

**Woodlake Condominium Association
Annual Meeting
Summary Minutes
December 9, 2024**

DRAFT

Meeting Called to Order: Woodlake Condominium Association (Association) President John Duffy called the meeting to order at 6:00 p.m. The meeting was held via Zoom.

Present: Association members Jennifer Young (H-201), Bruce Robinson (I-201), Pamela Bergmann (F-201), Farrah Greene-Palmer (B-102), Steve Gallagher (F-101) Mary Beth Farkas (H-202), Jed Weingarten/Lynn Dewey (A-202), Leanne Steinhaus (B-202), Sarah Steele (D-201), Telisia Brown (G-101), Deborah Dixon (F-102), Tracey Perry (C-202), and Lesly Peters (C-101); and Property Management Services, Inc. (PMSI) representative Crystal McDonald.

Determination of Quorum: With 13 owners present and 7 represented by proxy, Management declared a 56 percent quorum pursuant to the Association's Bylaws, which requires a minimum of 51 percent (based on unit owners' percentage of ownership) of the 36 units. A record of the Association members present and proxy statements are available for review at the PMSI office.

Proof of Notice: Management stated that notice of the meeting was sent by U.S. mail to all owners on November 25, 2024. Receipt of proxies confirms receipt of notice.

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

Action on Previous Annual Meeting Summary Minutes: Telisa Brown moved to approve the December 5, 2023, annual meeting summary minutes. Lynn Dewey seconded the motion, which was approved without objection.

President's Report: A draft President's Report for Calendar Year 2024 was mailed to Association members in the annual meeting packet. Those in attendance were asked if they had any questions; there were none. John Duffy recognized and thanked, on behalf of the Board, Crystal McDonald and PMSI staff for their assistance during this past year. He also recognized and thanked Board members Lesly Peters, Lynn Dewey, and Telisia Brown and PMSI Liaison, Pamela Bergmann, for their assistance and willingness to volunteer their time to serve on behalf of the Association. Lesly Peters moved to approve the 2024 President's Report. Lynn Dewey seconded the motion, which was approved without objection.

Treasurer's Report: Management reported on an "out of ordinary expense" in 2024 that included resealing the west side of the Buildings C and D foundations and installing exterior sump pumps. The Association remains in a financially-healthy state.

Ratification of 2025 Budget: The Board held a work session on November 12, 2024, to discuss the draft 2025 budget. The resulting budget was approved by the Board at their November 20, 2024, meeting. The budget, which includes an increase in dues by approximately \$38 (on

average) per unit to help build necessary reserves, was provided to Association members in their Annual Meeting packet. Lynn Dewey moved to ratify the 2025 budget, as approved by the Board. Telisia Brown seconded the motion, which was approved without objection.

Election of Board Members: Two Board members, John Duffy and Telisia, each have one more year remaining in their respective two-year terms. Lesly Peters' and Lynn Dewey's one-year terms ends at the end of December 2024. In addition, there is one vacancy on the Board, which is a two-year term. The floor was open for nominations. Jennifer Young nominated Lesly Peters and Lynn Dewey, each for a one-year term and Sarah Steele for a two-year term. Pamela Bergmann seconded the motion, which was approved without objection.

Bylaws Amendment: At their January 29, 2024, Board meeting, a discrepancy between the Association's Articles of Incorporation and its Bylaws regarding the number of Association Board members was discussed. 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 increased the number of Board members to five. To ensure consistency, it was recommended that the Association approve a motion amending the Bylaws during this annual meeting. Lesly Peters moved to have the Bylaws revised so they include five board members. Telisia Brown seconded the motion, which passed without objection.

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 roll carts could be removed, and the accounts suspended during that time. The Board also discussed checking with unit owners to see if they would be willing to share trash roll 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 roll carts in each building for all building residents to share. Lesly Peters, who previously volunteered to take the lead on this work, will prepare a letter to unit owners regarding these suggested changes. In the meantime, owners present agreed that Buildings A, B, C, E, F, H, and I were willing to try using just two roll carts in each of their buildings.

Member Remarks: Deborah Dixon requested that sand be applied to Association parking areas following the recent thaw and freeze. John Duffy replied he would follow-up with Northern Greens.

There being no further business to discuss, Lesly Peters moved to adjourn the meeting at 6:19 p.m. The motion was seconded by Telisia Brown and approved without objection.

**Woodlake Condominium Association
President's Report: Calendar Year 2024**

Activities included:

Meetings

- * Board meetings were held on January 29, March 6, June 19, October 7, and November 20.
- * A Board 2025 budget work session was held on November 12.
- * The Annual meeting will be held on December 9.
- * The Organizational meeting will be held on December 9.

Administrative

- * Meeting and work session dates and notices, agendas, summary minutes, Board member names and terms, and the 2024 earthquake insurance policy were uploaded to the Association's web page (<https://www.pmsialaska.com/associations/woodlake/>).
- * The Association's Articles of Incorporation and Bylaws were up uploaded to the Association's web page.
- * Property Management Services Inc. (Management) provided owners with meeting reminders.
- * An amendment of the Association's Bylaws was passed to rectify the discrepancy between the Association's Articles of Incorporation and its Bylaws regarding the number of members on the Association's Board of Directors.

Governance

- * Tenant/Occupant and Owner Registrations continued to be monitored to ensure registrations were updated as appropriate.
- * A Board Policy and Procedures Manual was being developed.
- * The Board ruled on a fine appeal.

Financial

- * The bank signature card was updated.
- * Monthly financial reports were reviewed.
- * Monthly utility bills were examined. Follow-up was conducted by Management for units with high utility costs.
- * Payables reports were reviewed and approved as appropriate.
- * Association member delinquent accounts were reviewed and actions were taken as appropriate.
- * The 2023 tax return were filed by Hutchings and Associates. Taxes due were paid.
- * Financial Reviews for 2022 and 2023 were completed by Hutchings and Associates.
- * The process for requesting a 2024 Financial Review was begun.
- * New certificates of deposit (CDs) were purchased as appropriate after existing CDs matured.
- * The 2025 budget was prepared and adopted by the Board and ratified by Association members.
- * The owner of Buildings J, K, and L reimbursed the Association \$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.
- * A \$4,998.00 bill for May through September 2023 was submitted to the owner of Buildings J, K, and L.
- * HUD/FHA certifications were approved through March 2027.

Contracts

- * A one-year contract was signed with Northern Greens for winter maintenance services after Farmakis Snow Removal and Landscaping went out of business with one year remaining on their contract.

Woodlake Condominium Association
President's Report: Calendar Year 2024, Cont.

Contracts, cont.

- * An open-ended contract was signed with Sarah Steele for Fitness Room cleaning and lightbulb replacement in common and limited common areas.

Repairs/Maintenance/Upkeep

- * The annual building and grounds inspection was completed on May 22.
- * Dryer vents were cleaned.
- * Loose boards on walkways and stairs were refastened.
- * Issues with overhead garage doors were addressed.
- * Wall-based garage door openers were replaced in two garages.
- * The opportunity for unit owners to have their windows washed (at owner expense) was coordinated.
- * A new key box was installed for keys to common and limited common areas.
- * Broken (or burned out) lights and light fixtures were repaired/replaced.
- * Snowplowing and sanding were monitored by the Board; residents applied ice melt to stairs and walkways as needed.
- * Summer ground maintenance was monitored.
- * Farmakis made repairs to lawn areas damaged by snow removal equipment.
- * Fire extinguishers in the garages and Fitness Room were inspected.
- * The Fitness Room was cleaned bi-monthly.
- * Maintenance was scheduled to be performed on the Fitness Room equipment, furnace, and hot water heater.
- * Building crawlspaces were checked for rodents and leaks.
- * Selected unit owners in Buildings B, C, G, and H were notified of leaks that required attention.
- * A parking sign at Building H was reinstalled.
- * A new "no parking" sign to be used during the winter was built and placed in the snow storage area between Buildings B and F.
- * Building gutters were cleaned.
- * Gutter extensions were added to selected downspouts.
- * Water and mold remediation in the Building A crawlspace was completed; Association expenses were reimbursed by the responsible owner and their insurance company.
- * Crawlspace ventilation fans and humidistats were inspected and maintenance performed.
- * The ventilation fan and humidistat were replaced in the Building A crawlspace.
- * Foundation sealing was completed on the west side of Buildings C and D with exterior sump pumps installed.
- * Trees touching Association buildings were trimmed.
- * Dead spruce trees between Buildings G and H and behind Buildings H and I were removed.
- * A fallen tree between Buildings G and H was removed.
- * Requests were made to adjacent property owners to remove tree limbs overhanging Association fences.
- * A broken fence post east of Building F was repaired.
- * New asphalt was placed on the Fitness Room walkway.
- * Asphalt patches were placed around two water key boxes and one sewer cover.
- * Asphalt was added next to the curbing near the fire hydrant.
- * Bids for crack sealing or replacing Association asphalt were considered by the Board.

Woodlake Condominium Association
President's Report: Calendar Year 2024, Cont.

Repairs/Maintenance/Upkeep, Cont.

- * Association members were encouraged to stay on top of maintenance checks of appropriate items in their units, such as furnaces, hot water heaters, and dish washers.
- * The possibility of eliminating/downsizing trash roller carts was presented to owners.
- * Alaska HydroWash agreed to donate one day of labor in 2025 to re-do staining on a portion of Association walkways.

Miscellaneous

- * The Association's earthquake insurance was renewed for one year; the deductible was kept at 10 percent.
- * Association members' compliance with regulatory documents, including those regarding garages, parking, dogs, and noise was monitored and enforced as appropriate.