

**WOODLAKE CONDOMINIUM ASSOCIATION
BOARD MEETING
SUMMARY MINUTES
March 8, 2022**

Meeting Called to Order: Woodlake Condominium Association (Association) Board of Directors (Board) President Pamela Bergmann called the meeting to order at 5:35 pm. The meeting was held via Zoom.

Participants (via Zoom): Board Members Pamela Bergmann, Bruce Robinson, Jennifer Young, Amy Topmiller, and JoDawn Blas; Homeowner Mike Miles (A-201), Teri Patton (A-101), Rory Ober (B-101); and Property Management Services Inc. (PMSI) representative Crystal McDonald.

Approval of Agenda: Jennifer Young moved to approve the agenda with the addition of "Earthquake Insurance," "Design Review Form," and "Dryer Vents" under "New Business." Bruce Robinson seconded the motion, which was approved by unanimous consent.

Association Member Comments: There were no homeowner comments.

New Business:

Summer Grounds Contract – The Association's contract with Greenscape for summer grounds maintenance ended October 15, 2021. The Board discussed continuing the summer grounds contract with Greenscape. After discussion it was agreed to pursue renewal with Greenscape for the April 15 through October 15, 2022 summer season. If there is a significant price increase, the Board can revisit this decision.

Certificates of Deposit (CDs) – The Association's two, one-year CDs, which are held by Western Alliance Bank (Alliance), will mature on March 16, 2022. One CD will have a balance of \$235,531.71 at maturity; the second CD will have a balance of \$10,060.16. Currently, Northrim Bank is offering an 18-month jump-up CD at 0.45 percent interest, which allows two potential interest rates increases during the 18-month term. Alliance is offering 0.6 percent for 1-year. Bruce Robinson moved to put \$35,000 of the funds into the Association's money market account, with the balance to be used to purchase a 1-year CD with Alliance at 0.6 percent interest. Jennifer Young seconded the motion, which was approved by unanimous consent.

Janitorial Contract/Fitness Room – An updated cleaning contract with JP Facilities Management was prepared and signed for Fitness Room cleaning every two months at a cost of \$60 per cleaning. Pamela Bergmann will meet with the JP Facilities Management representative onsite to review contract specifications, and will also prepare a draft survey to be sent to Association members regarding use of the Fitness Room, including its equipment and sauna.

Repair/Upgrade Responsibilities – The Board continued its discussion of 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. The Board discussed a recent design review application submitted for an owner for upgrading insulation in one of the crawl spaces. A decision regarding this request was tabled until the June 21, 2022, Board meeting.

Earthquake Insurance – The Board unanimously approved, via email, on January 16, 2022, renewal of the Associations’ earthquake insurance policy for the period January 31, 2022 through January 30, 2023. This policy includes, as was the case in 2021, a 10 percent deductible per building. The increase in the renewal cost of \$2,430 for a total of \$31,900 was due in part to an increase in the total replacement value of Association buildings (which was determined via our State Farm Insurance policy) from \$9,591,300 to \$10,042,200.

Design Review Form – The Board reviewed a draft Design Review Form, which is used by Association members when requesting changes to their respective unit that may alter the exterior of the building in addition to limited and common areas. This includes, for example, replacing windows and adding screen doors. As agreed upon by the Board, Pamela Bergmann will add information specifically related to window replacement on the form, prior to the form being posted on the Association’s website.

Dryer Vents – Management will schedule cleaning of all dryer vents for early this summer.

Old Business:

Previous Meeting Summary Minutes – Amy Topmiller moved to approve the December 14, 2021, Organizational meeting summary minutes. Bruce Robinson seconded the motion, which was approved by unanimous consent.

Check Approval – There were no checks to review. Board members briefly discussed the procedure for approving checks outside of Board meetings.

Financial Reports – Management previously provided the December 2021 and January 2022 financial reports to the Board. It was noted that in January 2022, water and sewer costs were high in Buildings A, B, and C. PMSI sent notices to the owners of the units in each of those buildings. Jennifer Young moved to accept the December 2021 and January 2022 financial reports. Amy Topmiller seconded the motion, which was approved by unanimous consent.

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.

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, has been paid.

Property Management Services Contract – The “Association Full Management Agreement” for property management services for the Association by PMSI for Calendar Years 2022 through 2024 was signed. Management will provide a copy to the Board.

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. Management will contact Amy Topmiller regarding developing a QR code in a Google form, which could make completing registrations easier.

Electric Vehicle Charging Stations – The draft Electric Vehicle (EV) Charging Station policy was approved by the Board at the December 14, 2021, Organizational Meeting. Subsequent to the meeting, the Board unanimously approved the following text to be added to Attachment 1 of the EV charging station policy: “Proof of posting on the door leading into the garage of each Association building (Buildings A through I), a notice that the owner is submitting an Application to the Association's property management company to install a new EV charging station, including new wiring from the unit owner's outside meter.” The policy was then finalized and posted on the Association’s website.

Building Paint –DLM will complete painting of Association unit doors, one window frame, and miscellaneous touch-up work 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 has begun seeking bids 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 has begun 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 – After Pamela Bergmann checked with Anchorage Water and Wastewater Utility, Anchorage Fire Inspections, and the Municipality of Anchorage representatives regarding bollard specifications, Management began seeking bids to install three or four bollards around the new fire hydrant to protect it from potential vehicle strikes. Pamela Bergmann also reached out to GMC Contracting, the company installing the fire hydrant; however, they declined to bid. A bid was also sent to Arctic Green, but no response was received. The Board agreed that three bollards are needed; one each on the southeast (#1), northeast(#2), and southwest (#3) side of the fire hydrant. One bid received thus far from Bruce Roberts Company. Jennifer Young moved to proceed with Bruce Roberts bid of \$670 each for bollards in #1, #2, and #3 position (as shown on the bid documents). Bruce Robinson seconded the motion, which was approved by unanimous consent. Amy Topmiller requested that the bushes on the opposite side of the fire hydrant in the dog relief area be removed to provide more space in the dog relief area. It was noted that the owners of units in Building C need to be consulted prior to taking any action regarding the bushes.

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 mid-to-late April regarding revising their bid to install screening in selected eaves areas of Buildings C and E.

Maintenance Items – Once new dryer vent screen covers, which have been ordered via ACE Hardware to replace missing or broken covers, are in hand, Management will contact ABM to regarding revising their bid to replace missing or broken covers.

Winter Grounds Maintenance – The Board discussed the status of winter grounds maintenance including sanding. Bruce Robinson moved to have Northern Greens be responsible for monitoring sanding of the Association's asphalt surfaces and applying sand, as appropriate. Amy Topmiller seconded the motion, which was approved by unanimous consent.

Next Meeting: The annual buildings/grounds inspection is scheduled for May 17, 2022. Board members and a Management representative will meet at 5:30 pm between Buildings B and F. The next Board meeting is scheduled at 5:30 pm on June 21, 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 7:28 pm, Bruce Robinson seconded the motion, which was approved by unanimous consent.