

**Woodlake Condominium Association  
Annual Meeting  
Summary Minutes  
December 5, 2023**

**Meeting Called to Order:** Woodlake Condominium Association (Association) President Amy Topmiller called the meeting to order at 5:36 p.m. The meeting was held via Zoom.

**Present:** Association members Amy Topmiller (D-101), Lesly Peters (C-101), Telisia Brown (G-101), Laura Roark (E-2010), Rory Ober (B-101), Jennifer Young (H-201), Leanne Steinhaus (B-202), Farrah Greene-Palmer (B-102), Jed Weingarten and Lynn Dewey (A-202), and Pamela Bergmann (F-201); and Property Management Services, Inc. (Management) representatives Jennifer Lewis and Sydney Howard.

**Determination of Quorum:** With 10 owners present and 12 represented by proxy, Management declared a quorum pursuant to the Association's Bylaws, which required 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 Management office.

**Proof of Notice:** Management stated that notice of the meeting was sent by U.S. mail on November 14, 2023, to all owners at the mailing address on file with the Management Company.

**Approval of Agenda:** Pamela Bergmann moved that "Member Remarks" be placed ahead of the "Election of Board of Directors," Lesly Peters seconded the motion. The motion was approved without objection.

**Previous Minutes:** Laura Roark moved to approve the summary minutes of the December 13, 2022, Annual Meeting. The motion was seconded by Jennifer Young and was approved without objection.

**President's Report:** Amy Topmiller reported that the President's Report for Calendar Year 2023 had been previously emailed to owners. Farrah Greene-Palmer moved to accept the President's Report. The motion was seconded by Laura Roark and was approved without objection.

**Treasurer's Report:** Amy Topmiller reported the Association's finances remain stable, reserves are in higher yielding certificates of deposits, reserves will be increased to make up for some minor shortfalls, and there are no outstanding delinquencies.

**Ratification of 2024 Budget:** Amy Topmiller reported that the proposed budget documents were sent to Association members in prior to the Annual meeting. The Board held a budget work session on November 10, 2023, prior to a November 13, 2023, Board meeting, where the Board approved the 2024 budget. The dues increase will fund a shortfall in Association reserves, additional maintenance costs, and earthquake insurance, which was supported by the majority of Association members in an October 2023 survey. The increased dues go into effect

in January 2024. Lesly Peters moved to approve the budget as presented, Farrah Green-Palmer seconded the motion. There were no objections.

**Member Remarks:**

Jed Weingarten commented that he believes the Board has not been complying with the Association's governing documents. In particular, Mr. Weingarten believes the Board has not been complying with the Association's regulatory documents as they relate to owners' responsibilities regarding the cost for repairing pipes in common areas. He further expressed concern that rather than complying with the Association's regulatory document, the Board is spending Association funds to seek legal opinions regarding this issue. Mr. Weingarten was interrupted by Amy Topmiller due to the member sharing Board-privileged information. Mr. Weingarten was not allowed to provide any additional comments.

Pamela Bergmann expressed concerns that Association members have not received timely information on Board meetings, agendas, or Board membership; the Association's website no longer includes information on dates, agendas, and summaries of Board meetings; Association members have not been notified of vacancies on the Board or who the Board has appointed nor why in October when two owners volunteered to fill the two Board vacancies, only one of Association member was appointed and the other position was left unfilled. She further expressed concern that accurate and complete information was not provided to Association members regarding the financial consequences of the Board dropping earthquake insurance, Board leadership refusal to respond to emails sent by Association members and Board refusals to provide Association members with a letter from the Association's attorney, when the contents of the letter had been discussed at the October 3<sup>rd</sup> Board meeting; and Board leadership accusing Association members of making legal threats against members of the Board when those accusations are false and based on hearsay. Amy Topmiller disagreed with Ms. Bergmann concerns, instead stating the actions from some Association members have been unacceptable and resulted in one Board member resigning. Laura Roark stated she had felt attacked and harassed in her interactions with Ms. Bergmann, who had encouraged Ms. Roark to run for the Board in 2022. Amy Topmiller further stated that Association members have had the opportunity to express their opinions at Board meetings, and that Board has taken over management of the Association's website because it was taking too long for Management to update it. Jed Weingarten expressed his concern regarding the Board's refusal to keep open lines of communication between the Board and all Association members, including not allowing him to finish his remarks during this meeting. Pamela Bergmann stated that Board members and Association members with concerns expressed at this meeting will need to agree to disagree.

**Election of Board of Directors:** Management explained that Amy Topmiller and Larua Roark currently have one year remaining of their respective two-year terms. Farrah Green-Palmer, who was appointed to the Board in October, has declined to run for a 2024 Board position. Lynn Dewey, who was appointed to the Board in September, is interested in running again for the Board. Therefore, there are three vacant Board positions; namely one, two-year term and two, one-year terms. Pamela Bergmann nominated Lynn Dewey and Lesly Peters each for a one-year term and John Duffy for a two-year term. Amy Topmiller and Larua Roark objected to the nomination of John Duffy. With a motion on the floor, Jed Weingarten seconded the nomination. Pamela Bergmann read short bios of each nominee. Laura Roark and Amy Topmiller again both objected to the nomination of John Duffy, stating that they do not believe he could be objective as a Board member. With no other discussion, Management explained the method for voting and launched the poll. After polling was complete, John Duffy was elected to a two-year term; Lesly Peters and Lynn Dewey were each elected to a one-year term. Both Laura Roark and Amy Topmiller resigned, effective immediately. Management then asked if there were any volunteers to fill the open positions on the Board. Telisia Brown volunteered to fill one of the vacancies for a two-year term. There were no objections. Management will put notice out to Association members regarding the open position on the Board.

**Adjournment:** There being no further business to discuss, Jennifer Young moved to adjourn the meeting at 6:23 p.m. The motion was seconded by Lesly Peters and approved without objection.