

**Woodlake Condominium Association
Board Meeting
Summary Minutes
June 19, 2024**

Meeting Called to Order: Woodlake Condominium Association Board (Board) President, John Duffy called the meeting to order at 5:32 p.m. The meeting was held via zoom.

Participants: Board members Telisia Brown (G-101), John Duffy (F-201), Lynn Dewey (A-202), and Lesly Peters(C-101); Association members Pamela Bergmann (F-201), Cale Palmer (B-102), and Tracey Perry and Kevin Casey (E-101); and Property Management Services Inc. (PMSI) representative Crystal McDonald.

Approval of Agenda: Lynn Dewey moved to approve the agenda with the addition of “Fine Appeal” under “New Business” and the substitution of “Asphalt” for “Key Box” under “New Business.” The motion was seconded by Telisia Brown and passed without objection.

Association Member Comments: There were no Association member comments.

New Business

Building/Grounds Inspection – John Duffy, Lesly Peters, Lynn Dewey, and Telisia Brown conducted a building and grounds inspection along with PMSI representative Anthony Picasso and PMSI Liaison Pamela Bergmann on May 22. Selected actions items that are still outstanding include replacing the Building A stairs and fixing a pinhole leak in a pipe in the crawlspace of Building B. PMSI noted that a plumber has been contacted to fix the leak. These items were placed on the summer 2024 maintenance list. PMSI reported that notices of violations of House Rules have been sent. Board members also discussed the potential removal of the goose fence on the west side of the lake on Association property. Based on input from the summer grounds keeping contractor, the Board decided against removal at this time.

Crack Sealing – The board reviewed a bid from GMG Inc. for \$3,500 to crack seal Association asphalt. Action on the bid was tabled.

Crawlspace Ventilation Fans/Humidistat Switches – PMSI reported that Discount Mechanical has been asked to conduct maintenance on crawlspace ventilation fans/humidistat switches. PMSI is awaiting cost information from Discount Mechanical.

Rain Gutters – Association rain gutters were last cleaned in September 2022. PMSI was asked to seek bids for gutter cleaning in the fall.

Asphalt – The Board reviewed a bid by GMG Inc. for \$1,600 to remove and replace asphalt around a water key box, put an asphalt patch around two additional key boxes and around one sewer cover, and place another layer of asphalt on the Fitness Room walkway. A motion to accept the bid was made by Lynn Dewey. Lesly Peters seconded the motion, which was passed without objection.

Fence – PMSI received a request from a neighbor east of Building F to fix part of the fence where that included a broken post. Upon further examination, it appeared that the post was broken when the neighbor’s shed collapsed, which in turn, collapsed a fence attached to the Association’s fence, breaking the Association’s post. PMSI requested that the neighbor fix the fence; however, to date, no response has been received. The Board requested that PMSI contact the neighbor once again to request that they fix the fence.

Fitness Room Furnace – Maintenance on the Fitness Room furnace was last performed in December 2023. The Board will request that PMSI schedule maintenance on the furnace again in December 2024.

Final Appeal – The Board discussed a request to waive a \$250 fine levied for a unit owner for failing to remove snow from their car during the last winter in violation of the House Rules. The fine covered the cost of Farmakis removing the snow from the car. The appeal was denied.

Old Business

Previous Meeting Summary Minutes – The March 6, 2024, Board meeting summary minutes were previously provided to Board members and subsequently posted on the Association’s website. A motion to approve the March 6, 2024, Board meeting summary minutes was made by Lynn Dewey. Leslie Peters seconded the motion, which was passed without objection.

Bank Signature Cards – Updated signature cards for Northrim Bank were completed. The Board discussed moving \$30,000 from a matured certificate of deposit into a higher interest-bearing instrument. A motion was made by Telisa Brown to move \$30,000 from Northrim checking to a Northrim certificate of deposit. Lynn Dewey seconded the motion, which was passed without object.

Checks – There were no checks to review.

Financial Reports – The February through May financial reports were previously distributed to the Board. It was noted that beginning with the June financial report, financial information may be accessed by Board members via their Homeowner portal. The Board requested that PMSI continue sending the PDF copy of the monthly report to Board members. Lesly Peters moved that the January through May 2024 Financial Reports be accepted. Lynn Dewey seconded the motion, which was passed without objection.

Financial Reviews – Hutchings and Associates completed their financial review of the Association for Calendar Years (CY) 2022 and 2023. The reviews were subsequently provided to the Board. No material deficiencies were noted. Lesly Peters moved to accept the CY 2022 and 2023 Financial Reviews. The motion was seconded by Lynn Dewey and passed without objection.

Delinquency report – PMSI reported that following the Association’s attorney sending a request for payment to one Association member, the past due funds were received. Currently, there are only two unit owners with outstanding dues. PMSI will take action as appropriate.

2023 Taxes – PMSI reported that Hutchings and Associates completed the Association’s 2023 taxes. The amount due, \$ 1,070, was paid.

Certificates of Deposit – Following the April 1 and May 1 maturity of its two certificates of deposit (CD), the Board approved via email, purchasing a 12-month \$182,7846.60 CD at Alliance Bank at 4.5 percent interest and a 7-month \$10,000 CD at Alliance Bank for 5.15 percent interest. In addition, \$36,000 was placed in the Association’s Northrim checking account to be used for foundation re-sealing.

Buildings J, K, and L Billing – PMSI reported that the May through September 2023 billing, which will include proportionate costs for spring sand clean-up, has not yet been submitted to the owner of the buildings.

Board Policies and Procedures – The Board discussed the initial draft of the policies and procedures manual. Board members will provide John Duffy with comments on the draft. It was noted that the May 5, 2000, agreement between the Association and Hallmark Investments and LH Construction was uploaded to the Association’s website, since it includes stipulations that all parties must abide by.

Window Washing – Lesly Peters coordinated with AK Window Cleaners, Management, and unit owners, the opportunity for unit owners (at their own expense) to have the inside and/or outside of their windows washed. Unit owners requesting service had their windows cleaned on May 23.

Foundation Re-Sealing – PMSI has requested bids from several contractors for foundation re-sealing of one, two or three Association Buildings (e.g., Buildings A, C, and D). To date only one bid has been received; namely, from B.C. Excavating. That bid, 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 Board will wait for additional bids prior to taking action.

HUD/FHA Financing - PMSI reported that the Association received HUD/FHA approval through March 2027.

Winter Grounds Maintenance – It was noted that the Association saved money by letting snow piles melt, rather than being hauled in the spring. No negative effects to Association buildings were noted. There is still one year left on the contract with Farmakis for the period October 25, 2024 to April 25, 2024. If the Board wishes to terminate the contract, thirty days written notice must be provided. The Board requested that PMSI seek bids from additional contactors for winter ground maintenance services. Farmakis did make repairs to lawn areas that were damaged during the 2023/2024 winter and plans to repair the broken curbing between Buildings G and H.

Miscellaneous Maintenance – TCM Restoration and Cleaning completed remediation work in the Building A crawlspace. The Board discussed the importance of Association members staying on top of maintenance checks of appropriate items in their units, such as furnaces, hot water heaters, and dish washers. Repairs/checks were made on garage overhead doors in Buildings A, B, and F.

Executive Session Lesly Peters moved for the Board to go into Executive Session to discuss potential litigation that may have a legal and financial effect on the Association. The motion was seconded by Lynn Dewey and approved without objection. The Executive Session began at 6:32 p.m. Lesly Peters moved for the Board to end its Executive Session at 6:47 p.m. Lynn Dewey seconded the motion, which was approved without objection.

Next Meeting: The next Board meeting is scheduled for 5:30 p.m. on October 7, 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 6:47 p.m. Lynn Dewey seconded the motion, which was approved without objection.