

WOODLAKE CONDOMINIUM ASSOCIATION
BOARD MEETING
SUMMARY MINUTES
June 21, 2022

Meeting Called to Order: Woodlake Condominium Association (Association) Board of Directors (Board) President Pamela Bergmann called the meeting to order at 5:31 pm. 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.

Approval of Agenda: Jennifer Young moved to approve the agenda with the addition of "Window Cleaning," "Crack Sealing," "Tree Limbs," and "Building I Parking Railing" under "New Business." Bruce Robinson seconded the motion, which was approved by unanimous consent.

Association Member Comments: There were no Association members in attendance.

New Business:

Crawl Spaces – The Board approved unanimously via email, a proposal by EHS Alaska, Inc. (EHS) for \$1,580 to conduct an inspection of all crawl spaces to determine whether there were any issues related to mold. The inspection, which was completed on May 6, 2022, found a number of issues to be addressed, including, but not limited to, rodent activity in the crawl spaces of Buildings C and D, and limited "common" mold and standing water or moisture in a number of crawl spaces, and sump pump issues in Building D. A copy of the report is on file with Management. The Board subsequently approved unanimously via email \$3,765 for EHS to provide management services associated with the findings of the May 6th limited mold inspection. The Board unanimously approved via email, \$490 for American Pest Management to place traps in the crawlspaces of Buildings C and D to eliminate the rodents. The Board discussed a bid totaling \$13,050 by Action Environmental to conduct mold abatement work in all building crawl spaces. Bruce Robinson moved to accept the bid with the caveats that the work: (1) includes removal and disposal of vapor barrier on the outside wall of each crawlspace, (2) all insulation remains in place after the vapor barrier is removed, and (3) the "loose" insulation in the Building D crawlspace is not removed. Amy Topmiller seconded the motion, which was approved by unanimous consent. The Board reviewed the following three proposals: \$21,791.60 from Discount Mechanical Plumbing and Heating for installing mechanical ventilation and insulating all water pipes in all the crawl spaces, and fixing crawl space leaks in Buildings B and F (which will be billed back to the appropriate owners); \$9,280 from Extreme Discount Mechanical for installing mechanical ventilation, installing a new sump pump in the Building D crawlspace, and fixing crawlspace leaks in Buildings B, F, and H. This bid did not include the cost of a contractor to run power to the fans or sealing the crawlspace vents, insulating all water pipes, or moving the Building D sump pump to a different location. The Board also reviewed a bid for \$6,296 from Alaska Industrial Insulation & Fireproofing, Inc. for insulating all crawlspace water pipes. The Board tabled action on the installation of mechanical ventilation pending the receipt of additional information related to other types of fans, estimated annual costs associated with the fans, and decibel levels of the fan when running. Bruce Robinson moved to approved \$12,511.60 for Discount Mechanical to perform all work, except the installation of mechanical ventilation. Amy Topmiller seconded the motion, which was approved by unanimous consent. It was noted that a contractor looking to install below-grade gutters, believes foundation damp proofing is

beginning to fail. Dealing with this was tabled for further examination in the spring of 2023. In the meantime, EHS is seeking bids for above-ground gutter options.

Fire Hydrant – The ground underneath the paving in two areas adjacent to the curbs on the east and south side of the new fire hydrant settled over the spring. GMC Contracting, who installed the fire hydrant, filled and patched the area at no cost to the Association.

Building/Grounds Inspection – Pamela Bergmann, Jennifer Young, and Amy Topmiller conducted a building and grounds inspection along with PMSI representative Anthony Picasso on May 17th. Selected items that are still outstanding include: cutting off a key box in front of Building A and monitoring a crack in the siding on the south side of Building B. It was agreed to put both items on the summer 2023 maintenance list.

Board Communication – The Board discussed communication with and among Board members. No changes were agreed upon. JoDawn Blas left the meeting during the discussion.

2023 Budget – It was noted that in 2022, the Association has incurred (and will be incurring) costs that are not budgeted in the Association's reserves or operating expenses. This includes, for example, adding additional rain gutters and down spouts and crawl space-related work. Depending on the cost and timing of the work, costs will be initially paid with existing cash on hand. If necessary, a \$30,000 Certificate of Deposit purchased in April 2022 could be cashed. The Board also discussed how to address these costs when developing the budget for 2023. Options include drawing down cash reserves, increasing dues, doing a special assessment, or some combination thereof. The Board decided to hold a special work meeting in late October or early November, at a date to be determined, to discuss these options as well as looking at reserve line items.

Window Washing - Management provided information to unit owners on the opportunity to have their outside and/or inside windows and screens washed by A.K. Window Cleaners with unit owners paying individually. Unit owners requesting the service had their windows cleaned on May 27th.

Crack Sealing – Management previously provided the Board with two bids for crack sealing; namely, one for \$3,655 by Straightline and one for \$5,500 from Popeye's Service. The Board unanimously approved via email, \$3,665 for Straightline to crack seal the Association's asphalt.

Tree Limbs – The owner of Buildings J, K, and L contacted Management regarding the Mayday tree at the end of the J, K, and L street between their Association and our Association. There are two limbs (one of which appears to have cracked) that are intruding into their parking area. Robert Taylor removed the limbs.

Building I Parking Railing – The Board asked Management to contact the owner of Buildings J, K, and L to request that the railing to the west of the Building I parking spaces, which has one end on the ground, be fixed.

Dogs – The Board asked Management to send a note to all dog owners reminding them of (1) House Rule #20, “Pets shall only be allowed on project stairs, walkways, asphalt, and in the dog relief area (see attached map for relief area location). Pets shall not be allowed anywhere else on the project, including lawns and landscaped areas.”; and (2) House Rule #23, “All pet owners shall use “pooper scoopers” when allowing pets to “relieve” themselves in the pet relief area. Owners shall not under any circumstances, use any other project area (e.g., lawn, walkways, asphalt, trees) for relieving their pets. All pet feces in the pet relief area shall be immediately bagged and disposed in the unit’s trash roll cart.” It was noted that the grass between Buildings F and G and along the driveway to the dog relief area has numerous dead spots of dead grass due to dogs urinating on the grass.

Old Business:

Previous Meeting Summary Minutes – Jennifer Young moved to approve the March 9, 2022, 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 – Management previously provided the February through March 2022 financial reports to the Board. It was noted that in the March 2022, water and sewer costs were high in Buildings B, D, and F. PMSI sent notices to the owners of the units in each of those buildings. Bruce moved to accept the February through March 2022 financial reports. Amy Topmiller seconded the motion, which was approved by unanimous consent.

Delinquency Report – There are no delinquencies at this time.

Bank Signature Cards – Bank signature cards for Western Alliance Bank were completed and submitted to the bank. Updating Northrim Bank signatures cards was tabled.

Certificates of Deposit (CDs) – The Association’s two, one-year CDs, which are held by Western Alliance Bank matured on March 16, 2022 with a balance of \$235,531.71 and \$10,060.16, respectively. At the March 9, 2022, Board meeting, it was decided 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. Following the meeting, Management reported that Western Alliance Bank was no longer offering a 1-year CD at 0.6 percent interest. The Board then approved unanimously via email the purchase of two 18-month jump-up CDs with 0.45 percent interest for \$180,591.93 and \$30,000 with Northrim Bank. The purchases were subsequently completed.

2021 Financial Review – The Association has engaged Hutchings and Associates to conduct a 2021 financial review. The review is currently in process.

Buildings J, K, and L Billing – Management will prepare and submit a bill to the owner of Buildings J, K, and L, for reimbursement for agreed-upon expenses from October 2021 through April 2022.

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

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. The Board began discussed a QR code in a Google form, developed by Amy Topmiller that could facilitate unit owners completing and updating registrations. Amy Topmiller will provide the Board with another link to the form along with a date for Board members to provide their comments.

Design Review Form – Pamela Bergmann provided Board members with a draft Woodlake Design Review Submittal Form for review. After incorporating comments, the form was completed and posted on the Association’s website.

Building Paint – DLM completed painting Association unit doors, one window frame, and miscellaneous touch-up work in May. The Board discussed a proposed for \$675 for DLM to touch-up paint where rain gutters were removed and repaint the bottoms of selected down spouts on Buildings A and B to match the building color. Jennifer Young moved to approve the bid. Bruce Robinson seconded the motion, which was approved by unanimous consent.

Rain Gutters – The Board reviewed proposals by Spit Shine and Rainaway Gutters for the addition of selected gutters and downspouts for the purpose of keeping water away from building foundations as well as gutter cleaning. The Board approved by unanimous consent via email, \$16,485 for Rainaway Gutters to clean and repair all existing gutters and install new gutters and downspouts in selected areas. The work was completed in May 2022. The Board will evaluate the need for additional gutters to be placed on the balcony side of Buildings A and B in 2023.

Walkways and Stairs – The Board approved by unanimous consent via email, \$5,845 for Alaska Hammer and Home to replace selected walkways and stairs associated with Buildings B, D, E, F, G, H, and I. The work is scheduled to occur in July.

Fire Hydrant Protection – Three bollards were installed around the fire hydrant by Bruce Roberts Company to protect it from potential vehicle strikes. Bill Childs from Anchorage Water and Wastewater (AWWU) inspected the bollards to confirm that the bollards meet AWWU's specifications, which is the case. Amy Topmiller, who had 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, reported she had thus far spoken with three of the four owners. Assuming that the fourth owner does not object, she will request that Robert Taylor remove the bushes.

Chimney Inspection/Cleaning – Management reported that all but one 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. The Board requested that the Association’s attorney send a letter to the owner putting them on notice of the risk of fire and the owner’s associated liability.

Bird Nests – Management contacted ABM regarding the installation of hardware cloth under the eaves on the east side of Building A. If not yet completed, the installation will be postponed until the fall.

Dryer Vents – Management will contact JK Power Vac to schedule cleaning of all dryer vents this summer. If new dryer vent screens are received in time, JK Power Vac will be asked to replace missing screens.

Summer Grounds Contract – The Board approved by unanimous consent via email, a three-year contract beginning in 2022 with Greenscape. The contract includes a 10 percent increase in the monthly base price from \$1,475 to \$1,622. This was the first increase in the base price since 2018.

Janitorial Contract/Fitness Room – Pamela Bergmann met with the JP Facilities Management representative onsite to review contract specifications. Rather than send out a survey to Association members regarding Fitness Room use, the Board agreed to have two shoe trays placed in the Fitness Room along with an accompanying chair(s) and a request for Fitness Room users to remove their street shoes prior to using Fitness Room equipment and the 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 reimbursement of an owner for upgrading insulation in one of the crawl spaces. No motion was made following the discussion.

Earthquake Insurance – The Associations' earthquake insurance policy for the period January 31, 2022, through January 30, 2023, was provided to the Board and posted on the Association's website.

Maintenance Items – The new dryer vent screen covers, which have been ordered via ACE Hardware to replace missing or broken covers, have not yet arrived. Management will arrange contact (1) Frontier Equipment Repair to check and service (as necessary) Fitness Room equipment and Makota Mechanical to check the Fitness Room furnace. Management will request that Makota Mechanical place a service tag on the furnace indicating when the furnace was checked.

Winter Grounds Maintenance – Northern Greens was notified that they are responsible for monitoring sanding of the Association's asphalt surfaces and applying sand, as appropriate.

Next Meeting: The next Board meeting is scheduled for is scheduled at 5:30 p.m. on November 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, Bruce Robinson moved to adjourn the meeting at 7:33 pm. - Jennifer Young seconded the motion, which was approved by unanimous consent.