

**WOODLAKE CONDOMINIUM ASSOCIATION
BOARD MEETING
SUMMARY MINUTES
June 16, 2020**

Meeting Called to Order: Woodlake Condominium Association (Association) Board of Directors (Board) President Pamela Bergmann called the meeting to order at 5:33 p.m. The meeting was held via Zoom.

Zoom Participants: Board Members Pamela Bergmann, Bruce Robinson, Lesly Peters, Janice Ford, and Jennifer Young; and Property Management Services Inc. (PMSI) representative Crystal McDonald.

Approval of Agenda: Janice Ford moved to approve the agenda with the addition of "Crack Sealing," "Buildings J, K, and L Annual Billing," and "Wasp/Bee Hives" under "New Business" and changing "Roof Replacement" to "Shingle Replacement" under "Old Business." Jennifer Young seconded the motion, which was approved by unanimous consent.

Association Member Comments: None

New Business:

Window Washing – Management provided information to unit owners on the opportunity to have their outside windows washed by Alaska Window Cleaners with unit owners paying individually. Unit owners requesting the service had their windows cleaned on May 22.

Grounds and Building Inspections – The Board reviewed selected items from the building and grounds inspection on May 12. Pamela Bergmann, Lesly Peters, and Jennifer Young participated along with PMSI representative Anthony Picasso. Janice Ford moved to authorize Pamela Bergmann to meet with John Arousa of AJC Construction to discuss the miscellaneous items that need attention and up to \$1,500 for the work. Bruce Robinson seconded the motion, which was approved by unanimous consent.

Rodents – Board members discussed the status of rodents in the garage and crawlspace in Building B. Management believed that the garage and crawl space rodent issues had been addressed; however, they will confirm that understanding with Anthony Picasso. The Board discussed the importance of unit owners being reminded that in accordance with House Rule #1, "All unit owners shall keep their units and limited common areas (e.g., appliances, plumbing fixtures, hot water heater, garages, balconies, chimneys, and storage units) clean, repaired, and maintained in good order and condition." It was also noted that residents need to take care in the garage, including in their respective storage unit, that food, tissue, or other items attractive to rodents are stored in the in plastic or metal containers with tightly-fitted lids. The Board requested that Management create a flyer reminding owners and residents of the need to ensure rodents are not attracted to items in common and limited common areas and that residents are responsible for keeping stairwells and entryways swept and clean.

Dryer Vents – Management will request that Airstream Duct Cleaning (1) clean all Association dryer vents and (2) notify Management when the cleaning will be conducted to allow a Board member to oversee the work.

Building Paint – Board members discussed the status of paint and caulking on the outside of Association buildings. It was agreed that painting and any necessary caulking would be on the Association's 2021 "to do" list.

Fence/Walkways/Stairs/Railings Staining – Board members discussed a \$4,650 bid from Model Homes of Alaska for staining Association walkways, stairs, railings, and selected fences areas. Janice Ford moved to table action on the bid. The motion was seconded by Jennifer Young and approved by unanimous consent.

Water Service Key Box Repairs – Management will check with Randy Urrea of R&S Services regarding leveling a water service key box in front of Building D (which was leveled by R&S Services in 2019) and a water key box in front of Building B.

Retaining Wall Repairs – Management will request bids for repairing the portion of the block retaining wall touching the northwest corner of Building H, the plank retaining wall between Buildings C and D, and the plank retaining wall south of Building E.

Storm Drain Cleanup – Management will contact a vendor to request that the Association's storm drains be cleaned.

Fitness Room Furnace – Management will request that Moore Plumbing and Heating conduct maintenance on the Fitness Room furnace.

Trash and Recycle Roller Carts – The Board discussed a request to allow unit owners to exchange a trash roller cart for a recycle roller cart with the Association paying for the recycle roller cart. Currently, the Association pays for trash roller carts and individual owners pay for recycle roller carts, which cost approximately \$16 per month. The same size trash roller cart costs approximately \$15 per month. Because owners who have recycle roller carts still have trash and because residents in some buildings share trash roller carts, it was decided to maintain the existing policy.

Landscaping – The Board discussed areas where homeowners planted flowers or other vegetation in Association lawn/shrubbery areas in past years.

Parking and Dogs – Management was asked to post notices on Buildings J, K, and L reminding residents that they need to refrain from parking in Association parking areas and walking dogs on Association property.

Crack Sealing – The Board discussed a bid from Straightline for \$3,375 to crack seal Association streets. Janice Ford moved to authorize Pamela Bergmann to meet with a Straightline representative to confirm which areas will be crack sealed with a total cost not to exceed \$3,375. Bruce Robinson seconded the motion, which was approved by unanimous consent. [Bruce Robinson left the meeting.]

Buildings J, K, and L Annual Billing – Management will compile a bill for appropriate services to be submitted to the owner of Buildings J, K, and L.

Wasps Nests/Beehives – The Board discussed wasps nests/beehives on Buildings B and C. Lesly Peters will confirm their location and provide the information to PMSI.

Old Business:

Previous Meeting Summary Minutes – Jennifer Young moved to approve the February 4, 2020, Board meeting summary minutes. Janice Ford seconded the motion, which was approved by unanimous consent.

Financial Reports – Janice Ford moved to accept the January through May 2020 financial reports. Jennifer Young seconded the motion, which was approved by unanimous consent. Management reported that the 13-month Certificate of Deposit with Alliance Association Bank matured on June 15, 2020, in the amount of \$74,910. The funds will be used to help pay for the replacement of shingles on all buildings.

Delinquency Report – There was no action required.

Check Approval – There were no checks to review.

2017, 2018, and 2019 Taxes – Management reported that Certified Public Accountant (CPA) Rod Hutchings prepared and submitted the Association's 2019 taxes to the Internal Revenue Service (IRS). Management reported that the IRS waived penalties and interest associated with the late filing of the 2017 and 2018 tax returns due to extenuating circumstances; i.e., the death of the previous property manager and health issues with the former CPA, Tom Black.

2018 Financial Review – Management reported that the 2018 Financial Review by Hutchings and Associates is still in progress.

Maintenance items – Management reported that the “soft spot” on a Building A deck associated with a deficiency at the chimney chase will be addressed this summer.

Shingle Replacement – Management provided Board members with bids from three companies (Earhart Roofing Company, Inc.; Alpha Roofing and Construction; and Rain Proof Roofing) for replacing the shingles on each of the Association’s nine buildings. After researching shingle brands and warranties proposed by each company, the Board unanimously approved via email, the Earhart Roofing proposal for a total of \$130,000, which includes \$109,000 for Owens Corning TruDef Duration shingles with Algae Block, plus \$13,500 for 18 new 24-gauge sheet metal chimney chase tops, and \$7,500 for the Owens Corning 50-year Platinum warranty. Any necessary wood replacement will be charged at an additional \$75 per hour plus materials. Shingle replacement is anticipated to begin in late June.

Winter Grounds Maintenance – Management will seek a bid from Northern Greens for snow removal and sanding for the winter of 2020/2021. A three-year option will be requested to help keep costs down.

Summer Grounds Maintenance – Jennifer Young will meet with Robert Taylor of Greenscape to discuss whether the grass near Building H could be shorter.

Fire Extinguisher Inspection – Management reported that the annual inspection of the fire extinguishers in the garages and Fitness Room was completed in March 2020.

Fitness Room Equipment Maintenance – Management scheduled Fitness Room equipment maintenance with Frontier Exercise Equipment Repair for May 2020. Management will provide the Board follow-up information on the status of the maintenance.

Tree and Shrub Trimming – The unauthorized cutting of bushes in front of Building F was discussed. Pamela Bergmann is scheduled to meet with Robert Taylor with Greenscape to discuss options.

Next Meeting: The next Board meeting is scheduled for November 17, 2020, at 5:30 p.m. in the Fitness Room. Management will provide information on the Association’s website, if the meeting will be held via Zoom.

Executive Session: No executive session was held.

There being no further business to discuss, Janice Ford moved to adjourn the meeting at 7:13 p.m. Jennifer Young seconded the motion, which was approved by unanimous consent.