

**WOODLAKE CONDOMINIUM ASSOCIATION  
ANNUAL MEETING  
SUMMARY MINUTES  
December 13, 2022**

**Meeting Called to Order:** Woodlake Condominium Association (Association) President Pamela Bergmann called the meeting to order at 5:40 pm. The meeting was held via Zoom.

**Present:** Association members Jennifer Young (H-201), Bruce Robinson (I-201), Pamela Bergmann (F-201), Amy Topmiller (D-101), Rory Ober (B-101), Terri Patton (A-101) Cindy Spica (G-102), Farrah Greene-Palmer (B-102), Michael Perry (C-202), Mary Beth Farkas (H-202), Lesly Peters (C-101), Sarah Steele (D-201), JoDawn Blas (C-102), Laura Roark (E-201); and Property Management Services, Inc. (PMSI) representative Crystal McDonald. Proxies received from A-102, G-201, F-102, D-202, I-102, I-202, I-101, H-101.

**Determination of Quorum:** With 14 owners present and 8 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 the proxy statements are available for review at the Management office.

**Proof of Notice:** Management stated that notice of the meeting was sent by U.S. mail to all owners as of November 28, 2022. Receipt of proxies confirms receipt of notice.

**Approval of Agenda:** Bruce Robinson moved to approve the agenda. Jennifer Young seconded the motion, which was approved by unanimous consent.

**Action on Previous Annual Meeting Summary Minutes:** Jennifer Young moved to approve the December 14, 2021, 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 2022 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 JoDawn Blas for their assistance and willingness to volunteer their time to serve on the Board. Pamela announced her retirement from the Board. The Board recognized her many years of Board service, and her steadfast dedication to ensuring the Association remains financially strong and a great place to live. Amy Topmiller moved to approve the 2022 President's Report. Bruce Robinson seconded the motion, which was approved by unanimous consent.

**Treasurer's Report:** Management reported on "out of ordinary expenses" in 2022, which included unanticipated expenditures, totaling \$61,329 associated with crawl-space related work. This included project management services by EHS-Alaska, rodent elimination by

American Pest Management; mold abatement, removal and disposal of vapor barrier on the outside wall of each crawlspace, and installation of new vapor barrier on crawlspace floors by Alaska Environmental; installation of mechanical ventilation, installation of all water pipes in every crawlspace and installation of a new sump pump in Building D, and remediation of a leaking water pipe in the Building B crawlspace by Discount Mechanical Heating and Plumbing.

***Ratification of 2023 Budget:*** The proposed calendar year 2023 budget was included in the package sent to Association members on November 28, 2022. As discussed at the Board's November 8, 2022, meeting, the Board held a special meeting on August 30, 2022, to discuss options for paying unanticipated expenses incurred during the spring and summer of 2022 associated with gutters, downspouts, and crawlspace work in addition to discussion of reserve line items. It was agreed that prior to determining whether a special assessment is warranted to cover the unanticipated expenses, the Association's Cash Reserve Analysis needs to be updated to reflect current replacement costs and the remaining life for each reserve item. As the request of the Board, Management prepared an updated Cash Reserve Analysis along with a draft 2023 Association budget. A work session was held on November 2 during which the reserve analysis and budget were discussed in detail.

The updated Cash Reserve Analysis, which was approved by the Board at its November 8th meeting, included the replacement costs for individual reserve items. In addition, it removed the replacement of garage overhead door openers and the Fitness Room water heater (assuming they would be paid out of annual maintenance funds) from the reserves; included the cost of replacing two, rather than nine, garage doors; included replacing 100 feet of curbing at a time (rather than all the curbing), kept a contingency of \$25,000; pegged inflation at 5.5 percent over two years; and allocated excess contingency funding to shortfalls in selected reserve items due to the increase in their respective replacement cost due to inflation. The proposed budget for Calendar Year 2023 includes an approximate 4.2 percent dues increase which will provide appropriate funding for the Association's reserves and anticipated expenses. Jennifer Young moved to adopt the 2023 budget. Bruce Robinson seconded the motion, which was approved by unanimous consent. The new Association fees will take effect in January 2023 billing.

***Election of Board Members:*** All five Board terms are up at the end of December 2022. There are three, two-year terms, and two, one-year terms. One of those positions is currently vacant; Pamela Bergmann is retiring from the Board. Jennifer Young, Bruce Robinson, and Amy Topmiller have expressed interest in continuing to serve on the Board. Laura Roark (E-201) has also expressed her willingness to serve. The floor was opened to any other Association members who would like to serve; Cindy Spica volunteered.

Farrah Green-Palmer moved to nominate and elect Amy Topmiller, Bruce Robinson, and Larua Roark each for a two-year term and Cindy Spica and Jennifer Young each for a one-year term on the Board. Terri Patton seconded the motion, which was approved by unanimous consent.

***Member Remarks:***

It was noted that snow plowing has been a challenge this winter with back-to-back snow storms and with a new vendor getting familiar with the Association.

There being no further business to discuss, Jennifer Robinson moved to adjourn the meeting at 6:25 p.m. The motion was seconded by Sarah Steele 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.