

**Woodlake Condominium Association
Board Meeting
Summary Minutes
November 20, 2024**

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

Participants: Board members Telisia Brown (G-101), Lynn Dewey (A-202), Lesly Peters (C-101); Association members Pamela Bergmann (F-201), Jed Weingarten (A-202), Sarah Steele (D-201), Deborah Dixon (F-102), Mary Beth Farkas (H-202), and Rory Ober (B-101); and Property PMSI Services Inc. (PMSI) representative Crystal McDonald.

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

Association Member Comments: No comments.

New Business

Tree Trimming – It was noted last summer that trees on property south of Woodlake's Buildings F and G are infringing on Association property. One of the tree branches is almost touching Building G. PMSI sent a letter to the property owners to request that the trees be trimmed/removed (as appropriate) so the trees no longer encroach on Woodlake property.

PMSI Contract – The Association's most recent three-year contract with PMSI ends December 31, 2024. PMSI was requested to submit a new proposed contract to the Board for another three-year period beginning January 1, 2025.

Board of Directors Election – Two Board positions expire at the end of this Calendar Year. In addition, there is one Board vacancy. Board members will be elected at the December 9, 2024, Annual Meeting. Association members interested in serving on the Board should let PMSI know prior to the Annual Meeting.

Old Business

Previous Meeting Summary Minutes – The October 7, 2024, Board meeting summary minutes were previously provided to Board members and subsequently posted on the Association's website. A motion to approve the October 7, 2024, Board meeting summary minutes was made by Lynn Dewey. Telisia Brown seconded the motion, which was passed without objection.

Financial Reports – The September and October financial reports were previously distributed to the Board. The September water and sewer bills for Building I were high. PMSI sent a notice to Building I unit owners regarding their building's high-water usage and asking them to check for any leaks or running toilets. Water usage in Building I was back to normal in the October financial report.

Lynn Dewey moved to accept the September and October 2024 Financial Reports. Telisia Brown seconded the motion, which was passed without objection.

Delinquency report – PMSI reported there are no delinquencies.

Certificate of Deposit (CD) – A \$10,000 CD at Alliance Bank will mature on November 26, 2024. PMSI recommended waiting on further CD investments until after payment of the Association's earthquake insurance.

Buildings J, K, and L Billing – PMSI reported that the owner of Buildings J, K, and L reached out regarding the recent billing. It was discovered that PMSI had been billing for actual asphalt/concrete expenses, but not the reserve allocations. This year, the billing was corrected, which made the billing (\$4,998) higher than in the past. PMSI provided this information to the JKL owner and awaits a response. In addition, PMSI will send a note to the Building J, K, and L owner asking them to remind their tenants to not park in Association parking or walk dogs on Association property.

Calendar Year 2025 Budget – The Board held a work session on November 12, 2024, to discuss the draft 2025 budget. The resulting budget would include an increase in dues by approximately \$38 (average) per unit to help build up necessary reserves. Lynn Dewey moved to approve the budget, as presented, for ratification at the December 9 Annual Meeting. Telisia Brown seconded the motion, which was passed without objection.

Fitness Room Equipment – PMSI reported that Frontier Equipment has been contacted to service the Fitness Room equipment. It is anticipated that the work will be completed in December.

Fitness Room Furnace and Hot Water Heater – PMSI reported they have a call into Makota Mechanical to request that they perform an annual check of the Fitness Room furnace and hot water heater.

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 discussed was removing all but two roller carts in each building, asking all residents to share. Lesly Peters will continue to take the lead on this effort, which will be added to the agenda for the December 9 Annual Meeting.

Paving – The Board received a bid from GMG General Inc. for \$135,612.50 to remove and replace the Association's Street and parking areas. Action on this work is on hold pending receipt of additional bids, including a bid from Spernak and Son General Contractors next spring.

Unit A-101 – PMSI reported that a letter was sent to the A-102 owner seeking information on when the A-101 owner would receive reimbursement for mold remediation not covered by the insurance of the owner of A-102.

Bay Windows – The A-202 owners reported that a general contractor had installed, at the owners' expense, vapor barrier (Bituthene) and insulation in three areas in their attic; namely, over both bay windows and the deck door. The cost was approximately \$1,000. The purpose of the insulation was to help reduce ice damming. The results will not be known until spring.

Crawlspace Ventilation Fans – LC Property Maintenance replaced the ventilation fan in the Building A crawlspace.

Winter Grounds Maintenance – As noted at the last meeting, the Board approved a one-year contract with Northern Greens for winter grounds maintenance. The contract assumes that Association residents will apply ice melt, as needed, on Association walkways and stairs. Owners will need to be notify PMSI when additional ice melt is required. A flyer with this information was 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 was placed 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 reaffirmed their agreed-upon process 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.

Board Policies and Procedures – This discussion was tabled.

Miscellaneous Maintenance – Miscellaneous maintenance work included installation of a new wall-based garage door opener in Building G; repair of the Fitness Room toilet; and repair of the Building C overhead garage door opener (bracket). PMSI sent notices to appropriate Building B, C, G, and H owners notifying them of the need to address leaks identified by Anchor Services.

Next Meeting: The Association's Annual Meeting is scheduled for December 9, 2024, at 5:30 p.m.; an Organizational meeting is scheduled to begin at 6:30 p.m. Both meetings will be held via Zoom. Information will be posted on the Association's website on how to access the meetings. Prior to the Annual meeting, PMSI will provide Association members with a packet that will include the 2025 Association budget and draft 2024 President's report in addition to draft meeting agendas and proxy information.

There being no further business to discuss, Lesly Peters moved to adjourn the meeting at 6:31 p.m. Telisia Brown seconded the motion, which was approved without objection.