

**Woodlake Condominium Association
President's Report: Calendar Year 2020**

Activities included:

Meetings

- * Board meetings were held on February 4, June 16, and November 17.
- * The Annual meeting was held on December 16.
- * The Organizational meeting was held on December 16.

Administrative

- * Meeting notices, agendas, and summary minutes were uploaded to the Association's web page (<https://www.pmsialaska.com/associations/woodlake/>).
- * Management provided to owners in monthly billings, reminders such as the need to have current emergency contact information on their registration form.

Governance

- * The Board reaffirmed that in accordance with the Association's Declaration of Covenants, which states that "No unit owner may lease his unit for transient or hotel purposes; nor may less than the entire unit be leased," air B&Bs are not allowed.
- * Owners were reminded that they must request permission to lease their unit to ensure the Association does not fall below the minimum owner occupancy ratio (51%) for financing approval.

Financial

- * Monthly financial reports were reviewed.
- * Monthly utility bills were examined. Follow-up was conducted for units with high utility costs.
- * Association member delinquent accounts were reviewed and appropriate actions were taken.
- * Monies due to the Association from Buildings J, K, and L from October 2019 through March 2020 for their share of costs associated with maintaining and replacing shared street access were calculated and billed.
- * The 2021 budget was prepared and adopted by the Board for ratification by Association members.
- * Paperwork was filed for recertification of the Association for financing by the U.S. Housing and Urban Development (HUD)/Federal Housing Authority (FHA) and the Alaska Housing Finance Corporation (AHFC). Financing certifications are now in effect for HUD/FHA until February 5, 2023, and with AHFC until July 31, 2022.
- * No penalties were assessed for the late filing of the 2017 and 2018 tax returns by Certified Public Accountant (CPA), Rod Hutchings, following appeals made by PMSI.
- * The 2019 tax returns were filed by Hutchings and Associates. The Association paid all taxes due.
- * The 2018 Financial Review was completed by Hutchings and Associates.
- * The process for requesting a 2020 Financial Review was begun.

Repairs/Maintenance/Upkeep

- * The annual building and grounds inspection were completed on May 12.
- * A roof repair was completed on Building E.
- * New shingles were installed on all buildings.

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Repairs/Maintenance/Upkeep, Cont.

- * New fascia boards on the west and north sides of Building I were painted.
- * Dryer vents were cleaned.
- * Association streets were crack sealed.
- * Walkways and stairs were repaired as necessary.
- * Walkway, stairs, railings, and selected fence areas were stained.
- * The portion of the block retaining wall touching the northwest corner of Building H was repaired.
- * Issues with overhead garage doors were addressed.
- * A portion of the wooden retaining wall between Buildings C and D was rebuilt.
- * The wooden retaining wall south of Building E was rebuilt.
- * The opportunity for unit owners to have their windows washed (at owner expense) was coordinated.
- * Broken (or burned out) lights and light fixtures were repaired/replaced.
- * Snowplowing and sanding were monitored; residents applied ice melt to stairs and walkways as needed.
- * Summer ground maintenance was monitored.
- * The unauthorized cutting of bushes in front of Building F was addressed.
- * Miscellaneous requests for tree and bush trimming were addressed.
- * Fire extinguishers in the garages and Fitness Room were inspected.
- * The Fitness Room was cleaned quarterly.
- * Maintenance was completed on Fitness Room equipment.
- * Remediation of rodent feces and urine in the crawlspace in Building B was completed.
- * The Building B crawlspace was monitored for rodents.
- * New thermostat locks were placed on garage thermostats in Buildings D and E.
- * Mold on garage brick wall was treated in Buildings D, F, and G.

Miscellaneous

- * It was verified that the storm drains on Association property belong to the Municipality of Anchorage (MOA). The MOA cleaned the drains.
- * The Association's earthquake insurance was renewed for one year.
- * The management contract with PMSI was renewed for two years from January 1, 2020 through December 31, 2021.
- * Summer grounds maintenance with Greenscape was renewed for one year from April 15 through October 15, 2020.
- * Legal matters affecting the Association were addressed.
- * Association members' compliance with regulatory documents, including those regarding Air B&Bs, garages, parking, dogs, and noise was monitored and enforced as appropriate.
- * The owner of Buildings J, K, and L was asked to request that pets, residents, guests, and/or vehicles from Buildings J, K, and L not trespass on Woodlake property.