

**Woodlake Condominium Association  
Board Meeting: Summary Minutes  
March 7, 2023**

**Meeting Called to Order:** Woodlake Condominium Association Board of Directors President Amy Topmiller called the meeting to order at 5:30 pm.

**Participants (via zoom):** Board members Amy Topmiller, Laura Roark, Terri Patton, Bruce Robinson, Cindy Spica; Homeowners Sarah Stelle (D201), Telisia Brown (G101), Jennifer Young (H201), Mary Beth Farkas (H202), Farrah Greene-Palmer (B201); PMSI Representative Crystal McDonald.

**Approval of Agenda:** Bruce Robinson moved to approve the agenda as amended (add ice damming under “New Business”). Laura Roark seconded the motion which was approved by unanimous consent.

**Association Member Comments:**

Jennifer Young received message from Enstar encouraging homeowners to check gas meters for snow accumulation; Jennifer checked Bldg H; someone from each building should check theirs. Board asked management to have snow plow company’s shovel crew clear the meters. (Bruce moves, Laura seconds, motion carries)

**New Business:**

**Earthquake Insurance Increase** - On Wednesday, January 18<sup>th</sup>, the board of directors received the earthquake renewal quote from PMSI. The earthquake insurance for 2023 had a premium of \$44,020 which was an increase of \$12,620 (5%) from 2022. The association 2023 budget for both earthquake and hazard insurance is \$47,000. With the insurance expiring on 1/31/2022, that did not leave the board much time to look elsewhere for other bids. Several insurance companies were contacted; however, none were able to provide us a lower quote. Due to this unexpected 5% increase we need to come up with an additional \$16,626.92 to cover the cost of insurance for the year. Bruce Robinson has volunteered to research insurance further to see if there are options at 2024 renewals.

**Sealing Foundation** – The Association will start obtaining bids for sealing of foundations 2023. Due to budget constraints, buildings will be prioritized.

**Laminate Flooring** – The Board has considered adding language to house rules regarding second story units adding underlayment if installing hard surface flooring to reduce the transfer of noise to units below. Inquiry if a design review application is required; it is not since it is inside a unit. This is a requirement for new installations only. Laura Roark moves to adopt the new language for the house rules, Cindy Spica seconds, motion carries. The revised house rules will have to be sent out to the owners for 30-day notice and written comment.

**Ice Damming** – Several units have had leaks due to ice damming on the roofs. Amy completed some research which indicates the cause is insufficient insulation in the units. Bruce comments worse ice damming is over bay windows; cannot get to this area via the attic to add insulation. Remove ceiling from area within the condo to re-insulate to decrease the chance of ice damming.

### **Old Business:**

**Previous Meeting Summary Notes** - The December 22, 2022 meeting summary notes were unanimously approved as presented by a motion from Bruce, seconded by Cindy.

**Check Approval** - There were no outstanding checks to approve. Board members approve checks via email.

**Financial Reports** - Board continues to monitor utility bills; last month's bills were back in line. The January 31, 2023 financial statement was distributed to the Board via email; February 28, 2023 is in the process of being distributed. There are no delinquency concerns at this time. There are two certificates of deposit maturing in 2023; the Board will explore options for better interest rates.

**2022 Financial Review** - Insurance, snow hauling due to record snowfall, insulation for crawl space, anticipated expenses for roof snow removal due to ice damming/water issues, will need to be accounted for within the current budget. Bruce commented the board thoroughly went thru the reserve line items and doesn't believe there are funds in this area (except possibly contingency or inflation proofing); there isn't any room in the operating budget, as these line items are based on historical expenses. The biggest overage is in the insurance line item, which is an operating expense; Bruce doesn't see an option other than adjusting the dues to address the overage (approx. \$57/unit/month). Laura commented the other overages (roof shoveling, snow hauling) would be offset by on-hand contingency funds. The Board will meet to work out the details (Terri moves, Bruce seconds, motion carries).

**Buildings J, K, and L billings** – The billing for 2022-23 will be in April.

**Tenant/Occupant and Owner Registration:** Happy to report the Google form for owner/tenant registration form has been transferred over to management and is now on the website. Discussion as to whether or not the old forms will be kept online; a comment was made some owners are not comfortable with Google Drives, so the old form should be left available for those owners.

**Crawl Spaces** - Last summer we had quite a bit of work done in the crawl spaces. Building A needs some additional attention as the seal on the foundation is compromised allowing water to seep in. Some insulation was removed due to water damage. The Board will try to put the priority list during the May walk about.

**Rain Gutters** – The rain gutters were cleaned and repaired summer 2022; next cycle is summer 2024.

**Walkways and Stairs** – Summer 2022 some rotten planks were replaced, some additional maint may be needed (checked during May walk about).

**Building Paint** - Nothing to report.

**Crack Sealing** - Crack sealing was completed in the summer of 2022. Board will continue to monitor. Homeowner commented she believes crack sealing needs to be done every year as sweeping removes some of the sealant. (Historically done every two years).

**Chimneys** - Inspection this spring (last inspected 2021).

**Dryer Vents** - Dryer vents will be scheduled to be cleaned this spring. Replacement vent covers will be installed at that time for second floor units without one.

**Fitness Room** – Management to provide the Board with an update on fitness room equipment maintenance.

**Maintenance Items** - The light post outside building F needs attention this spring; outlet not working. The light post between A and C building is completely out (the circuit breaker was checked). Light bulbs are being changed by members of the board at this time. Fire extinguishers were checked in December 2022.

**Winter Grounds Maintenance** – The Board recognizes there has been some learning curves this year with the new plow company, on top of this being a difficult winter. The Board spoke with some neighbors about moving their vehicles during snow plow times. A suggestion was made to post notices on doors reminding residents to move vehicles.

**Dogs** - Nothing new to report.

**Next Meetings** – The Walk About is May 23, 2023, 5:30 pm, on-site; Board meeting June 6 , 2023, 5:30 pm, via zoom; Board meeting Oct 3, 2023, via Zoom; Annual/Organization meeting Dec 5, 2023, 5:30 pm, via Zoom. Inquiry about some house rule concerns – Board is working on this.

**Adjournment** – There being no further business to discuss, the meeting was officially adjourned at 6:38 pm by a motion duly made (Cindy) and seconded (Bruce).

*Duly approved at the June 6, 2023 Board of Directors Meeting*