

**WOODLAKE CONDOMINIUM ASSOCIATION
BOARD MEETING
SUMMARY MINUTES
November 16, 2021**

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.

Participants (via Zoom): Board members Pamela Bergmann, Bruce Robinson, Jennifer Young, and Amy Topmiller; Property Management Services Inc. (Management) representative Crystal McDonald. Association members present Mary Farkas (H-202) and Terri Patton (A-101).

Approval of Agenda: Jennifer Young moved to approve the agenda as presented, Amy Topmiller seconded the motion, which was approved by unanimous consent.

Association Member Comments: Mary Farkas expressed thanks to the Board for all they do for the Association.

Hearing: The Board considered an appeal regarding a parking violation. The resident was not present for the hearing; therefore, the appeal was denied.

New Business:

Board Member Vacancy – Pamela Bergmann reported that the Board has one vacancy following the resignation of Cindy Spica in October. She was serving a one-year term that ends in December 2021. Amy Topmiller's one-year term is also ending in December 2021. Association members interested in serving on the Board should contact Management prior to the December 14, 2021, Annual meeting.

2022 Budget – The proposed calendar year 2022 budget was discussed. It was noted that the Association incurred an unexpected expense of \$34,820 for the replacement of the fire hydrant southeast of Building C. A claim for reimbursement of this expense has been submitted to State Farm Insurance. If insurance covers the replacement, the Association will pay a \$10,000 deductible, which is already funded as part of the Association's reserves. If insurance does not cover the replacement, contingency funds, rather than a special assessment, will be used to pay for the new hydrant. The Board also discussed installing next summer, one or more bollards by the new fire hydrant to protect it from potential vehicle strikes. Depending on the cost, funds for bollards and their installation would come from either maintenance or contingency funds. As proposed, dues would remain the same in 2022. Bruce Robinson moved to adopt the 2022 budget. Jennifer Young seconded the motion, which was approved by unanimous consent. The budget will be presented to Association members for ratification at the December 14, 2021 annual meeting.

Property Management Services – The current contract with Management expires on December 31, 2021. The Board thanked Management for its services during the past year and requested that those thanks also be extended to Management staff. Management expressed their willingness to continue providing property management services to the Association for the next three years for the same price of \$720 per month. Management will prepare a new contract for Board action at the December 14, 2021, Organizational meeting.

Old Business:

Meeting Dates – The Board reconfirmed the December 14th Annual and Organizational meetings. It was agreed to hold the meetings via Zoom.

Previous Meeting Summary Minutes – Amy Topmiller moved to approve the June 23, 2021, Board meeting summary minutes. Bruce Robinson seconded the motion, which was approved by unanimous consent.

Check Approval – There were no checks to review.

Financial Reports – Management previously provided the June, July, August, September, and October financial reports to the Board. It was noted that high water and sewer costs in Buildings A and B have decreased. Jennifer Young moved to accept the June through October financial reports. Amy Topmiller 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. The lender typically pays every six months.

2020 Financial Review – The “Financial Statements and Supplementary Information: Year Ended December 31, 2020,” was completed by Hutchings and Associates and provided to Management and Board members. While the report acknowledged economic disruptions and uncertainties association with the COVID-19 pandemic, there were no “findings” in regards to how management is maintaining the financial records of the Association. Jennifer Young moved to accept the 2020 financial review completed by Hutchings and Associates. Bruce Robinson seconded the motion, which was approved by unanimous consent.

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 2023. The “Foundations” line item in the 2022 reserve analysis was 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 \$9,000 in “Foundations” was transferred to a new “Gutter/Downspout” reserve line item.

House Rules – The revision to the “MAP” (included on page 8 in the House Rules) was sent to Association members.

Tenant/Occupant and Owner Registrations – Management reported that three owners still need to update their owner information; one owner needs to submit new tenant registrations. Fines will be assessed as appropriate. The importance of owners submitting to Management, any changes in previously submitted information within ten days of those changes occurring, was emphasized. This includes owners with rental units, since they must certify that (1) prior to signing the lease or rental agreement, the Tenant has been provided a copy of, and has read and understood the House Rules; (2) the lease or rental agreement is in compliance with the Declaration and Bylaws, and (3) the House Rules are incorporated into the lease or rental agreement.

Electric Vehicle (EV) Charging Stations – Based on continued discussions with representatives of Chugach Electric Association, Municipality of Anchorage, and State Farm Insurance, Pamela Bergmann completed a draft EV charging station draft policy for review by the Board, Management, and an Association attorney. The draft policy includes the following sections: owner requirements, owner duties and liability, design specifications, application process application, key steps, sale of unit, denial of application, non-compliance in addition to an application. Following incorporation of comments, as appropriate, the draft policy will be uploaded to the Association’s website and also sent to Association members for a two-week review. The goal is to include the draft policy on the agenda of the December 14, 2021, annual meeting with the Board taking action on the draft policy during the subsequent December 14, 2021, Organizational Meeting.

Grounds and Building Inspections – The following items identified during the May 12, 2021, building and grounds inspection were completed this summer/fall: water key boxes in front of Buildings B and D were cut below grade; compromised concrete steps at Buildings C and H were replaced; curbing at the east end of the walkway in front of Building D, in front of Building I, and at the end of the Building I-101 parking area were replaced. In addition, the owner of Buildings J, K, and L replaced the wooden barrier in front of the Building I parking places. Signs for those parking spaces were replaced by the Association. Remaining items (rain gutters and wooden walkways and stairs) are discussed below.

Building Paint – DLM Painting completed painting of Association buildings in September 2021, except for unit doors, one window frame and miscellaneous touch-up work. The additional painting will be completed in the Spring of 2022. Any touch up work that needs to be included in the list of Spring 2022 painting should be brought to the attention of Management prior to March 31, 2022. Information on paint formulas used by DLM Painting was provided to Management for future reference.

Rain Gutters – Following an examination of which portions of Association roofs where no gutters currently exist need gutters was made during the May 12, 2021, building inspection. Management subsequently requested bids for the gutter work. However, only one bid (which totaled \$7,220) was received due to COVID-19-related labor and building supply shortages. Management will begin seeking bids for this work in late winter, with the goal of work being completed as soon as possible in the Spring/early Summer of 2022.

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 May 12, 2021, building inspection. Management requested bids for this work; however, no bids were received due to COVID-19-related labor and building supply shortages. Management will begin seeking bids for this work in late winter, with the goal of work being completed as soon as possible in the Spring/early Summer of 2022.

Fire Hydrant Replacement – An Anchorage Fire Inspector determined that the Association's fire hydrant in the dog relief area near Building C, which has been covered and tagged "Out of Service" must be replaced. Neither R&S Services nor Alaska Underground provided bids. BC Excavating initially bid \$36,405 to replace the fire hydrant before freeze-up, but subsequently indicated they could not schedule the work prior to the spring of 2022; the replacement price would then be \$32,300. GMC Contracting subsequently provided a \$34,820 bid to replace the fire hydrant prior to freeze up. The Board approved the bid and the fire hydrant was replaced. State Farm Insurance has been provided information for a potential claim to reimburse the Association (minus a \$10,000 deductible) for the replacement cost.

Chimney Inspection/Cleaning – The semi-annual chimney inspection was completed on April 15, 2021, by the Chimney Doctor. Management sent notices to five owners whose chimneys were found to be dirty. Management notified owners of their responsibility to have their chimney cleaned. To date, one chimney has been cleaned; three others are scheduled for cleaning prior to the end of this calendar year; one owner has not yet responded to management's request. Management will send the owner a final notice, which may include a daily fine or other action deemed appropriate.

Bird Nests – Pamela Bergmann met onsite with a U.S. Department of Agriculture representative on July 12, 2021, to seek additional information on what steps the Association may take to reduce or eliminate violet green swifts from nesting on Association buildings. The representative was complimentary of the work done to date using hardware cloth and noted that these birds do not "peck" which is why hardware cloth works well. During the site inspection, three additional areas were noted that need hardware cloth installed. This work will be completed in the spring prior to birds nesting.

Maintenance items – Maintenance items since the last Board meeting included (for example), garage door issues in Buildings C and H, electrical issues in the Building A garage storage units,

removal of a bird nest from a dryer vent on the east side of Building A, repair of sheet rock in the Building I garage, maintenance of the Fitness Room furnace, and installation of a new light fixture in the Fitness Room. Management was told by the equipment vendor that servicing of Fitness Room equipment will be completed by the end of this calendar year.

Trespass Management – In response to 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, (1) a sign that reads “RESIDENTS ONLY - NO TRESPASSING - NO LAKE ACCESS” was purchased and installed underneath the “Municipal Maintenance Ends” sign at the entryway into the Association and (2) a sign that reads “PRIVATE ACCESS ONLY” was purchased and installed on the gate near the lake between Buildings B and F. In addition, Robert Taylor trimmed the bushes blocking the bottom portion of the Woodlake sign near the mailboxes.

Winter Grounds Maintenance – The Association’s contract for winter grounds maintenance with Northern Greens began in mid-October and runs through April 15, 2023. At the request of the Board, Northern Greens installed marking flags on the Association near curbing and the new fire hydrant to help ensure they are not damaged by snow removal-related equipment. Picnic tables were moved under Building A and B balconies for the winter. A flier was posted on garage doors and the Fitness Room door notifying residents that ice melt is available to use as needed on walkways and stairs. Management will also include that information in an upcoming monthly billing.

Summer Grounds Maintenance – Board members expressed satisfaction with summer grounds maintenance provided by Robert Taylor of Greenscape and requested that Management work with Robert Taylor on a bid for the summer of 2022.

Landscaping – Greenscape trimmed back, and cleaned out, the bushes by the dog relief area. They also removed and hauled away, broken branches in a tree behind and between Buildings C and D and on the southeast corner of Building E in addition to a crabapple tree in front of Building I. Bruce and Kathy Robinson cleaned out the area north of the Building I walkway and added rock and small bushes.

Power Outages – The Board discussed the importance of Association members being prepared for extended power outages and including up-to-date emergency contact information with Management.

Next Meeting: The next Board meeting will be held on December 14. 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 6:52 p.m. Bruce Robinson seconded the motion, which was approved by unanimous consent.