

**Woodlake Condominium Association  
Board Meeting  
Summary Minutes  
June 3, 2025**

**Meeting Called to Order:** Woodlake Condominium Association Board (Board) President, Lesly Peters called the meeting to order at 5:30 p.m. The meeting was held via zoom.

**Participants:** Board members Telisia Brown (G-101), Lynn Dewey (A-202), Sarah Steele (D-201) and Lesly Peters(C-101); Association members Jed Weingarten (A-202), Bruce Robinson (I-201), Rory Ober (B-101), Terri Patton (A-101); Property Management Services, Inc (PMSI) representative Crystal McDonald.

**Approval of Agenda:** The agenda was approved as revised (move approval of minutes prior to business, add walk around notes discussion. Sarah Steele moved to approve the agenda as revised. The motion was seconded by Telisa Brown and passed without objection.

**Association Member Comments:** Bruce Robinson commented on the Association's website. It contains a lot of information that may not need to be there. When compare Woodlake's website with other associations hosted by PMSI, Woodlake posts data other associations do not. The Board will review this.

**New Business**

**A101** – Mold in closet, backside of kitchen. Plumber reviewed the area and determined the cause was a crack in common drain line in wall. First opinion total replacement of pipe, which includes removal of floor upper unit. Second opinion felt leak could be repaired in wall versus total replacement. Owner is okay with repair. Financially this would be best way to go (repair pipe, sheetrock, paint). Buildings are old, everyone should be aware of this and periodically check their units for signs of leaks. The Board may have to hold a work session to discuss a plan to address potential leaks; also consider information to distribute to owners so they know what to look for.

**Resident Use of Guest Parking** – Lesly Peters volunteered to speak with the unit owner who frequently parks in guest parking.

**Starling Nest Removal** – There are a couple areas that have Starling nests. Removal will be difficult as they are inside the soffits. Bruce Robinson commented the Starlings removed his screen and moved back in.

**Propane Tank** – A102 has propane tank in garage and freezer. The freezer form will be sent to homeowner.

**Walk About Results** – The walk about took place May 13, 2025. Estimates for crack sealing will be obtained.

## **Unfinished Business**

**Financial Report** – The May 31, 2025 financial information was provided. If any Board member has questions, please reach out.

**Delinquency Report** – PMSI reported there are no delinquencies.

**Buildings J, K, and L Billing** – PMSI reported JKL has paid their invoice.

**CY 2024 Financial Review** - The independent CPA has started the review.

**Tree Trimming** – Volunteers completed trimming of trees, brush removed, leaves raked, small trees up against fence removed. Logs discovered which appear to be left behind from previous tree trimming, trees hanging over the fence, so more work to do.

**Trash Roll Carts** – Each building now has only 2 roll out carts. Agreed to proceed with amending the house rules (change verbiage to each building maximum of 2 large roll out carts).

**Winter Grounds Maintenance** – The Board renewed the winter grounds maintenance with Northern Greens.

**Bay Window Leaks** – Jed W provided information regarding bay window leaks. Their unit experienced significant leaking at the front bay window after large snowfalls. Hired contractor (Ghost) who found upside down baffling throughout roof, insulation insufficient above bay windows and patio door. New insulation put in and has not had a problem since, however, last winter was not a good “test winter”. Jed W believes the repair was a success and that it would be wise to have these upgrades completed if experiencing a problem with bay window leaks

**Bylaws Amendment** – Four votes shy. Send list of individuals who have not voted so volunteers can go door to door.

**Firewise Assessment** – AFD is willing to do these assessments in areas heavily wooded, so the volunteers have been addressing areas that could be of concern. In regards to rooftop sprinklers, homeowner will be asked to provide an idea of cost. For now, the Board is concerned about funding of plumbing and other maintenance items.

**Gutter Cleaning** – It appears they were on-site, however during the walk about, it appeared the downspout extensions were not cleaned out, evidenced by piles of debris found in the extensions.

**Next Meeting** - The next Board meeting will be October 7, 2025, 5:30 pm, via Zoom.

**Adjournment** - There being no further business to discuss, Lynn Dewey moved to adjourn the meeting at 6:30 p.m. Sarah Steele seconded the motion, which was approved without objection.