

**WOODLAKE CONDOMINIUM ASSOCIATION  
ORGANIZATIONAL MEETING  
SUMMARY MINUTES  
December 14, 2021**

**Meeting Called to Order:** Woodlake Condominium Association (Association) Board of Directors (Board) President Pamela Bergmann called the meeting to order at 6:33 p.m. The meeting was held via Zoom.

**Participants (via Zoom):** Board Members Pamela Bergmann, Bruce Robinson, Jennifer Young, Amy Topmiller, and JoDawn Blas; and Property Management Services Inc. (PMSI) representative Crystal McDonald. Mike Miles (A-201) joined the meeting during the discussion of the Property Management Services Contract.

**Election of Officers:** Jennifer Young moved for Pamela Bergmann to serve as President, Bruce Robinson to serve as Vice-President, Jennifer Young to serve as Secretary, Amy Topmiller to serve as Treasurer, and JoDawn Blas to serve as Member at Large of the Board. Bruce Robinson seconded the motion, which was approved by unanimous consent.

**Approval of Agenda:** Jennifer Young moved to approve the agenda with the addition of “Head Bolt Heaters” under “New Business.” Amy Topmiller seconded the motion, which was approved by unanimous consent.

**Association Member Comments (made at the end of the meeting):** Mike Miles inquired if residents are allowed to use guest parking spaces on a short-term basis; e.g., while loading or unloading a vehicle. Pamela Bergmann reported this was tried in the past and proved to not work, which is why the 2016 House Rules do not allow residents to park in guest parking for any length of time.

**New Business:**

**2022 Meeting Dates** – The 2022 meeting dates were established as follow: March 8 (Board meeting), May 10 (building/grounds inspection), June 21 (Board meeting), November 8 (Board meeting), and December 13 (Annual and Organizational meetings). Meetings will begin at 5:30 p.m. Board members agreed to continue holding the meetings via Zoom.

**Bank Signature Cards** – With one new Board member, bank signature cards need to be re-done. Management will notify Anchorage-based Board members when cards are ready for signature at the PMSI office.

**2021 Financial Review** – The Board requested Management engage Hutchings and Associates to conduct a 2021 financial review.

**Buildings J, K, and L Billing** – Management reported that a bill for \$3,493.75 for reimbursement for agreed-upon expenses from October 2020 through April 2021 was sent to the owner of Buildings J, K, and L.

**Head Bolt Heaters** – Pamela Bergmann requested that Management send a reminder to residents that vehicles can only be plugged in for a maximum of two hours. Currently there is a resident who has had a truck plugged in for over 24 hours.

**Old Business:**

**Previous Meeting Summary Minutes** – Jennifer Young moved to approve the November 16, 2021, Board meeting summary minutes. Amy Topmiller seconded the motion, which was approved by unanimous consent.

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

**Financial Reports** – It was explained that Board members receive financial reports from Management monthly for Board review. It was noted that Buildings B and C have had higher water usage than normal. Management will send notices to those owners. The November 2021 financial report was previously provided to Board members for review. Bruce Robinson moved to accept the November 2021 financial report. JoDawn Blas seconded the motion, which was approved by the majority.

**Delinquency Report** – Management again noted that dues for Unit E-201 will continue to be paid by mortgagee, and that the lender typically pays every six months.

**Reserve Analysis** – This agenda item will be tabled until 2023.

**Property Management Services Contract** – Management provided to the Board, an “Association Full Management Agreement” for property management services for the Association for Calendar Years 2022 through 2024. The cost for the new contract will remain at \$720 per month. Jennifer Young moved to approve the contract. JoDawn Blas seconded the motion, which was approved by unanimous consent. The Board extended its appreciation to Management for their work over the past year.

**Tenant/Occupant and Owner Registrations** – Management is continuing to work with unit owners who have not updated their owner information, including new tenant registrations. Fines will be assessed as appropriate. Amy Topmiller suggested developing a QR code in a Google form, which could make completing registrations easier. The Board agreed; Amy Topmiller volunteered to work with Management on developing this option.

**Electric Vehicle Charging Stations** – The draft Electric Vehicle Charging Station policy was discussed at the Annual Meeting. As agreed at that meeting, Bruce Robinson moved to approve the Electric Vehicle Charging Station Policy with the addition of a requirement for any Applicant to notify—by posting a notice on the garage door of the buildings within the same transformer

service area—the Applicant’s intent to submit an application for the installation of a charging station. Amy Topmiller seconded the motion, which was approved by unanimous consent. Following finalizing of the policy, it will be uploaded to the Association’s website.

**Building Paint** – As was stated during the November 16, 2021, Board meeting, 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.

**Rain Gutters** – Management will begin seeking bids in late winter to place gutters and downspouts on portions of Association roofs that need them, with the goal of work being completed as soon as possible in the spring/early summer of 2022.

**Walkways and Stairs** – Management will begin seeking bids in late winter to replace selected walkways and stairs, with the goal of work being completed as soon as possible in the spring/early summer of 2022.

**Fire Hydrant Protection** – Management will begin seeking bids in late winter to purchase and install one or more bollards around the new fire hydrant to protect it from potential vehicle strikes. Prior to the request for bids going out, Pamela Bergmann will check with Anchorage Water and Wastewater Utility and Municipality of Anchorage Fire Inspectors to confirm that bollards may be installed without hindering access to the hydrant.

**Chimney Inspection/Cleaning** – Management reported that all but two of the chimneys that were found to be dirty during the April 15, 2021 chimney inspection, have been cleaned. 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** – Management will contact ABM in the late winter regarding revising their bid to install screening in selected eaves areas of Buildings C and E.

**Maintenance Items** – Management reported that Frontier Equipment will be servicing the Fitness Room equipment the week of December 12, 2021. New dryer vent screen covers have been ordered via ACE Hardware to replace missing or broken covers. Once they are in hand, Management will contact ABM to regarding revising their bid to replace missing or broken covers.

**Winter Grounds Maintenance** – It was discussed that any vehicles that do not move so snow builds up around the vehicle area need to be reported to Management so the owner(s) may be notified and action taken as appropriate.

**Next Meeting:** The next meeting is scheduled at 5:30 p.m. on March 8, 2022. 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 7:36 p.m. Bruce Robinson seconded the motion, which was approved by unanimous consent.