

**WOODLAKE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
SUMMARY MINUTES  
March 6, 2018**

**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, Janice Ford, Lesly Peters, and Jennifer Young (via teleconference) and Property Management Services Inc. (PMSI) representative Crystal McDonald.

**Approval of Agenda:** Lesly Peters moved to approve the agenda as presented. Janice Ford seconded the motion, which was approved by unanimous consent.

**Association Member Comments:** There were no Association members at the meeting.

**Hearing:** The Board considered an appeal regarding a parking violation. The appeal was denied.

**New Business:**

**House Rule Amendment** – The Board approved a revision to the House Rules on December 21, 2017, regarding the timeframe for filing fine appeals. The timeframe was changed from 30 days to 14 days. The revised House Rules were subsequently placed on the Association's website. Hard copies of the revision were sent to Association members by Management along with the agenda for this meeting.

**Financing Certifications** – Paperwork regarding recertification of the Association by U.S. Housing and Urban Development/Federal Housing Authority (HUD/FHA) and Alaska Housing Finance Corporation (AHFC) were submitted by Management. The HUD/FHA and AHFC recertifications were approved through November 14, 2019, and June 30, 2019, respectively. Management was thanked by the Board for initiating the recertifications. The Board discussed a potential amendment to the Association's by-laws restricting the number of units that can be rented or leased. This would allow potential buyers of Association units to continue having HUD/FHA and AHFC financing options available. Management suggested adding a bright alert on the resale certificates notifying potential buyers that the Association is currently at maximum percentage. The Board concurred with Management's suggestion.

**Old Business:**

**Board Vacancy** – The Board's Director position is still vacant. Association members interested in serving on the Board should contact Management.

**Annual Meeting Date** – Due to a scheduling conflict, the annual homeowners meeting date was rescheduled from December 4, 2018, to December 13, 2018, at 6:30 pm.

**Previous Summary Minutes** – Lesly Peters moved to approve the December 14, 2017, organizational meeting summary minutes. The motion was seconded by Janice Ford and approved by unanimous consent.

**Financial Reports:** Jennifer Young moved to accept the December 31, 2017, and January 31, 2018, financial reports. The motion was seconded by Janice Ford and approved by unanimous consent.

**Delinquencies** – The status of two delinquencies was discussed.

**Check Approval** – There were no checks to approve.

**Bank Signature Cards** – All Board members have signed the updated bank signature cards.

**Taxes** – Federal and State taxes for 2016 were completed by CPA Tom Black. A \$25 late fee for State taxes will be paid by Tom Black. An extension for the Association's 2017 tax return, which is due March 15, 2018, is being filed by Tom Black.

**Earthquake Insurance** – The 2018 earthquake policy was renewed. The current policy was uploaded to the Association's website.

**Buildings J, K, L Reimbursement** – Appropriate invoices for 2016 and 2017 have been pulled in preparation for submitting a request for reimbursement to the Building J, K, and L owners for their share of snow plowing/sanding and asphalt reserves.

**Registration Forms** – Management reported there are a number of Association members, despite repeated requests and warnings of pending fines, who have not submitted the owner and occupant/tenant registration forms as required in the House Rules. The information requested in the form, including emergency contact information, is important. It was agreed that Management would assess non-compliant owners a \$75 first time fine. The notification will provide a date certain for Owner and Tenant Registration forms to be completed and submitted to Management to avoid additional fines.

**Pets** – There are no currently no cat issues to report at Building H. It is believed the dog relief area did not get cleaned up before snowfall. The area will be checked in the spring.

**Parking** – There are still issues with the guest parking spaces between Buildings F and G and Buildings G and H. Management posted notices on the J, K, and L buildings regarding parking, which has helped. The situation will continue to be monitored.

**Building/Grounds Maintenance** – Management will contact Northern Greens regarding repairs to garage door dents and scratches (including new scratches on the Building C-102 garage door) made by snow plowing equipment. Unit D-101 was flooded due to a burst pipe. Water was shut off to the unit and the owner and mortgagee were notified. A unit in Building E had a leak from a common line. Lesly Peters will confirm whether the Building C stairwell light (which was on during the day) was repaired. Management will contact AJC Construction to install a security plate and spring on the garage door in the Building C stairwell.

**Fire Extinguisher** – Management reported that the next inspection will occur in the Fall 2018.

**Fitness Room Maintenance** – Management reported that Frontier Exercise completed maintenance of the Fitness Room equipment.

**Summer Grounds Contract** – Management reported there would be no change in the Greenscape contract or contract price for 2018. Management will ensure that fall leaf clean-up is included. Janice Ford moved to renew the contract with Greenscape for the April 15 through October 15, 2018, time period. The motion was seconded by Lesly Peters and approved by unanimous consent.

**Management Contract** – Management confirmed there will be no change in the contract or contract price for the contract renewal with PMSI. The term was changed so the contract will expire at the end of a calendar year to coincide with the annual homeowners meeting. Janice Ford moved to approve the management contract with PMSI for the period April 1, 2018, through December 31, 2019. Lesly Peters seconded the motion, which was approved by unanimous consent. Board members expressed appreciation for all of the work done this past year by Crystal McDonald and her staff on behalf of the Association.

**Garage Door Timers** – Management reported that it would cost approximately \$495 each to install new garage door openers that close the doors after being left open for some period of time. It was agreed to table purchasing new openers and to continue monitoring the situation. Homeowners need to continue to be diligent about making sure garage doors close.

**Stairwell Carpet** – Management will start contacting vendors about their carpet replacement bids.

**Next Meeting:** The grounds and building inspection will be on May 16<sup>th</sup>. The next Board meeting will be held on June 5, 2018, at 6:30 p.m. in the Association Fitness Room.

There being no further business to discuss, Janice made a motion to adjourn the meeting at 7:38 pm, Lesly Peters seconded the motion, which was approved by unanimous consent.