

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

Meeting Called to Order: Woodlake Condominium Association (Association) President Pamela Bergmann called the meeting to order at 5:35 p.m. The meeting was held via Zoom due to the COVID-19 pandemic.

Present: Association members Jennifer Young (H-201), Bruce Robinson (I-201), Pamela Bergmann (F-201), Amy Topmiller (D-101), Michael Perry (C-202), Cindy Spica (G-102), Farrah Greene-Palmer (B-102), JoDawn Blas (C-102), Mary Beth Farkas (H-202); and Property Management Services, Inc. (PMSI) representative Crystal McDonald.

Determination of Quorum: With 9 owners present and 10 represented by proxy, Management declared a quorum pursuant to the Association's Bylaws, which requires a minimum of 51 percent (based on unit owners' percentage of ownership) of the 36 units. A record of the Association members present and proxy statements are available for review at the PMSI office.

Proof of Notice: Management stated that notice of the meeting was sent by U.S. mail to all owners as of November 24, 2021. Receipt of proxies confirms receipt of notice.

Approval of Agenda: Jennifer Young moved to approve the agenda. Mary Beth Farkas seconded the motion, which was approved by unanimous consent.

Action on Previous Annual Meeting Summary Minutes: Bruce Robinson moved to approve the December 16, 2020, annual meeting summary minutes. Amy Topmiller seconded the motion, which was approved by unanimous consent.

President's Report: The President's Report for Calendar Year 2021 was mailed to Association members in the annual meeting packet. Those in attendance were asked if they had any questions. Pamela Bergmann recognized and thanked, on behalf of the Board, Crystal McDonald and PMSI staff for their assistance during this past year. She also recognized and thanked Board members Jennifer Young, Bruce Robinson, Amy Topmiller, and Cindy Spica for their assistance and willingness to volunteer their time to serve on the Board. Bruce Robinson moved to approve the 2021 President's Report. Jennifer Young seconded the motion, which was approved by unanimous consent.

Treasurer's Report: Management reported on "out of ordinary expenses" in 2021, which included painting all of the Association buildings and replacement of the Association's fire hydrant. In summary, the Association remains in a financially-healthy state.

Ratification of 2022 Budget: The proposed calendar year 2022 budget, which was included in the package sent to Association members, was discussed. There were no significant changes in line items from the 2021 budget. Mary Beth Farkas moved to adopt the 2022 budget, which

includes no increase in dues for 2022. Bruce Robinson seconded the motion, which was approved by unanimous consent.

Election of Board Members: Three Board members, Pamela Bergmann, Jennifer Young, and Bruce Robinson, each have one more year remaining in their respective two-year terms. Amy Topmiller's one-year term ends at the end of December 2021. In addition, there is currently one vacancy on the Board, which is a one-year term. The floor was open for nominations with Amy Topmiller and JoDawn Blas volunteering. Farrah Greene-Palmer moved to nominate and elect Amy Topmiller and JoDawn Blas each for a one-year term on the Board. Mary Beth Farkas seconded the motion, which was approved by unanimous consent.

Electric Vehicle Charging Station Policy: Pamela Bergman provided a summary overview of a draft Electric Vehicle Charging Station Policy, which was provided to Association members by email on November 28, 2021, for a two-week review. As stated in the email to Association members, "The policy was developed by the Board of Directors following discussions with representatives of Chugach Electric Association, Municipality of Anchorage, and State Farm Insurance as well as during site visits by Alaska Solar and Solid Ground Electric. The policy has also been reviewed by an Association attorney." Comments on the policy were received from two Association members. Those comments were discussed. Action on the draft policy will be taken by the Board during the Organizational meeting, which follows this Board meeting. It was agreed to add to the policy, 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 in the event another owner would also like to make an application and could potentially use the same electrical contractor; thereby, potentially resulting in cost savings.

Member Remarks: Farrah Green-Palmer inquired about the status of the purchase of the lake adjacent to the east side of Association property. Jennifer Young explained that it is a private group, which is not funded by the Woodlake Board, that has been attempting to raise funds to purchase the lake, which was put up for sale last summer. This was not a Board action and there is no plan at this time for the Association to participate. Cindy Spica inquired about a time frame when the painters will be coming back to complete necessary touch-ups. It was noted by Pamela Bergmann that funds have been retained pending completion of this work, which will be finished as soon as weather permits in the spring. Jennifer Young mentioned issues with vehicles not moving after it snows, to allow the winter snowplow contractor to plow Association parking areas. She also noted that residents are responsible for cleaning out snow next to the curbing in their own parking places. It was noted that House Rule #45 states that "Vehicles shall be moved to allow the Association's winter contractor to remove snow from outside parking areas." Residents were asked to notify management of any vehicles that are not being moved in a timely manner as required by the House Rule, so the owner(s) may be contacted by Management. Farrah Greene-Palmer commented on an aggressive dog from the J, K, and L Buildings that is trespassing unleashed (which is a violation of Municipality of Anchorage Title 17) on Association property and has threatening her dog. Amy Topmiller stated

that she has also witnessed—when the J, K, L resident walks to her truck that is parked on J, K, L property behind Building D—the dog coming onto Association property off leash and aggressively approaching dogs belonging to Woodlake residents in the Woodlake dog relief area. Management requested that Woodlake residents provide to Management as much identifying information as possible, regarding these violations, including photos, if possible, so Management may, in turn, notify the owner of the J, K, and L Buildings.

There being no further business to discuss, Amy Topmiller moved to adjourn the meeting at 6:32 p.m. The motion was seconded by Farrah Greene-Palmer and approved by unanimous consent.

**Woodlake Condominium Association
President's Report: Calendar Year 2022**

Activities included:

Meetings

- * Board meetings were held on March 9, June 22, and November 8.
- * A Special Board meeting was held on August 30.
- * A Board work session was held on November 2.
- * The Annual meeting will be held on December 13.
- * The Organizational meeting will be held on December 13.

Administrative

- * Meeting and work session dates and notices, agendas, summary minutes, and the 2022 earthquake insurance policy were uploaded to the Association's web page (<https://www.pmsialaska.com/associations/woodlake/>).
- * Property Management Services Inc. (Management) provided to owners in monthly billings, reminders such as upcoming meeting dates.

Governance

- * Tenant/Occupant and Owner Registrations continued to be monitored to ensure registrations are updated as appropriate.
- * A Design Review Form specific to the Association was created and placed on the Association's website.
- * An Electric Vehicle (EV) Charging Station policy was completed and placed on the Association's website.

Financial

- * The bank signature card was updated.
- * Monthly financial reports were reviewed.
- * Monthly utility bills were examined. Follow-up was conducted by Management for units with high utility costs.
- * Association member delinquent accounts were reviewed and appropriate actions were taken.
- * Monies due to the Association from October 2021 through April 2022 for their share of costs associated with maintaining and replacing shared street access were calculated and billed.
- * The 2021 tax returns were filed by Hutchings and Associates.
- * A 2021 Financial Review was completed by Hutchings and Associates.
- * The process for requesting a 2022 Financial Review was begun.
- * Two new certificates of deposit (CDs) were purchased after existing CDs matured.
- * An updated Cash Reserve Analysis was prepared and approved.
- * The 2023 budget was prepared and adopted by the Board for ratification by Association members.

Contracts

- * A three-year contract was signed with Management for property management services.
- * A three-year contract was signed with Farmakis Snow Removal and Landscaping for winter maintenance services.
- * A three-year contract was signed with Greenscape for summer grounds keeping services.
- * A one-year contract was signed with JP Facilities Management for Fitness Room cleaning.

Woodlake Condominium Association
President's Report: Calendar Year 2022, Cont.

Repairs/Maintenance/Upkeep

- * The annual building and grounds inspection was completed on May 17.
- * Association unit doors, one window frame, and other painting touch-ups were completed.
- * Dryer vents were cleaned.
- * Missing and broken dryer vent screens were replaced on ground-level vents.
- * Loose boards on walkways and stairs were refastened.
- * Selected walkways and stairs were replaced.
- * Issues with overhead garage doors were addressed.
- * The opportunity for unit owners to have their windows washed (at owner expense) was coordinated.
- * Broken (or burned out) lights and light fixtures were repaired/replaced.
- * Snowplowing and sanding were monitored; residents applied ice melt to stairs and walkways as needed.
- * Summer ground maintenance was monitored.
- * A request for trimming of an Association tree over the parking area for Buildings J, K, and L was completed.
- * Fire extinguishers in the garages and Fitness Room were inspected.
- * The Fitness Room was cleaned monthly.
- * Shoe trays were placed near both Fitness Room doors along with a sign requesting that users remove their street shoes when using the Fitness Room.
- * The Building B crawlspace was monitored for rodents.
- * Leaking pipes in the crawl spaces of Buildings B, D, F, and I were repaired.
- * Association asphalt was crack sealed.
- * The Building I west parking railing was replaced.
- * Gutter and downspouts were added to selected areas of building roofs.
- * Existing gutters were cleaned and repaired, as appropriate.
- * Gutter extensions were added to existing downspouts.
- * A new sump pump was installed in the Building D crawlspace.
- * Mold remediation in the Building D and G crawlspaces was completed.
- * Crawlspace spaces were brought up to existing Municipality of Anchorage code with the removal of vapor barrier on outside walls, placement of new vapor barrier on floors, and installation of ventilation fans.
- * Three bollards were installed around the Association's fire hydrant.
- * Hardware cloth was installed where swifts were found to be nesting or attempting to nest on Building A.

Miscellaneous

- * The Association's earthquake insurance was renewed for one year; the deductible was kept at 10 percent.
- * Association members' compliance with regulatory documents, including those regarding garages, parking, dogs, and noise was monitored and enforced as appropriate.