

**WOODLAKE CONDOMINIUM ASSOCIATION  
ANNUAL MEETING  
SUMMARY MINUTES  
December 16, 2020**

**Meeting Called to Order:** Woodlake Condominium Association (Association) President Pamela Bergmann called the meeting to order at 5:36 p.m. The meeting was held via Zoom due to the COVID-19 pandemic.

**Present:** Association members Jennifer Young (H-201), Lesly Peters (C-101), Janice Ford (G-201), Bruce Robinson (I-201), Pamela Bergmann (F-201), Amy Topmiller (D-101), Glen Stryjewski (A-102), Cale and Farrah Greene-Palmer (B-102), Terri Paton (A-101), Rory Ober (B-101), and Cindy Spica (G-102) and Property Management Services, Inc. (PMSI) representative Crystal McDonald and PMSI assistant Sydney Howard.

**Determination of Quorum:** With 10 owners present and 10 represented by proxy, Management declared a quorum pursuant to the Association's Bylaws, which requires a minimum of 51 percent (based on unit owners' percentage of ownership) of the 36 units. A record of the Association members present and proxy statements are available for review at the PMSI office.

**Proof of Notice:** Management stated that notice of the meeting was sent by U.S. mail to all owners as of November 24, 2020. Receipt of proxies confirms receipt of notice.

**Approval of Agenda:** Janice Ford moved to approve the agenda. Bruce Robinson seconded the motion, which was approved by unanimous consent.

**Action on Previous Annual Meeting Summary Minutes:** Janice Ford moved to approve the December 18, 2019, annual meeting summary minutes. Jennifer Young seconded the motion, which was approved by unanimous consent.

**President's Report:** The President's Report for Calendar Year 2020 was mailed to Association members in the annual meeting packet. Those in attendance were asked if they had any questions. Pamela Bergmann recognized and thanked (on behalf of the Board) Crystal McDonald and PMSI staff for their assistance during this past year. She also recognized and thanked Board members Lesly Peters, Jennifer Young, Janice Ford, and Bruce Robinson for their assistance and willingness to volunteer their time to be on the Board. Jennifer Young moved to approve the 2020 President's Report. Lesly Peters seconded the motion, which was approved by unanimous consent.

**Treasurer's Report:** Management reported on selected "out of ordinary expenses" in 2020, which included shingle replacement on all buildings, retaining wall work, and remediation of the Building B crawl space. In summary, the Association remains in a financially-healthy state.

**Ratification of 2021 Budget:** The proposed calendar year 2021 budget, which was included in the package sent to Association members, was discussed. Significant changes in line items from the 2020 budget included: (1) a \$10,887 increase in the Association's earthquake insurance

premium due to the 2018 earthquake, (2) an over \$2,000 increase in Federal taxes in 2019 following the passage of the 2019 Tax Cut Jobs Act, (3) a \$150 per month (\$900 per winter season) increase in winter maintenance due to the increased base rate of a new three-year contract, and (4) a \$1,000 increase in annual maintenance based on 2020 expenditures. Bruce Robinson moved to adopt the 2021 budget, which includes a \$30 average per unit increase in dues to help continue to protect the financial health of the Association, including adequate funding for anticipated 2021 Association expenses and reserves. Amy Topmiller seconded the motion, which was approved by unanimous consent.

**Election of Board Members:** The terms of all five Board members expire at the end of 2020. That includes three, two-year Board terms, currently held by Pamela Bergmann, Jennifer Young, and Bruce Robinson, and two, one-year Board terms, which includes Janice Ford and Lesly Peters. Association members interested in serving on the Board were asked to contact Management prior to the December 16, 2020, Annual meeting. Amy Topmiller expressed her willingness to serve. Jennifer Young, Bruce Robinson, Janice Ford, and Pamela Bergmann are also willing to continue serving on the Board. The floor was open for nominations; Cindy Spica volunteered. Janice Ford moved to nominate and elect Pamela Bergmann, Bruce Robinson, and Jennifer Young to two-year terms and Amy Topmiller and Cindy Spica to a one-year term. Farrah Greene-Palmer seconded the motion, which was approved by unanimous consent.

**Member Remarks:** Cindy Spica commented that the overhead garage door for the Building G garage does not always close properly. It was recommended that the problem be reported to Management if the issue continues, so RAM Services may be called out to address any issues. Cindy Spica also asked about the potential trimming of a shrub (or tree) in front of Building G. Pamela Bergmann indicated an inspection of the shrub will be added to the May building/grounds inspection list.

There being no further business to discuss, Jennifer Young moved to adjourn the meeting at 6:16 p.m. The motion was seconded by Cindy Spica and approved by unanimous consent.

**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.

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

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.