

**WOODLAKE CONDOMINIUM ASSOCIATION**  
**BOARD MEETING**  
**SUMMARY MINUTES**  
**March 9, 2021**

**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. The meeting was held via Zoom.

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

**Approval of Agenda:** Jennifer Young moved to approve the agenda with the addition of “Earthquake Insurance” and “Building J, K, and L Reimbursement” under “New Business.” Cindy Spica seconded the motion, which was approved by unanimous consent.

**Association Member Comments:** Sarah Steele expressed her desire to become familiar with how the Association is run and to meet other Association members.

**New Business:**

**Certificate of Deposit (CD) Maturity** – The Association’s 23-month jump-up CD matured on March 8, 2021, with a value of \$294,123.15. After researching interest rates currently available, Bruce Robinson moved to purchase one \$50,000 3-month CD with Alliance Bank at 0.30 percent, one \$10,000 1-year CD with Alliance Bank at 0.60 percent, and one \$234,123.15 1-year CD with Alliance Bank at 0.60 percent. Cindy Spica seconded the motion, which was approved by unanimous consent. Since the Association has elected to paint this summer, the \$50,000 CD will be used for this capital improvement. The \$10,000 will be used, if necessary, for walkway and/or stair repair and/or replacement.

**Fire Extinguisher Inspection** – Management will schedule the annual inspection of fire extinguishers in the garages and Fitness Room for June 2021.

**House Rules** – Jennifer Young moved to approve a revision to the “MAP” (included on page 8 in the House Rules) that more clearly delineates Association parking areas. Bruce Robinson seconded the motion, which was approved by unanimous consent. Management will provide Association members with a copy of the revised map; the revision will also be included in the House Rules, which are on the Association’s website.

**Earthquake Insurance** – Following receipt of information from the Association’s earthquake insurance broker, the Board evaluated a variety of deductibles for earthquake insurance from January 31, 2021, through January 31, 2022. The Association’s current policy included a 5 percent deductible for earthquake-related losses. It was noted that rates for earthquake insurance in Alaska continue to increase. To help keep premiums affordable and within the range budgeted for 2021, the Board agreed unanimously, via email, to purchase a policy for

\$29,470, which includes a 10 percent (rather than a 5 percent) deductible. The policy was subsequently uploaded to the Association's website.

***Buildings J, K, and L Reimbursement*** – Management reported that the reimbursement by the owner of Buildings J, K, and L for their share of costs associated with maintaining and replacing shared street access has been acknowledged by the owner of the buildings. A check for the amount due will be mailed to Management on March 10.

### **Old Business:**

***Meeting Dates*** – Due to an unforeseen scheduling conflict, the March 2, 2021, Board meeting was postponed to March 9, 2021. The new date was posted on the Association's website. In addition, PMSI sent a postcard to Association members notifying them of the meeting date change.

***Previous Meeting Summary Minutes*** – Amy Topmiller moved to approve the December 16, 2020, Organizational meeting summary minutes. Cindy Spica seconded the motion, which was approved by unanimous consent.

***Financial Reports*** – Management previously provided the December 2020 and January 2021 financial reports to the Board. It was noted that water and sewer costs in Building H have decreased. Bruce Robinson moved to accept the December 2020 and January 2021 financial reports. Amy Topmiller seconded the motion, which was approved by unanimous consent.

***Delinquency Report*** – Management reported one delinquency, which the mortgagee will be paying following the passing of the owner. The Board agreed to put electricity and natural gas service for the unit in the Association's name, billing the cost back to the account to help keep any pipes from freezing.

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

***Bank Signature Cards*** – Currently four Board members have signed the new bank signature cards. This process will be completed next week.

***Electric Car Plug-ins*** – The Board discussed research completed by Jennifer Young regarding electric car charging for residents or guests with electric cars. It was agreed that the Board should develop a draft charging policy that generally covers (1) the process Association members may use to investigate the feasibility of installing a charging station, and (2) Association member responsibility for paying for feasibility work, any required upgrades such as wiring, their respective charging station, and electricity used to charge their electric vehicle(s).

**Reserve Analysis** – The Board continued discussing the Association’s reserve analysis. The discussion focused on three-line items; namely foundations, curbing, and wooden walkways/stairs. It was agreed that the “Foundations” line item could 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. It was agreed that Board members need to review, in the spring, where the Association has curbing, whether it is “rolled” or “straight,” and whether it is desirable to have it replaced. It was also agreed to table adding a line item for wooden walkways and/or wooden stairs until after the May 11 grounds/building inspection.

**2020 Financial Review** – The Board approved unanimously, via email, \$3,000 for an Engagement Letter for a 2020 Financial Review by Hutchings and Associates.

**Chimney Inspection/Cleaning** – Management has scheduled the semi-annual chimney inspection for April 15, 2021. The Association will pay for the inspections. However, any chimneys requiring cleaning will be subsequently cleaned with the cost billed back to the unit owner.

**Winter Grounds Maintenance** – Unit owners are reminded that vehicles must be moved to allow the Association’s winter contractor to remove snow from outside parking areas so that snow does not build up around the vehicles. Management reminded unit owners in their respective March 2021 billing that each building has a bucket with ice melt for use on their respective building’s stairs and walkways. If any building needs additional ice melt, Management should be contacted.

**Summer Grounds Maintenance** – Cindy Spica made a motion to retain Greenscape for summer grounds maintenance (defined as April 15 through October 15) for 2021, at no more than 10 percent of the base price \$1,475 per month). Bruce Robinson seconded the motion, which carried by unanimous consent.

**Landscaping** – The Board will monitor this summer, areas in the Association where homeowners previously removed grass to plant flowers or other vegetation and then moved, with the areas no longer being maintained to determine whether Greenscape needs to re-establish grass in those areas.

**Tenant/Occupant and Owner Registrations** – Management has been following up with unit owners following the November 18, 2020, request for updated Tenant/Occupant and Owner registrations. Currently, 24 out of 36 registrations have been received. March 15, 2021, is the current deadline for submitting updated registrations. It was agreed that, if necessary, as was

done in the past, owners would be given one more grace period to submit their updated registration to prevent them from receiving a \$75 fee billed to an owners' accounts.

**Maintenance items** – The concrete step in the Building F stairwell was replaced. The Board discussed the replacement light fixture in the Fitness Room. The fixture, which was replaced following a leak from the unit above the Fitness Room, does not match the other fixtures in size or style. Pamela Bergmann will remove the cover from another light and take it to a lighting store to try to find a fixture that matches (as far as possible) the other Fitness Room fixtures.

**Grounds and Building Grounds Inspection** – The annual grounds/building inspection is scheduled for May 11. It was agreed to continue the inspection on May 12, if necessary.

**Rain Gutters** – The Board confirmed that the May 11 grounds/building inspection will include an assessment of which portions of Association roofs where no gutters currently exist need gutters. It was agreed that new gutter installation should occur after the buildings are painted.

**Walkways and Stairs** – The Board confirmed that the May 11 grounds/building inspection will include a preliminary assessment of walkway and stair fasteners as well as which walkways may need repair or replacement.

**Building Paint** – Management provided the Board with a bid from DLM Painting to repaint the buildings this coming summer. The bid includes caulking of windows as necessary. DLM Painting painted Association buildings in 2007, with touch-up work completed in 2014. It was noted that the painting done by DLM Painting has held up well since it was completed. Management will seek to obtain two additional bids for Board review.

**Next Meeting:** The Board's annual grounds/building inspection is scheduled at 5:30 p.m. on May 11. If necessary, the Board will meet again at 5:30 p.m. on May 12 to complete the grounds/building inspection. The Board will meet in the guest parking area between Buildings B and F. The next Board meeting will be held on June 23. 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, Jennifer Young moved to adjourn the meeting at 7:11 p.m. Amy Topmiller seconded the motion, which was approved by unanimous consent.