

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

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**Meeting Called to Order:** Woodlake Condominium Association Board (Board) member, John Duffy, called the meeting to order at 6:30 p.m. The meeting was held via zoom.

**Participants:** Board members John Duffy (F-201), Telisia Brown (G-101), Lynn Dewey (A-202), Sarah Steele (D-201) and Lesly Peters(C-101); Association members Pamela Bergmann (F-201), Jed Weingarten (A-202), Deborah Dixon (F-102), and Jennifer Young (H-201); and Property Management Services Inc. (Management) representative Crystal McDonald.

**Election of Officers:** Lynn Dewey moved for John Duffy to serve as President, Lesly Peters to serve as Vice-President, Lynn Dewey as Secretary, Telisia Brown as Treasurer, and Sarah Steele as Member at Large of the Board. Lesly Peters seconded the motion, which was approved without objection.

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

**Association Member Comments:** There were no comments.

**New Business**

**Calendar Year (CY) 2025 Meeting Dates** – The Board’s CY 2025 meeting dates were established as follows: March 11 (Board meeting), May 13 (building/grounds inspection), June 3 (Board meeting), October 7 (Budget Work Session), November 4 (Board meeting), and December 2 (Annual and Organizational meetings). Meetings will begin at 5:30 p.m. Board members agreed to continue holding the meetings via Zoom.

**Bank Signature Cards** – Currently four Board members can sign checks. Board members agreed to leave the signature card as is.

**2024 Financial Review** – Lesly Peters moved for Management to request a proposal from Hutchins and Associates, the Association’s Certified Public Accountant for a CY 2024 Financial Review. The motion was seconded by Lynn Dewey and approved without objection.

**Earthquake Insurance** – Based on correspondence with the Association’s earthquake insurance broker, the Board will not have a quote for the insurance renewal until early January 2025. The 2025 budget assumed an 8 percent increase in the annual premium. The current policy is in force until January 31, 2025.

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**Certificate of Deposit (CD)** – The Association has a 90-day CD maturing on Dec 18, 2024, for approximately \$30,300. Lesly moved to place the CD funds into another short-term CD either at Northrim or Alliance Bank, whichever has the best rate. Lynn Dewey seconded the motion, which passed without objection.

### **Old Business**

**Previous Meeting Summary Minutes** – The November 20, 2024, Board meeting summary minutes were previously provided to Board members and subsequently posted on the Association’s website. A motion to approve the November 20, 2024, Board meeting summary minutes was made by Lynn Dewey. Lesly Peters seconded the motion, which was passed without objection.

**Checks** – There were no checks to be approved.

**Financial Report** – The November 2024 financial report will be sent to Board members as soon as it is available, which will be later this month.

**Delinquency report** – Management reported there are no serious delinquencies.

**Management Contract** – The Board previously received a proposed three-year management contract with PMSI for the time period January 1, 2025, through December 31, 2027. The contract includes a \$2.00 per unit per month increase, which is the first increase since PMSI took over management of the Association in 2017. Lesly Peters moved to approve the contract with PMSI for a period of three years beginning January 1, 2025. The motion was seconded by Lynn Dewey and approved without objection. PMSI was thanked for their many years of service to the Association.

**Buildings J, K, and L Billing** – Management reported that the \$4,998 bill sent to the owner of Buildings J, K, and L is still outstanding.

**Fitness Room Equipment** – Management reported that Frontier Equipment has been contacted to complete servicing of the fitness room equipment at a date still to be determined.

**Fitness Room Furnace and Hot Water Heater** – Management reported Makota Mechanical has not responded to requests for maintenance to be conducted on the Fitness Room furnace and hot water heater. Management will try once again and if unsuccessful, will contact another company.

**Tree Trimming** – Management reported a response has not been received from the property owners south of the Association’s Buildings F and G regarding Management’s request to trim trees that are infringing on Association property. Management plans to post a notice on appropriate doors.

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**Trash Roller Carts** – This was discussed at the Annual Meeting. There was no other discussion.

**Unit A-101** – Management reported that no response had been received on a letter 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. Lesly Peters moved to have the Association reimburse the A-101 owner \$1,415.01. The motion was seconded by Sarah Steele. Discussion followed on whether this is an Association versus a Responsible Party (A-102 owner) responsibility. The motion passed with Lesly Peter, Lynn Dewey, and Sarah Steele voting in favor and Telisia Brown and John Duffy opposed. *[NOTE: On December 10, 2024, the Board was notified that the A-102 owner will be reimbursing the A-101 owner, so no Association funds will be spent for reimbursement.]*

**Bay Windows** – Once the A-202 owners know whether vapor barrier and insulation installed, at their expense, in their attic over both bay windows and the deck door help reduce or eliminate ice damming, the results will be shared with Association members.

**Winter Grounds Maintenance** – There was nothing to discuss.

**Board Policies and Procedures** – John Duffy reported that additional information is being prepared for potential inclusion in the Board policies and procedures manual.

**Miscellaneous Maintenance** – Management sent notices on November 19, 2024, to appropriate Building B, C, G, and H owners notifying them of the need to address leaks identified by Anchor Services.

**Next Meeting:** The Board meeting is scheduled for March 11, 2025, at 5:30 p.m. The meeting will be held via Zoom. Information will be posted on the Association's website on how to access the meetings. Prior to the meeting, Management will provide Association members with a meeting reminder.

There being no further business to discuss, Telisia Brown moved to adjourn the meeting at 7:27 p.m. Sarah Steele seconded the motion, which was approved without objection.