodlake Condominium Association (Association) Board of Directors (Board) President Pamela Bergmann called the meeting to order at 6:24 p.m. in the Association Fitness Room.

**Present:** Board Members Pamela Bergmann, Bruce Robinson, Janice Ford, and Jennifer Young; Will Stanley (representing G-202); and Property Management Services Inc. (PMSI) representative Crystal McDonald.

**Election of Officers:** Jennifer Young moved to keep the same officers for the Association Board in 2020 as 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. Janice Ford 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" and "Taxes for 2019" under "New Business" and "Financing Options" under "Old Business." Janice Ford seconded the motion, which was approved by unanimous consent.

**Association Member Comments:** None.

**New Business:**

**2020 Meeting Dates** – The 2020 meeting dates were set as follow: February 4, 2020 (Board meeting); May 12, 2020 (grounds/building inspection); June 16, 2020 (Board meeting); November 17, 2020 (Board meeting); and December 16, 2020 (Annual and Organizational meetings). Meetings, which will be held in the Association's Fitness Room, will begin at 5:30 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 2020.

**Hazard Insurance Renewal** – Management reported that the Association's hazard insurance renewal with State Farm increased \$891 for a total of \$13,250 for 2020. The Board approved via email on December 6, 2019, payment of this insurance.

**Taxes for 2019** – Management will contact Certified Public Accountant Rod Hutchings to request that he prepare and submit the Association's 2019 taxes to the Internal Revenue Service.

### **Old Business:**

***Previous Meeting Summary Minutes*** – Bruce Robinson moved to approve the November 22, 2019, Board meeting summary minutes. Lesly Peters seconded the motion, which was approved by unanimous consent.

***Financial Reports*** – Jennifer moved to accept the November 2019 financial report. Janice seconded the motion, which was approved by unanimous consent. As a first step, Management sent a notice to Building B occupants (1) notifying them of the high water bill for their building and (2) asking them to check (and repair) any running toilets and/or leaky faucets. Management will monitor water usage for this building to determine if any additional action needs to be taken.

***Delinquency Report*** – There was no action required.

***Check Approval*** – Checks were reviewed, approved, and signed. Management will contact Northern Greens regarding a charge for snow grading on December 8<sup>th</sup>.

***Property Management Services*** – The Board approved a two-year contract with PMSI for \$720 per month. The new contract ends on December 31, 2021. The Board expressed its appreciation to Crystal McDonald and her staff for their work with the Association in 2019.

***Taxes for 2017 and 2018*** – Management reported that the Association's taxes for 2018 were completed by Rod Hutchings. Management is awaiting any correspondence from the Internal Revenue Service regarding the 2017 and 2018 tax returns.

***2018 Financial Review*** – Management reported that the 2018 Financial Review by Rod Hutchings is still in progress.

***Tree and Bush Trimming*** – Gage Tree Services completed the trimming of Association trees away from buildings and the removal of limbs from the trees overhanging the walkway in front of Building I and the parking area at Building F. The unauthorized cutting of bushes in front of Building F was also discussed. Owners are reminded that in accordance with House Rule #51, "Unit owners, tenants, occupants, or guests shall not cut, trim, remove, or have cut, trimmed, or removed, any project vegetation or landscaping elements."

***Chimney Inspections/Cleaning*** – Management reported that the Chimney Doctor inspected all Association chimneys in early December 2019. No chimneys needed to be cleaned. At the Board's request, Management contacted the Chimney Doctor to reconfirm that the work had been completed. The Chimney Doctor assured Management that the work had been completed. The Board discussed having a Board member meet with the Chimney Doctor on site during the next inspection, which will be in 2021.

**Building and Grounds Inspection/Maintenance items** – The removal of mold on the wall of the garage in Building D and one paint touch-up will be reviewed during the 2020 building and grounds inspection. A “soft spot” on a Building A deck associated with deficiency at the chimney chase still needs to be addressed.

**Winter Grounds Maintenance** – Management posted a note on garage doors notifying residents that ice melt is available to use as needed on walkways and stairs and that additional ice melt may be requested through PMSI. Plastic containers were purchased and placed under the ice melt buckets on building landings to help keep ice melt off the outdoor carpeting.

**Summer Grounds Maintenance** – Management has requested from Greenscape, a proposal for 2020 summer grounds maintenance.

**Financing Options** – Management reported that recertification of the Association for financing by the U.S. Housing and Urban Development/Federal Housing Authority was approved through December 2021.

**Next Meeting:** The next meeting will be February 4, 2020, at 5:30 p.m. in the Fitness Room.

There being no further business to discuss, Janice Ford moved to adjourn the meeting at 7:15 p.m. Jennifer Young seconded the motion, which was approved by unanimous consent.