

**WOODLAKE CONDOMINIUM ASSOCIATION**  
**ORGANIZATIONAL MEETING MINUTES**  
**December 13, 2022**

***Meeting Called to Order:*** Woodlake Condominium Association (Association) Board member Bruce Robinson called the meeting to order at 6:37 p.m. The meeting was held via Zoom.

***Participants (via Zoom):*** Board Members Bruce Robinson, Jennifer Young, Amy Topmiller, Cindy Spica, Laura Roark; Property Management Services Inc. (PMSI) representative Crystal McDonald.

***Election of Officers:*** Laura moved for Amy Topmiller to serve as President, Bruce Robinson to serve as Vice-President, Jennifer Young to serve as Secretary; Laura Roark to serve as Treasurer, and Cindy Spica to serve as Member at Large. Cindy Spica seconded the motion, which was approved by unanimous consent. Jennifer Young suddenly resigned; Terri Patton re-joined the meeting to take Jennifer Young's resigned position.

***Approval of Agenda:*** Bruce Robinson moved to approve the agenda as amended (add Bldg A crawl space) under New Business. Cindy Spica seconded the motion, which was approved by unanimous consent.

**New Business:**

***2023 Meeting Dates*** – The 2023 meeting dates were established as follow: March 7 (Board meeting); May 23 (building/grounds inspection); June 6 (Board meeting); October 3 (Board meeting); and December 5 (Annual and Organizational meetings). Meetings, which will be held via Zoom, will begin at 5:30 p.m.

***Bank Signature Cards*** – With a couple of new Board members, 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.

***2022 Financial Review*** – The Board requested management engage Hutchings and Associates to conduct a 2022 financial review.

***Financing Certification*** – AHFC financing certification expires July 2025; HUD/FHA financing certification expires Feb 2023 (management will submit necessary documents for re-certification in early January).

***Fitness Room*** – Servicing of the fitness equipment has been scheduled.

***Bldg A Crawl Space*** – Three bids are currently being obtained for installing insulation against the crawl space foundation block.

**Buildings J, K, and L Billing** – Management will get back to the Board regarding the billing of Buildings J, K and L billing status.

**Old Business:**

**Previous Meeting Summary Minutes** – Bruce Robinson moved to approve the November 8, 2022, Board meeting minutes. Laura Roark seconded the motion, which was approved by unanimous consent.

**Check Approval** – There were no checks to review.

**Financial Reports** – Building I had high water usage reported on the latest invoice; the usage will continue to be monitored. The October 31, 2022 financial statement was previously provided to Board members for review. Bruce Robinson moved to accept the October 31, 2022 financial report. Cindy Spica seconded the motion, which was approved by the majority. The Board approved using the “Jump-up” option with the Northrim CDs to 1.10%; this is the final rate increase allowed. Currently there are two CDs at Northrim Bank, one for \$180,591.93 at 1.15%, maturing Oct 6, 2023, the other \$30,000 at 1.15% maturing Oct 6, 2023.

**Delinquency Report** – Management reports no delinquencies at this time.

**Chimney Inspections** – One chimney which was on the list of chimneys needing cleaning at the last inspection has not provided proof of cleaning. Unanimous agreement to have attorney sent letter to homeowner; this is a safety issue.

**House Rule Amendment** – There has been prior discussion at a Board meeting to amend the house rules to require second floor units to install soundproofing under hardwood/vinyl flooring. Amy Topmiller commented this would be hard to monitor since the Association does not require design review for interior work. Management will provide sample verbiage for the Board’s review and consideration.

**Tenant/Occupant and Owner Registrations** – Amy Topmiller will re-send the QR code to the Board, since there are new members, to try and finalize this process.

**Winter Grounds Maintenance** – There were some issues with the plowing of the area during the recent snow storms. Management will follow-up with the vendor. The vendor is not supposed to re-fill ice melt buckets unless authorized by management. A homeowner inquired about sanding of road – it has been done a couple of times this year; sanding is at the vendor’s discretion.

**Dogs** – Management was asked to send a reminder to all dog owners regarding where dogs may be walked, leash and clean-up requirements.

**Next Meeting** - The next meeting is scheduled at 5:30 p.m. on March 7, 2023. The meeting will be held via Zoom. Management will provide information on the Association's website on how to access the meeting. Cindy Spica inquired if meetings could be done in person again – discussion to be continued.

**Adjournment** - There being no further business to discuss, Terri Patton moved to adjourn the meeting at 7:36 p.m. Laura Roark seconded the motion, which was approved by unanimous consent.