

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

Meeting Called to Order: Woodlake Condominium Association (Association) Board of Directors (Board) President Pamela Bergmann called the meeting to order at 6:18 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 members Terri Patton, Janice Ford, and Glenn Stryjewski; and Property Management Services Inc. (PMSI) representative Crystal McDonald.

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; Cindy Spica to serve as Treasurer, and Amy Topmiller to serve as Member at Large. Amy Topmiller seconded the motion, which was approved by unanimous consent.

Approval of Agenda: Amy Topmiller moved to approve the agenda with the addition of "Rodents" under "Old Business." Bruce Robinson seconded the motion, which was approved by unanimous consent.

Association Member Comments: Janice Ford inquired about the status of parking violations. It was reported that parking violations, which continue to be monitored, have been fairly infrequent. The issue of residents and guests from Buildings J, K, and L parking in Association guest parking is still occurring.

New Business:

2020 Meeting Dates – The 2020 meeting dates were established as follow: March 2, 2021 (Board meeting); May 11, 2021 (building/grounds inspection); June 23 (Board meeting); November 16 (Board meeting); and December 14 (Annual and Organizational meetings). Meetings, which will be held via Zoom or in the Association's Fitness Room, will begin at 5:30 p.m.

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

Electric Car Plug-ins – The Board discussed how to ensure residents or guests with electric cars do not use electricity paid by all Association members. It was discussed that one option might be for residents who own electric cars to make arrangements for independent power from their unit, which would require a design review application. It was agreed that more research is needed on an appropriate way for this topic to be addressed. The Board will continue

discussing potential ideas at future Board meetings with Bruce Robinson and Jennifer Young volunteering to do additional research on this topic.

Reserve Analysis – The Board discussed conducting an analysis of the Association’s reserves as recommended in the 2018 Financial Review. Management reported there are two options for confirming values; namely, asking vendors used by PMSI to estimate costs or hiring a Washington State-based company to fly to Alaska to conduct an onsite reserve study. The Board noted that in 2021 (as was the case in 2020), higher labor and materials costs and material shortages may continue due to the COVID-19 pandemic. Option one described above may be done at no cost to the Association; the second option would cost an estimated \$1,500. The Board agreed to use utilize the existing vendor option following an examination of the reserve account to ensure all appropriate items are included.

Rain Gutters – The Board discussed placing rain gutters on portions of the Association roofs where no gutters currently exist. During work on the block retaining wall, it was noted by the contactor that the issue with the retaining wall appeared to be caused by rain draining from the roof directly onto that portion of the retaining wall. Which roofs need gutters will be reviewed during the May 11 Board building/grounds inspection.

Walkways and Stairs – The Board discussed having walkway and stair fasteners examined this spring to ensure they have not rusted through. The Board also discussed replacing the Association’s wooden walkways and stairs with a composite material called “Trex.” This idea was tabled due to issues related to cost, moss growth, and slip hazards.

Building Paint – The Board discussed painting Association buildings during the upcoming summer. Painting considerations include whether it would require the Northrim Bank Certificate of Deposit to be cashed early (resulting in a penalty and loss of a more favorable interest rate) and checking (during the May 11 building/grounds inspection) to determine if any buildings have compromised wood. The potential to change the building color was also discussed. Considerations include the need to seek approval from the Building J, K, and L owner, the potential for a darker color to fade, and the extra cost for a primer coat.

2020 Financial Review – As noted at the November 16, 2020, Board meeting, the 2018 Financial Review was completed by Hutchings and Associates in November 2020. While the review recommended verifying reserve balances, there were no “findings” with regards to how Management is maintaining the financial records of the Association. The Board requested Management to engage Hutchings and Associates to conduct a 2020 financial review, skipping Calendar Year 2019. Pamela Bergmann reported that the Certified Public Account who completed the 2018 Financial Review believes a Financial Review (rather than an audit) is

appropriate for the Association because the Board closely monitors the Association's financial reports, contracts and other work, and approves and signs all checks.

Chimney Inspection/Cleaning – The Board discussed ensuring chimneys are inspected and cleaned as necessary during the upcoming summer.

Landscaping – The Board discussed how to ensure upkeep of 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. Last summer, two Association members voluntarily took care of those areas. The Board discussed potentially requesting that Greenscape re-establish grass in those areas this coming summer.

Old Business:

Previous Meeting Summary Minutes – Bruce Robinson moved to approve the November 17, 2020, Board meeting summary minutes. Cindy Spica seconded the motion, which was approved by unanimous consent.

Financial Reports – It was explained to new Board members that the Board members receive financial reports from Management monthly for Board review. The November 2020 financial report showed higher than usual sewer costs in Building H. Management will research this issue and notify building owners, as appropriate. Jennifer Young moved to accept the November 2020 financial report. Bruce Robinson seconded the motion, which was approved by the majority; Cindy Spica and Amy Topmiller abstained.

Delinquency Report – Management reported that there are currently no significant delinquencies and also explained the delinquency process to new Board members.

Check Approval – There were no checks to review.

Tenant/Occupant and Owner Registrations – Management sent to all unit owners, a request for updated Tenant/Occupant and Owner registrations.

Maintenance items – Management is working on a replacement of a concrete step in the Building F stairwell.

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.

Rodents – The crawlspace in Building B is being monitored for rodents. To date, one Meadow Jumping mouse was trapped. The Board discussed placing rodent “sticky tape” in the crawlspaces of the remaining buildings. Because this would require frequent monitoring and rodent infestations in crawl spaces have not been an issue in the past, the Board is relying on residents to take care in their respective garage, including in their respective storage unit, that food, tissue, or other items attractive to rodents are stored in the in plastic or metal containers with tightly-fitted lids. Any evidence of rodents should be reported immediately to Management.

Next Meeting: The next meeting is scheduled at 5:30 p.m. on March 2. 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, Bruce Robinson moved to adjourn the meeting at 7:38 p.m. Cindy Spica seconded the motion, which was approved by unanimous consent.