

**WOODLAKE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
SUMMARY MINUTES
June 5, 2018**

Meeting Called to Order: Woodlake Condominium Association (Association) Board of Directors (Board) President Pamela Bergmann called the meeting to order at 6:38 p.m.

Present: Board members Pamela Bergmann, Janice Ford, Jennifer Young, and Lesly Peters and Property Management Services Inc. (PMSI) representative Crystal McDonald.

Approval of Agenda: Jennifer Young moved to approve the agenda with the addition of “Chugach Notice of Construction” under “New Business.” Janice Ford seconded the motion, which was approved by unanimous consent.

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

New Business:

Wind Storm Repairs – The Board discussed the status of repairs to Association property resulting from an April 24th wind storm. The fence repairs are almost complete; downed limbs have been removed; an attic cover blown open in Building H was closed; missing shingles were replaced. It was noted that the new shingles are much lighter in color than the existing roofs. Both the Board and Management expected a closer color match. Rain Proof Roofing, who performed the work, stated that the existing shingle color is no longer available; replacement of the shingles on the front of Building I would cost an estimated \$875. Management will have all Association roofs checked to determine the estimated remaining life for each roof, and whether it is more cost effective (due to mobilization and de-mobilization costs) to replace more than one roof at a time. This information will help the Board determine the timing of roof replacement.

Building/Grounds Inspection – The Board reviewed selected items from the May 16th building and grounds inspection. Pamela Bergmann, Janice Ford, Jennifer Young, and Association member Bruce Robinson participated along with PMSI representative Anthony Picasso. It was noted that the asphalt crack seal had peeled off in many places. Management is checking with Ron Webb Paving and Snow Removal, who performed crack sealing in 2017, to determine if their work is covered under warranty, and to ensure that the Association was not billed for crack sealing on the street west of Buildings C, D, and E and east of Buildings J, K, and L. Once information is obtained from the contractor, the Board will consider the next step (if any) to address crack sealing that needs to be completed this summer. It was clarified that (1) the only areas needing additional rock are locations in front of Buildings F and H, where black visqueen is visible; (2) the only storm drain that needs attention is the one belonging to the Municipality of Anchorage between Buildings A and C; (3) only locks on doors to crawl spaces with flat key openings need to be removed and plugged; and (4) the fascia on the north side of Building I needs to be sanded, primed and painted; moss removal is needed on the side cantilever just above the fascia. Jennifer Young will check the leaky faucet on the south side of Building H to ensure it has been fixed and will report her findings to Management.

Chugach Notice of Construction – Chugach Electric Association (CEA) sent a notice to Pamela Bergmann that CEA will be performing underground electric cable rehabilitation within the Association between May 14th and September 27th.

Old Business:

Previous Meeting Summary Minutes: Janice Ford moved to approve the March 6, 2018, Board meeting summary minutes. Lesly Peters seconded the motion, which was approved by unanimous consent.

Financial Report: Janice Ford moved to accept the February, March, and April 2018 financial reports. Jennifer Young seconded the motion, which was approved by unanimous consent.

Delinquency Report: The status of two delinquencies, which are moving into foreclosures was discussed.

Check Approval – Outstanding checks were reviewed and signed.

2017 Taxes – Management reported that Certified Public Accountant Tom Black submitted an extension for filing the Association's 2017 taxes before the March 15th deadline.

Buildings J, K, L Reimbursement – Management reported that a reimbursement totaling \$3,690.69 was received from the owners of Building J, K, and L for the time period 2016-17 for their share of costs associated with maintaining and replacing shared street access.

House Rules – Management reported that there are seven Association members who have not submitted the owner and occupant/tenant registration forms as required in the House Rules. Management will assess additional fines on those members. Due to safety and cost concerns, adding additional wording (shown below in italics) was discussed as a proposed revision to House Rule #46: "Vehicle head bolt heaters shall be used only when (1) the outside temperature is 20 degrees Fahrenheit or less, ~~and~~ (2) the head bolt heater is plugged into a timer for no more than two hours at a time, *and (3) the vehicle owner is physically present in their unit. All battery chargers (including trickle chargers) shall be used only when the vehicle owner is physically present in their unit.*" Janice Ford moved to approve the amended language. Lesly Peters seconded the motion, which was approved by unanimous consent. The house rules will be amended and distributed to Association members and uploaded to the Association's web site.

Pets – Dog issues have improved; however, not all owners are taking their pets to the designated dog relief area for toileting as required in the House Rule. Management will follow-up accordingly.

Parking – There were no parking issues to discuss.

Building and Grounds Maintenance – Management contacted Northern Greens to check on the status of repairs to garage door dents that were damaged by snow plow blades. The Board discussed the process for having duplicate keys made for garages. Management will provide the Board with a cost estimate to put door key code locks on garage doors for use instead of keys.

Fire Extinguishers – The fire extinguishers were serviced in March 2018.

Stairwell Carpet – Three bids were received and reviewed by the Board for replacing the stairwell carpeting in each building. The Board awarded the work to Big Bob's Flooring at a cost of \$8,864.43, and selected a dark brown color. Once the carpet has been ordered and received, the vendor will contact Management with dates for the carpet to be installed. Management will then notify Association members and residents. Work is anticipated to be completed by early July.

Executive Session: No Executive Session was held.

Next meeting: The next Board meeting will be held on November 6, 2018, at 6:30 pm, in the Association Fitness Room.

There being no further business to discuss, Janice Ford moved to adjourn the meeting at 7:58 p.m. Jennifer Young seconded the motion, which was approved by unanimous consent.