

**WOODLAKE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
SUMMARY MINUTES  
June 27, 2017**

**Meeting Called to Order:** Woodlake Condominium Association (Association) Board President, Pamela Bergmann, called the meeting to order at 6:40 p.m. in the Fitness Room.

**Present:** Board members Lesly Peters, Pamela Bergmann, Terri Patton, and Janice Ford; Homeowners Jennifer Young and Stephanie Huru-Hendricks; and Property Management Services Inc. (PMSI) representative Crystal McDonald.

**Absent:** Board member Luther Klementson

**Approval of Agenda:** Lesly Peters moved to approve the agenda with the addition of "Meeting Notices" and "Fitness Room Cleaning" under "New Business." Janice Ford seconded the motion, which was approved by unanimous consent.

**Introduction of New Management Company Agent:** Crystal McDonald with PMSI was introduced and welcomed as the Association's new property management company agent.

**Association Member Comments:** Jennifer Young inquired about the percentage of rentals units in the Association, use of the Fitness Room, and financial status of the Association. Stephanie Huru-Hendricks inquired about keys for the Fitness Room and dog feces around Building D.

**New Business:**

**Management Contract** – Pamela Bergmann reported that the Association's contract with PMSI began May 1, 2017.

**Building and Grounds Inspections** – Management reported that many of the items noted in the May 23<sup>rd</sup> building and grounds inspection were general maintenance items, which should be completed by the August 16<sup>th</sup> Board meeting. An estimate for carpeting cleaning of building stairwells is pending and will be forwarded to the Board once it has been received by Management.

**Asphalt Crack Seal** – The Board reviewed a proposal from Rob Webb Paving for \$2,940 to crack seal 3,000 linear feet of Association asphalt. Management confirmed the rate is within competitive values. Lesly Peters moved to accept the Ron Webb proposal. Janice Ford seconded the motion, which was approved by unanimous consent.

**Chimney and Dryer Vent Cleaning** – Management will contact the Chimney Doctor to obtain quotes to be forwarded to the Board for action for cleaning dryer vents and inspecting chimneys. Dryer vent cleaning and chimney inspection will not require access into any units and will be paid by the Association. The cost of cleaning dirty chimneys will be billed to the appropriate owner with Management following up to ensure the chimney has been cleaned.

**Association 2016 Taxes** – The Association's 2016 tax return is being completed by CPA Thomas Black.

**Association Web Page** – The Board discussed the web page available for the Association. It may be accessed (1) via the PMSI website (<http://www.pmsialaska.com/>) and then clicking on the "Associations" tab and then on "Woodlake" or (2) via <http://www.pmsialaska.com/associations/woodlake/>. Management will add updated Registration Forms to the House Rules, which are currently available on the Woodlake web page.

**Meeting Notices** – The Board discussed the process for sending meeting information to Association members. PMSI will send the August 16<sup>th</sup> meeting agenda and draft summary minutes of the last Board meeting to all owners 10 days prior to the meeting. The goal is to distribute this information to Association member via email beginning with the November 7<sup>th</sup> Board meeting.

**Fitness Room Cleaning** – The contractor who cleans the Fitness Room charges \$50 every two months for Fitness Room cleaning. The Board discussed the cost for monthly cleaning. PMSI confirmed with the contractor that the cost would be \$50 each month. Because there have not been any complaints about the Fitness Room cleaning, the Board agreed to leave the cleaning at two month intervals.

**Previous Meeting Summary Minutes:** The January 25, 2017, Organizational (Board) meeting minutes were unanimously approved as presented by a motion from Janice Ford and seconded by Terri Patton. The April 12, 2017, Special Board meeting to select a new management company will be on the agenda at the August 16<sup>th</sup> Board meeting. Pamela Bergmann summarized the process used to select the new management company.

**Check Approval** – Management reported there were no checks to sign at the meeting.

**Financial Reports** – Management reported that the December 2016 financial report is available; Management is re-creating January through May 2017 financial information based on bank statements, deposit slip copies, and copies of invoices. The Board acknowledged the work being done by PMSI to update financial records following the illness and subsequent passing of the Association's previous management agent.

**Delinquency Report** – Management reported that two delinquent accounts have been forwarded to the Association's attorney for action.

**Signature Card/Check Approval** – The Board reviewed the procedure for check approval. It includes PMSI emailing a payables report with copies of invoices to all Board members to let the Board know what checks need to be issued. Board members have two days to provide any comments. Once approved, the check(s) are issued and signed by one Board member. It was also reported that Northrim Bank signature cards have been updated with all Board members as signers.

**Fire Extinguisher Inspections** – Inspections were completed in February for all fire extinguishers in the garages and Fitness Room.

**Earthquake Insurance** – A copy of the policy was sent to Board members.

**House Rules Registrations** – The Association's House Rules include Owner and Tenant/Occupant Registrations forms for contact and other information regarding cars, pets, freezers, barbeques, and smokers. With the change in management, PMSI will update the forms to include PMSI contact information and blanks for each owner's email address. PMSI will then send out the forms with a date certain for submittal back to PMSI to be followed up with a fine for failure to provide the information as required by the House Rules.

**Towing Signage** – The Board discussed towing signage, the status of vehicles parking in Guest Parking spaces, and inspection/enforcement services provided by PMSI. The Board decided to suspend the

towing of vehicles to determine if tracking and fines will resolve parking issues. Fred's Towing will be asked to remove their signs. If tracking and fines do not work, towing will occur.

**Meeting Schedule** – The Board reviewed and agreed upon the following meeting schedule for the remainder of 2017: August 16 and November 7 Board meetings and December 5 Annual and Organization meetings.

There being no further business to discuss, the meeting was adjourned at 8:00 p.m. following a motion by Janice Ford, which was seconded by Lesly and approved by unanimous consent.