

**Woodlake Condominium Association  
Board Meeting  
Summary Minutes  
October 7, 2024**

**DRAFT**

**Meeting Called to Order:** Woodlake Condominium Association Board (Board) President, John Duffy called the meeting to order at 5:31 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), Terri Patton A-101), Jennifer Young (H-201), Eric Peterson (D-101), Jed Weingarten (A-202), Craig Fredeen (B-201); and Property Management Services Inc. (PMSI) representative Crystal McDonald.

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

**Association Member Comments:** Terri Patton reported she had contacted PMSI about a rattling noise under her floor. The noise was from the ventilation fan; a new part has been ordered.

**New Business**

**Calendar Year 2025 Budget** – The Board discussed the draft 2025 budget, which would include an increase either in dues or a special assessment to be used to fund foundation work for an additional building in 2025. The Board will meet on November 12 to discuss the budget in more detail.

**Tree Trimming** – The last time trees in the Association were trimmed was in 2019. The Board approved via email, a Gage Tree Service bid for \$3,600 to trim trees with limbs touching Association building, removing a broken branch in a tree between Buildings A and C, crown raising for the mayday tree between Buildings C and D, and the removal of dead spruce trees between Buildings G and H and behind Buildings H and I. The work has been completed. The Board will consider additional work in 2025 to Association shape trees.

**Trash Roller Carts** – The Board discussed contacting owners to see which, if any, owners will not be occupying their units for a month or more over the winter, so trash roller carts could be removed, and the accounts suspended during that time. The Board also discussed checking with unit owners to see if they are willing to share trash roller carts, or to swap out a larger cart for a smaller one to help save on the cost of trash removal. One possibility that was discussed was removing all but two roller carts in each building, asking all residents to share. Lesly Peters will take the lead on pursuing this effort.

**Bay Windows** – A representative of Earhart Roofing, who installed new shingles on Association roofs in 2020, inspected the roof and attic above the front bay window of A-202 to determine if there was a roof leak that resulted in ceiling sheetrock damage in the unit. No leaks were found. It was recommended that the owner have someone install additional insulation in the attic above the bay window. In accordance with a February 24, 2023, letter from the

**DRAFT**

Association's Attorney, the cost of this work would be the responsibility of the unit owner. The A-202 owner is researching a licensed, bonded, and insured contractor to install the additional insulation. Following Board approval of a completed Design Review Submittal Form, the work will be completed. If the extra insulation helps reduce ice damming, the information will be shared with all homeowners.

**Unit A-101** – The Board discussed a request for reimbursement from the owner of A-101 for \$1,415.01 for mold remediation not covered by the insurance of the owner of A-102, whose hot water pressure relief valve resulted in water- and mold-related damage to the Building A crawlspace and A-101. The Board agreed to send a letter to the A-102 owner seeking information on when the A-101 owner would receive reimbursement for those costs.

**Fitness Room Equipment** – The Board requested that PMSI schedule maintenance of the Fitness Room equipment with special attention to the bicycle machine near the front door, since it is not registering distance of resistance. Maintenance was last performed in November 2023.

**Paving** – By the end of June 2025, the Asphalt reserves will total approximately \$85,000. The Board requested that PMSI seek bids for re-paving the Association's street and parking areas, including a bid from Spernak and Son General Contractors.

### **Old Business**

**Previous Meeting Summary Minutes** – The June 19, 2024, Board meeting summary minutes were previously provided to Board members and subsequently posted on the Association's website. A motion to approve the June 19, 2024, Board meeting summary minutes was made by Lesly Peters. Lynn Dewey seconded the motion, which was passed without objection.

**Checks** – There were no checks to review.

**Financial Reports** – The June through August financial reports were previously distributed to the Board. Lesly Peters moved that the June through August 2024 Financial Reports be accepted. Lynn Dewey seconded the motion, which was passed without objection.

**Delinquency report** – PMSI reported that two reminders and two delinquency notices were sent to owners with outstanding dues.

**Certificates of Deposit (CD)** – Following the maturity of a three-month, \$30,000 CD at Alliance Bank, the Board approved, via email, the purchase of a 7-month \$25,000 CD at Alliance Bank with an APY of 4.65 percent. The remaining \$5,000 was placed in the Association's savings account.

**Buildings J, K, and L Billing** – PMSI reported that the May through September 2023 billing, totaling \$4,998.00, has been submitted to the owner of Buildings J, K, and L.

**DRAFT**

**Key Boxes and Fitness Room Walkway** – In June, GMG Inc. removed and replaced asphalt around a three water key boxes and one sewer cover. They also placed another layer of asphalt on the Fitness Room walkway.

**Building A Crawlspace** – The Association was reimbursed for water- and mold-related expenses associated with the leak in the Building A crawlspace.

**Crawlspace Ventilation Fans/Humidistats** – LC Property Maintenance conducted inspections of all eight crawlspaces in September 2024. The humidistat in the Building A crawlspace was replaced. A part is on order for the Building A ventilation fan. This was the first inspection since their installation in 2022. It was recommended that the inspection take place annually.

**Winter Grounds Maintenance** – There was one year left in the Association’s winter ground maintenance contract with Farmakis Snow Removal and Landscaping (Farmakis) when PMSI learned Farmakis had gone out of business, leaving the Association without a snowplow contractor. PMSI subsequently provided the Board with bids from Alaska Landworks and Northern Greens, the company that provided snow removal services for the Association for many years. The Alaska Landmarks bid provided uncertainty regarding what the winter ground maintenance costs would be. Assuming a winter that is similar to the last two, it was estimated that the Northern Greens contract would be less expensive. The Board approved, via email, a one-year contract with Northern Greens. The contract assumes that Association residents will apply ice melt, as needed, on Association walkways and stairs. PMSI will need to be notified when additional ice melt is required. A flyer with this information will be posted on the garage door in the stairwell of each building and inside the east door of the Fitness Room. A container of ice melt will be placed this week on the first-floor landing of each building and by the east door of the Fitness Room. Sanding of the Association’s street and parking areas will be on an “on-call” basis. The Board agreed on the following procedure for requesting sanding, either of the hill only or all of the street and parking areas: any Board member who believes sanding is appropriate will notify the Board President, John Duffy, by email or text. The Board President will then forward the request to Northern Greens by text with a copy to PMSI. In the event the Board President is out-of-town, and not available, the Board Vice President, Lesly Peters, will take the lead on requesting sand.

**Rain Gutters** – The Board approved, via email, a bid from AK Window Cleaners for \$2,490 to clean the gutters on all Association buildings. The gutters had not been cleaned since additional gutters were installed in 2022. Several gutters were plugged and overflowing prior to the cleaning.

**Fence** – The neighbor east of Building F was non-responsive to PMSI’s request to fix part of the fence that had broken off a post, and also denied any responsibility. The Board approved via email, \$882 for Bruce Roberts Company to repair the broken post, which was done in July 2024.

**DRAFT**

**Fitness Room Furnace** – The Board requested that PMSI schedule maintenance of the Fitness Room furnace and hot water heater to be completed in December 2024.

**Foundation Sealing** – In response to a request for bids for foundation re-sealing of one, two or three Association Buildings (e.g., Buildings A, C, and D), two bids were received. One from B.C. Excavating--which totaled \$61,750 for Building A, \$65,500 for Building C, and \$132,500 for Building D--included foundation waterproofing and installation of footing drains. The second bid, from John's Excavating totaled \$66,735 for resealing the west side of the Buildings C and D foundations and installing exterior sump pumps. The Board approved, via email, the bid from John's Excavating. This work was completed in August. An additional \$6,000.50 was approved by the Board, via email, to cover unanticipated costs that were incurred during the foundation work. In addition, the Board approved, via email, an additional \$3,937 for John's Excavating to tie the water draining from the new Building D sump pump into the existing storm drain between Buildings C and D.

**Board Policies and Procedures** – No comments were received on the initial draft of the policies and procedures manual. John Duffy will provide an update on the manual at the November 20 meeting.

**Miscellaneous Maintenance** – A new garage door opener for the wall was installed in Building C; a new opener has been ordered for Building G. The Board also discussed the Fitness Room Contractor proactively cleaning outdoor light fixtures. It was decided to have them cleaned when bulbs need to be replaced.

**Next Meeting:** A Board work session on the draft 2025 Association budget is scheduled for 5:30 p.m. on November 12, 2024. The next Board meeting is scheduled for 5:30 p.m. on November 20, 2024. Both meetings 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 each meeting.

There being no further business to discuss, Lesly Peters moved to adjourn the meeting at 7:15 p.m. Lynn Dewey seconded the motion, which was approved without objection.