

**WOODLAKE CONDOMINIUM ASSOCIATION**  
**BOARD MEETING**  
**SUMMARY MINUTES**  
**June 23, 2021**

**Meeting Called to Order:** Woodlake Condominium Association (Association) Board of Directors (Board) President Pamela Bergmann called the meeting to order at 5:30 p.m. The meeting was held via Zoom.

**Participants (via Zoom):** Board members Pamela Bergmann, Bruce Robinson, Jennifer Young, Cindy Spica, and Amy Topmiller; Property Management Services Inc. (Management) representative Crystal McDonald.

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

**Association Member Comments:** There were no Association members present.

**New Business:**

**Window Washing** – Management provided information to unit owners on the opportunity to have their outside and/or inside windows washed by Alaska Window Cleaners with unit owners paying individually. Unit owners requesting the service had their windows cleaned on June 10.

**Repair/Upgrade Responsibilities** – The Board discussed the financial responsibility of Association members for buildings/unit repairs and upgrades. In summary, it is the Association's duty to maintain the buildings as constructed. Unless authorized by the Board, the Association is not responsible for any upgrades or improvements.

**Trespass Management** – The Board discussed the trespassing onto Association property of residents/guests of Buildings J, K, and L; individuals who reside outside of the Association, but on Chilkoot Court; and individuals who reside elsewhere. It was agreed to have a sign that reads "RESIDENTS ONLY - NO TRESPASSING - NO LAKE ACCESS" installed underneath the "Municipal Maintenance Ends" sign at the entryway into the Association. It was also agreed to install a sign that reads "PRIVATE ACCESS ONLY" on the gate near the lake between Buildings B and F. In addition, Pamela Bergmann will ask Robert Taylor to trim the bushes blocking the bottom portion of the Woodlake sign near the mailboxes.

**Bird Nests** – Swifts continue to nest in some roof and dryer vent areas in spite of remedial activities taken this spring. Pamela Bergmann will meet onsite with a U.S. Department of Agriculture representative on July 12 to seek additional information on what steps the Association may take to reduce or eliminate swift nesting on Association buildings.

**Dog and parking issues** – The Board discussed the continued issues of dogs from Buildings J, K, and L residents and guests using Association property to walk/toilet their dogs and residents

and guests of Buildings J, K, and L parking in Association guest parking spaces. The Board also discussed Association residents walking their dogs on property belonging to Buildings J, K, and L. A reminder to Association members will be put on next month's dues statement newsletter.

**Fire Hydrant** – The Board discussed the fire hydrant in the dog relief area near Building C, which has been covered and tagged "not in service". It was determined via discussions with Anchorage Water and Wastewater (AWWU) that the hydrant belongs to the Association. Conversations are ongoing with Anchorage Fire Inspectors and AWWU operations and maintenance staff on the best way to proceed to get the hydrant back in service, if necessary.

### **Old Business:**

**Meeting Dates** – The Board confirmed the November 16<sup>th</sup> Board meeting and the December 14<sup>th</sup> Annual and Organizational meetings. It was agreed to keep the meetings via Zoom with the possibility that they could be switched to in person, if appropriate.

**Previous Meeting Summary Minutes** – Bruce Robinson moved to approve the March 9, 2021, Board meeting summary minutes. Amy Topmiller seconded the motion, which was approved by unanimous consent.

**Financial Reports** – Management previously provided the February, March, April, and May financial reports to the Board. It was noted that water and sewer costs in Buildings G and H have decreased. The higher usage for Building G appears to have been due to a leak from the faucet on the outside front of Building G. Bruce Robinson moved to accept the February through May financial reports. Cindy Spica seconded the motion, which was approved by unanimous consent.

**Delinquency Report** – Management noted that dues for Unit E-201 will continue to be paid by mortgagee.

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

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

**Certificate of Deposit (CD) Maturity** – The \$50,000 three-month CD with Alliance Bank at 0.30 percent matured on June 16, 2021. These funds will be used to help pay for the July 2021 painting of Association buildings.

**House Rules** – The revision to the "MAP" (included on page 8 in the House Rules) was included in the House Rules on the Association website. Management will provide Association members with a copy of the revised map via the July dues statement.

**Electric Car Plug-ins** – Pamela Bergmann reported on work conducted with Alaska Solar Power, Solid Ground Electric, and Chugach Electric Association regarding the feasibility and cost of adding electric vehicle charging stations in Association garages. There are three cost elements associated with adding charging stations: (1) the cost of the charging station itself, (2) the cost of running electrical power from a unit owner's meter through the crawlspace and the respective storage room to an appropriate location on the garage wall, and (3) the cost of upgrading appropriate Association transformers to ensure that there is sufficient capacity for charging vehicles. The costs for these three elements per unit are estimated as follows: \$500 to \$2,000 for the charging station (depending on the vehicle), \$2,150 to run the wiring from the meter to the charging station, and \$5,400 for upgrading the transformer (a portion of this cost could be returned to the unit if more than one owner in the transformer "service area" also installs a charging station). Pamela Bergmann will prepare a draft charging station policy for Board and Association member review with a goal of having the policy approved at the annual meeting in December. Bruce volunteered to draft language for dealing with potential costs association with transformer upgrades.

**Reserve Analysis** – The Board continued discussing the Association's reserve analysis. Due to significant increases in COVID-19-related labor and materials costs, the Board agreed to postpone the re-evaluation of replacement costs until 2022. The Board reaffirmed that the "Foundations" line item in the existing reserve analysis should be removed with the following note added to the reserve analysis page: "Any major expense related to foundation repairs would be handled via a special assessment." The \$8,000 currently in "Foundations" will be transferred to another yet-to-be determined reserve line item.

**2020 Financial Review** – Management recently submitted additional information to Hutchings and Associations for the 2020 financial review.

**Fire Extinguisher Inspection** – The annual inspection of fire extinguishers in the garages and Fitness Room was completed in April 2021.

**Chimney Inspection/Cleaning** – Management scheduled the semi-annual chimney inspection for April 15, 2021. The Chimney Doctor confirmed the inspection was done; however, they have not yet finalized the report and submitted it to Management.

**Winter Grounds Maintenance** – The Board discussed this past season's winter grounds maintenance. The existing Association contract with Northern Greens runs through April 15, 2023.

**Summer Grounds Maintenance** – The contract with Greenscape for summer grounds maintenance (defined as April 15 through October 15) was renewed for 2021, at the previous year's base price of \$1,475 per month.

**Landscaping** – Greenscape completed work on the non-grass area on the east side to the left of the Fitness Room door, planting another bush and refreshing the rocks. Greenscape also refreshed the rocks to the west of the retaining wall on the southwest of Building E, where the retaining wall was repaired during the summer of 2020, and repaired the goose fence in front of Building A. Pamela Bergmann will ask Greenscape to trim back, and cleanout, the bushes by the dog relief area.

**Tenant/Occupant and Owner Registrations** – Management reported that all but one owner has provided updated Tenant/Occupant and Owner registrations. Fines will continue to be assessed as appropriate.

**Maintenance items** – Maintenance items since the last Board meeting (for example), dealing with the sump pump in Building D, fixing a leak in a pipe in the crawlspace of Building B, fixing a leaking faucet in front of Building G, and fixing non-working electrical outlets in the Building A garage. The replacement light fixture that matches (as far as possible) the other Fitness Room fixtures still needs to be installed in the Fitness Room. Management will have vendor contact Pamela Bergmann for information on the new fixture and associated lights.

**Building Paint** – Management provided the Board with bids from DLM Painting, ABC Painting Group & Construction Inc., and Europa Painting Contractor for repainting Association buildings this summer. The bids included caulking of windows as necessary. The Board accepted (via email) the bid from DLM Painting for \$68,000. Painting is scheduled to begin around mid-July. Management will notify owners of the schedule and what needs to be done for the contractor to have access to the buildings.

**Grounds and Building Inspections** – On May 12, Pamela Bergmann, Bruce Robinson, Jennifer Young, Cindy Spica, and Amy Topmiller participated in the May 12 building and grounds inspection along with PMSI representative Anthony Picasso. Selected items that are still outstanding include: cutting down the water key box in front of Building D, replacement of the selected concrete steps in front of Buildings C and H, and placement of new curbs at the east end of the walkway in front of Building D. Management will contact the Building J, K, and L owner to request that the wooden barrier in front (east) of the Building I parking places be replaced and the wooden barrier to the south of the parking places be repaired (or replaced) as appropriate.

**Rain Gutters** – An examination of which portions of Association roofs where no gutters currently exist need gutters was made during the building inspection. Management has requested bids for selected gutter work, which will include moving some existing downspouts and installing gutters where none currently exist.

**Walkways and Stairs** – A preliminary assessment of walkway and stair fasteners as well as which walkways and stairs may need repair or replacement was conducted during the building inspection. Management has requested bids for this work.

**Next Meeting:** The next Board meeting will be held on November 16. The meeting will be held via Zoom. Management will provide information on the Association's website on how to access the meeting.

There being no further business to discuss, Amy Topmiller moved to adjourn the meeting at 6:50 p.m. Bruce Robinson seconded the motion, which was approved by unanimous consent.