

**Woodlake Condominium Association  
Board Meeting  
Summary Minutes  
January 29, 2024**

**Meeting Called to Order:** Woodlake Condominium Association Board (Board) President, John Duffy called the meeting to order at 5:39 p.m. The meeting was held via zoom.

**Participants:** Board members Telisia Brown (G-101), John Duffy (F-201), Lynn Dewey (A-202), Lesly Peters (C-101); Association members Pamela Bergmann (F-201), Jed Weingarten (A-202), Terri Patton (A-101), Rob Loverich (A-102), Jennifer Young (H-201), and Bruce Robinson (I-201); and Property Management Services Inc. (PMSI) representative Crystal McDonald.

**Approval of Agenda:** Lesly Peters moved to approve the agenda with the addition of “Fire Extinguishers” under “New Business.” The motion was seconded by Lynn Dewey and passed without objection.

**Association Member Comments:** Terri Patton inquired if Rob Loverich had received any information regarding crawl space repairs. Rob commented he had received copies of receipts. However, he wanted to go on the record stating receiving receipts does not constitute assuming responsibility, as he believes there are questions regarding the responsibility and cause of the leak that affected the Building A crawl space and A-101 unit. Terri Patton stated she is unable to inhabit her unit due to mold from the leak. She also stated that plumber hired by PMSI to investigate the source of the leak in Building A, cut a hole in wall under her sink; no leak was found.

**New Business**

**Bylaws Amendment** – It was noted that there is a discrepancy between the Association’s Articles of Incorporation and its Bylaws regarding the number of Association Board members. Article IV, Section 1 of the Bylaws states that there shall be three members of the Board of Directors. However, a January 27, 1987, amendment to the Articles of Incorporation amended Article IV, Section 1 of the Bylaws increasing the number of Board members to five. To ensure consistency, it was recommended that the Board approve a motion amending the Bylaws during the next annual meeting, which will be held on December 9, 2024. Lesley Peters moved to have the Bylaws revised at the December 9, 2024, Annual meeting so they include five board members. Lynn Dewey seconded the motion which passed without objection.

**Board Vacancy** – There is still a vacant two-year “Director” position on the Board. Any Association members interested in serving on the Board should contact PMSI.

**Board Tasks/Responsibilities** – John Duffy discussed Board tasks and responsibilities. Board members were encouraged to review the Association’s governing documents and existing contracts, monitor their respective email for Board-related business, and provide timely input

on requests for Board input. He stated that he will work with the Board on developing a policy and procedures manual for new and existing Board members.

**PMSI Liaison** – There was a proposal for the Board have establish a liaison with PMSI. It was recommended that Pamela Bergmann, who has served as the Board President for many years and who has a long-standing relationship working with PMSI and a number of Association contractors and service providers, serve in that role. If authorized to serve as the PMSI liaison, she would assist in helping keep track of action items, communicate with selected contractors/service providers (e.g., Greenscape and Yukon Fire Protection), and would help provide access to Association common and limited common areas, when possible and necessary. Lesly made a motion to approve Pamela Bergmann as a liaison between PMSI and the Board. Lynn Dewey second and the motion passed.

**Fire Extinguishers** – It was noted that the Association's ten fire extinguishers (one in each building's garage and one in the Fitness Room) were last checked in December 2023 by Yukon Fire Protection. Lynn Dewey moved to have Yukon Fire Protection perform the annual maintenance check of the Association's ten fire extinguishers. The motion was seconded by Lesly Peters and passed without objection.

### **Old Business**

**Board Meetings** – Board-related meetings for 2024 have been scheduled as follows: January 29 (Board meeting), March 6 (Board meeting), May 22 (building/grounds inspection), June 19 (Board meeting), October 7 (Board meeting), November 20 (Board meeting), and December 9 (Annual and Organizational meetings). Meetings will begin at 5:30 p.m. and will be held via Zoom. Meeting agendas and summaries, along with meeting date, will be posted on the Association's website. Email reminders with the agenda and Zoom link will be sent by PMSI to all Association members one or two business days prior to each meeting.

**Previous Meeting Summary Minutes** – The December 5, 2023, Organizational meeting summary minutes were previously provided to the Board and subsequently posted on the Association's website. A motion to approve the December 5, 2023, Organizational meeting summary minutes was made by Lesly Peters. Lynn Dewey seconded the motion which was passed without objection.

**Bank Signature Cards** – A representative from Northrim Bank will be contacting all Board members to update signature cards via Docusign.

**Check Approval** – There were no checks to review. PMSI will send the twice-monthly payables report to all Board members. In accordance with PMSI's new policy, Board members need to email PMSI (with a copy to the rest of the Board) by the close of the following business day, if there are any questions. If not, PMSI will consider checks authorized to be released.

**Financial Reports** – The November 2023 and December 2023 financial reports were previously distributed to the Board. As with the payables report, these will be sent to all Board members, who can respond back directly to PMSI (with a copy to the rest of the Board) with any questions. The reports will then be added to the agenda of the next Board meeting for action. Lesly Peters moved that the November and December 2023 Financial Reports be accepted. Lynn Dewey seconded the motion which was passed without objection.

**Calendar Year 2022 and 2023 Financial Reviews** – The Board previously received a proposed engagement letter from Hutchings and Associates (the Association's Certified Public Accounting firm) to conduct a financial review of the Association for Calendar Year (CY) 2023 (for \$4,000) in addition to a proposed engagement letter to conduct a financial review for CY 2022 and 2023 (for \$8,000). Although Article IV, Section 6 of the Association's Bylaws require an independent audit "no greater than annual intervals," no Financial Review was conducted for CY 2022. Previously, the Association's CPA indicated that a Financial Review, rather than a Financial Audit, is sufficient to meet the requirements outlined in the Bylaws. The Association's 2024 budget includes \$3,425 for "Audit, Tax Prep." Because the premium for earthquake insurance for the Board was less than anticipated, those savings can be used to pay for the required financial reviews. Lesly Peters moved to approve the proposed engagement letter from Hutchings and Associates for Calendar Years 2022 and 2023 at a total cost of \$8,000. Lynn Dewey seconded the motion which was passed without objection.

**Delinquency report** – PMSI reported one delinquency, which is being monitored. A request for payment has been sent by the Association's attorney. If necessary, PMSI will reach out to the Board regarding any next actions.

**Buildings J, K, and L Billing** – Buildings J, K, and L, which are a separate association, paid \$2,086 for the October 2022 to April 2023 portion of snowplowing and sanding expenses and asphalt reserves for their shared part of Chilkoot Court. PMSI will check to see if spring sand clean-up was included in the billing.

**Earthquake Insurance** – The Board previously approved (by written unanimous consent) a quote from RISQ Consulting for earthquake insurance for the period January 31, 2024 to January 31, 2025 from the same carrier the Association has had for the last several years. The deductible remains at 10 percent. The total cost was \$46,500. It was noted that the premium increased only 5 percent, rather than 20 percent that was included in the 2024 Association budget. PMSI will proceed with paying the \$46,500 premium. A copy of the new policy will be uploaded to the Association website once it is received.

**AHFC and HUD/FHA Financing** - PMSI reported that AHFC approval expires December 31, 2025. Updated HUD/FHA approvals should be completed by the end of the week.

**Elliptical Machine** – The cost of moving the elliptical machine, which was donated to the Association, was \$914, and was paid in November 2023.

**Fitness Room Maintenance** – The Board signed a contract with Sarah Steele to provide janitorial services for the Fitness Room every other month and to also change light bulbs in Association common and limited common areas. She will be reimbursed for any necessary supplies and will receive \$60 credit on her Association dues for these services.

**Plumbing Leaks** – During one of the Board meetings last fall, there was a discussion regarding Association versus owner responsibilities for repairs of pipe leaks. In accordance with the Associations regulatory documents and as affirmed by the Association’s attorney, the Association, rather than individual owners are responsible for the repair and maintenance of all “gas, water and pipes” in Association common areas.

**Winter Grounds Maintenance** – John Duffy met with the Farmakis Snow Removal and Landscaping (Farmakis) owner on December 8, 2023, to discuss work up to that point. The Association is in the middle of the second year of a three-year snow removal contract with Farmakis. The Board reaffirmed that per the contract with Farmakis, Association residents, rather than Farmakis, are responsible for placing ice melt on Association stairs and walkways. PMSI notified Farmakis accordingly. Board members discussed challenges and concerns related to this year’s heavy snowfall and contract performance and whether to seek bids from other snowplow contractors for the winter of 2024/2025. The Board will revisit this issue at its June 19, 2024, meeting.

**Next Meeting:** The next Board meeting is scheduled for 5:30 p.m. on March 6, 2024. The meeting will be held via Zoom. An email reminder with the agenda and Zoom link will be sent by PMSI to all Association members one or two business days prior to the meeting

There being no further business to discuss, Lesly Peters moved to adjourn the meeting at 6:49 p.m. Lynn Dewey seconded the motion which was approved without objection.