

**Woodlake Condominium Association
Board Meeting
Summary Minutes
March 6, 2024**

Meeting Called to Order: Woodlake Condominium Association Board (Board) President, John Duffy called the meeting to order at 5:33 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), Rob Loverich (A-102), Rory Ober (B-101), Jed Weingarten (A-202); and Property Management Services Inc. (PMSI) representative Crystal McDonald.

Approval of Agenda: Lesly Peters moved to approve the revised agenda. The motion was seconded by Telisia Brown and passed without objection.

Association Member Comments: There were no Association member comments.

New Business

Board Policies and Procedures – The Board discussed development of a digital manual that describes the Board’s policies and procedures. Each policy and procedure will be drafted by John Duffy for review by Board members and PMSI. Upon review and incorporation of any revisions, the policies and/or procedures will then be adopted by the Board for inclusion in the manual. It was also noted that the Association’s Articles of Incorporation and By-Laws have been uploaded to the Association’s website.

Certificates of Deposit – The Board discussed the process for renewing certificates of deposit that will be maturing on April 1 and May 1, 2024.

2023 Taxes – PMSI reported that they have provided Hutchings and Associates with necessary information for the Association’s 2023 taxes.

Window Washing – The Board agreed to work with Alaska Window Cleaners to offer unit owners (at their own expense) inside and/or outside window washing. Lesly Peters will take the lead on coordinating this work. [Lynn Dewey and Jed Weingarten joined the meeting.]

Foundation Sealing – The Board discussed obtaining bids for re-sealing building foundation(s) this summer. High priority buildings include Buildings C and D (both of which have sump pumps) and Building A (which has had water intrusion and is close to the lake). PMSI was asked to solicit bids for re-sealing Buildings A, C, and D, with bids indicating any cost savings if two or three buildings foundations are re-sealed.

Bank Signature Cards – Northrim Bank received information from all Board members necessary for updating signature cards. PMSI submitted a Notice of Change of Officials to the Alaska Department of Commerce (ADOC). As soon as the information is updated on the ADOC website, Northrim Bank will contact Board members to complete the process for updating the signature cards. In the meantime, PMSI has been authorized to sign checks approved by the Board.

Check Approval – There were no checks to review.

Financial Reports – The January 2024 financial report was previously distributed to the Board. It was noted that the January 2024 dues increase had not yet gone into effect. PMSI included the following note in the March 2024 bills: “Pursuant to the Association’s 2024 budget, duly ratified at the December 5, 2023 annual homeowners’ meeting, the dues increase was to take effect Jan 1, 2024. The increase did not post to homeowner accounts in January. To ensure the Association meets the financial goals outlined in the 2024 budget, the Jan increase has been included on this month’s statement (March).” Lynn Dewey moved that the January 2024 Financial Report be accepted. Lesly Peters seconded the motion, which was passed without objection.

Financial Reviews – It was reported that PMSI has provided Hutchings and Associates with necessary information for a financial review of the Association for Calendar Years 2022 and 2023.

Delinquency report – PMSI reported that the Association’s attorney sent a request for payment to one Association member.

Buildings J, K, and L Billing – PMSI reported that spring sand clean-up was not included in the October 2022 to April 2023 billing. It appears it has not been billed in the past. This expense will be included in future billings.

Fire Extinguishers – The Association’s ten fire extinguishers (one in each building’s garage and one in the Fitness Room) were checked and maintenance performed, as appropriate, on February 7 by Yukon Fire Protection.

Earthquake Insurance – A copy of the new policy was received and has been uploaded to the Association’s website.

HUD/FHA Financing - PMSI reported that HUD/FHA approval is pending following the submittal by PMSI of the last requested documents.

Winter Grounds Maintenance – PMSI contacted Northern Greens to see if they would be interested in providing winter ground maintenance services to Woodlake next winter; Northern Greens is unable to provide a definite answer until mid-summer. Board members also discussed asking Farmakis to haul snow prior to when their contract ends on April 22nd. The Board agreed to let it melt so long as Association buildings are not negatively affected.

Miscellaneous Maintenance – TCM Restoration and Cleaning (TCM) was hired to conduct remediation work in the Building A crawlspace. The Board discussed and agreed to hire an independent third party to conduct air quality testing at a cost of \$300 following completion of TCM's work. The Board also discussed providing information to unit owners regarding maintenance checks of their furnace and water heaters. Lynn Dewey volunteered to prepare a draft of that information. The F-101 and F-102 garage door has been repaired. Snow was removed from the south side of the Building D roof. A new key box was installed for accessing keys to Association limited and common areas.

Next Meeting: The Board will conduct its annual building and grounds inspection on May 22, 2024. Board members will meet by the picnic tables between Buildings B and F at 5:30 p.m. The next Board meeting is scheduled for 5:30 p.m. on June 19, 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 6:46 p.m. Lynn Dewey seconded the motion, which was approved without objection.