

**Woodlake Condominium Association
Organizational Meeting
Summary Minutes
December 5, 2023**

Meeting Called to Order: Woodlake Condominium Association Board (Board) member, John Duffy, called the meeting to order at 6:34 p.m. The meeting was held via Zoom.

Participants: Board members Telisia Brown, John Duffy, Lynn Dewey, and Lesly Peters; Association members Pamela Bergmann, Jed Weingarten, Rory Ober, and Jennifer Young; and Property Management Services, Inc. (Management) representative Jennifer Lewis.

Election of Officers: Lesly Peters moved to nominate John Duffy to serve as President, Lynn Dewey to serve as Secretary, and Lesly Peters to serve as Treasurer. John Duffy amended the motion to elect Lesly Peters to serve as Vice President and Telisia Brown as Treasurer. Lesly Peters did not object to the amendment. The motion was seconded by Lynn Dewey. There being no objections, the motion was approved unanimously. Management will send a notice to all owners that there is one vacant two-year position on the Board.

Approval of Agenda: Lesly Peters moved to approve the agenda as presented. Lynn Dewey seconded the motion, which was carried without objection.

Association Member Comments: Jennifer Young asked that the Board update the website with a list of new Board members. Pamela Bergmann asked that the Board provide Association members with timely information on meeting dates, agendas, and summary minutes, all of which would be posted on the Association's website.

New Business

2024 Meeting Dates – The Board agreed to meet in January to set a plan for the year and take action on the new earthquake insurance policy. Additional Board meetings will be scheduled in March, June, October, and November with the Annual and Organizational meetings scheduled for December. In addition, an annual building and grounds inspection will be scheduled for May. John Duffy will provide Management and the Board with a list of proposed meeting dates. Once the meeting dates have been set, Management will post them on the Association's website.

Bank Signature Cards – With new Board members, Key Bank and Alliance Bank signature cards need to be updated. It was agreed that all Board members would sign the cards. Management will initiate the signature card process, which will include Board members signing the cards at the PMSI office.

2023 Financial Review – The Board requested that Management seek a proposal from the Association's Certified Public Accountant to conduct a 2023 Financial Review. The Association's by-laws require annual audits; however, in previous years, it was determined that annual Financial Review would suffice. It does not appear that a 2022 Financial Review was completed. Management will follow up on whether the 2022 financial review was done.

AHFC and HUD/FHA Financing – Management reported that AHFC certification expires in 2025 and that a flag on the Association's FHA certification will be investigated and resolved by Management.

Old Business:

Previous Meeting Summary Minutes – The November 13, 2023, summary minutes were unavailable.

Check Approval – There were no checks pending approval.

Financial reports – It was explained that Board members receive financial reports from Management monthly for Board review. The October 2023 year-to-date report was presented at the Annual meeting.

Delinquency Report – There were no delinquencies to report.

Buildings J, K, and L billing – This billing was done after the last winter bill was paid.

Earthquake Insurance – The Association's earthquake policy will be renewed prior to the end of January 2024.

Elliptical Machine – The elliptical machine donated by the family of Robert Wiesenberg has been moved to the Fitness Room. Management will follow up to determine if there are any outstanding bills associated with moving or repairing the machine.

Fitness Room Maintenance – Management will determine whether a contract has been put in place between the Board and an Association member to clean the Fitness Room.

Winter Grounds Maintenance – The Board will review the winter contract. The Board asked Management to contact the contractor, Farmakis, to request that additional gravel be placed on the Association's street and parking area. It was noted that the contractor is pushing the snow in front of some garage doors, which makes it difficult for owners to get out of their garages, in addition to pushing some snow against Association retaining walls. It was agreed that John Duffy will contact Farmakis to request an on-site meeting to discuss work as the winter progresses.

Plumbing Leak – The discussion of owner responsibilities with respect to pipe leak in limited and common areas will be postponed until the next Board meeting to allow the new Board time to get up to speed on the issues and all appropriate related documents.

Next Meeting: The dates for Board meetings in 2024 will be posted on the Association's website, once the dates have been confirmed with Management.

With no further business to discuss Lesly Peters moved to adjourn the meeting at 7:23 p.m. Lynn Dewey seconded the motion which was passed without objection.