

WOODLAKE CONDOMINIUM ASSOCIATION
BOARD MEETING
SUMMARY MINUTES
March 7, 2019

Meeting Called to Order: Woodlake Condominium Association (Association) Board of Directors (Board) President Pamela Bergmann called the meeting to order at 5:34 p.m.

Present: Board Members Pamela Bergmann, Lesly Peters, Jennifer Young, and Janice Ford (who joined meeting at 5:38 p.m.) and Property Management Services Inc. representative Christina M Jones.

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

Association Member Comments: There were no member comments.

New Business:

Annual Meeting Date – Due to a scheduling conflict, the date for the annual meeting was changed to December 18, 2019, at 5:30 p.m.

Old Business:

Previous Meeting Summary Minutes – Lesly Peters moved to approve the December 13, 2018, organizational meeting summary minutes. Jennifer Young seconded the motion, which was approved by unanimous consent.

Financial Reports – The Board discussed potential cost savings by eliminating one or two garbage cans from each building. Management will forward to the Board, information on potential garbage pickup cost savings for distribution to Association members for consideration. Janice Ford moved to accept the December and January financial reports. Jennifer Young seconded the motion, which was approved by unanimous consent.

Certificate of Deposit (CD) Rates – Management will provide to Board members, current rates and maturity dates for the Association's reserve account CDs as well as obtaining CD rates from Alaska USA.

Delinquency Report – It was reported that an eviction occurred in G-102. Locks to the garage in the Building G were changed and new keys were distributed. Appropriate garage door openers were reprogrammed. Management will follow-up with the Association's attorney regarding

next steps related to this unit. Management put the bank who owns D-101 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.

Buildings J, K, and L Annual Billing – Management confirmed that the 2018 billing was completed and included crack sealing paid for by Woodlake.

Check Approval – There were no checks to be signed.

Building Roofs – It was reaffirmed that (1) the assessment of the remaining life of Association roofs by Rain Proof Roofing Company was tabled until the roofs are snow and ice free next spring, and (2) pending the results of the assessment, the Association still has the option to replace the east side of Building I at the 2018 quoted price.

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

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

House Rules – In an upcoming dues statement, Management will include a reminder that owners need to have current emergency contact information on their registration form. Management will also ensure that the new meeting time of 5:30 p.m. is included on dues statements when information on meetings is included.

Building and Grounds Inspection/Maintenance Items – Discussion was held on what appears to be excessive sanding on Association streets and parking areas (e.g., placing sand on streets multiple days in a row even when melting or icy conditions are not occurring). This results in significant cost increases for winter maintenance, since each sanding occurrence is an additional expense. The Board requested that Management contact Northern Greens to (1) request sanding on the hill only, (2) continue placing ice melt on walkways and stairs, (3) exercise care when shoveling sidewalks to prevent additional damage, and (4) repair of previously damaged garage doors when weather permits.

Chimney Cleaning – Management confirmed that building chimneys are scheduled to be inspected/cleaned in the fall of 2019. Chimneys were last inspected/cleaned in October 2017.

Dryer Vent Cleaning – Management reported that only a portion of the dryer vents were cleaned in December 2018. Management will follow-up with the contractors so this work may be completed.

Fire Extinguisher Inspection – Management will schedule the inspection this month.

Fitness Room Equipment Maintenance – Management will schedule the maintenance this month.

Crawl Space Locks – It was reported that all crawl space doors can now be opened. A handle was placed on the Building C crawlspace door.

Post-Earthquake Inspections – To date, the Municipality of Anchorage has performed inspections for units (including their respective garage and crawl space) in Buildings B, C, E, F, G, H, and I. So far, no structural issues have been found. Inspections have been requested and are pending for units and their respective crawl space and garage in both Buildings A and D. While so far no structural damage has been found, it was discussed that structural issues may become evident following spring breakup and ground thawing. Pamela Bergmann will provide Management with information to send to Association members regarding the requirement for any Association member who applied for State of Alaska Individual Assistance before their February 28, 2019, deadline to also apply for disaster assistance from the Federal Emergency Management Association. The deadline for making that application is April 1, 2019.

Executive Session: No executive session was held.

Next Meeting: The next meeting will be June 4, 2019, at 5:30 p.m. in the Fitness Room. On May 14, 2019, the Board will conduct the annual Grounds and Building Inspections. The Board will meet at 5:30 p.m. between Buildings F and G.

There being no further business to discuss, Lesley Peters moved to adjourn the meeting at 6:34 p.m. Janice Ford seconded the motion, which was approved by unanimous consent.