

**WOODLAKE CONDOMINIUM ASSOCIATION**  
**ORGANIZATIONAL MEETING MINUTES**  
**December 2, 2025**

**Called to order** at 6:27 immediately following the annual homeowners meeting.

**Present:** Board members Telisia Brown, Lesly Peters, Sarah Yoder, Farrah Greene-Palmer, Sarah Steele; PMSI Representative Crystal McDonald.

**Election of Officers:** President, Telisia Brown; Vice President, Lesly Peters; Director, Sarah Steele; Secretary, Sarah Yoder; Treasurer, Farrah Greene-Palmer.

**Approval of Agenda:** The agenda was unanimously approved as presented by a motion duly made (Telisia Brown) and seconded (Farrah Greene-Palmer).

**New Business:**

**Calendar Year 2026 Meeting Dates:** March 3, 2026 (5:45 pm), June 2, 2026 (5:30 pm), October 6, 2026 (5:30 pm), November 3, 2026 (5:30 pm), Annual December 1, 2026 (5:30 pm). The spring walk about was scheduled for April 28, 2025 (5:30 pm).

**Bank Signature Card** – The bank signature card will be updated to remove Lynn Dewey and add Sarah Yoder.

**2025 Financial Review:** Management will send out the 2025 independent financial review engagement letter for the Board's review tomorrow.

**Unfinished Business:**

**Previous Board Meeting Minutes:** The November 4, 2025 Board meeting minutes were unanimously approved without objection.

**Certificates of Deposit:** Review of the maturity dates of the four certificates of deposit. One is maturing Jan 16, 2026 – with insurance premium renewing in January, the Board will review the funds availability to determine if this certificate should be reinvested or not.

**Chimney Insection:** Spring 2026 (along with dryer vent cleaning).

**Tenant Registrations:** Follow-up with owners who lease their units to ensure up to date information is on file.

**Maintenance Items 2026:** Staircase and boardwalk replacement, crack sealing, blocking nesting areas (Starlings).

**Comments:** With not as many homeowners joining tonight's annual meeting as in the past, Sarah Steele suggested organizing some type of community event to encourage engagement. Everyone agreed this was a great idea; this topic will be placed on the June agenda.

**Adjournment:** 6:55 pm by a motion from Farrah Greene-Palmer, seconded by Telisia Brown.