

**WOODLAKE CONDOMINIUM ASSOCIATION  
SUMMARY MINUTES  
ORGANIZATIONAL MEETING  
JANUARY 23, 2017**

Summary minutes of the organizational meeting of the Woodlake Condominium Association (Association) Board of Directors (Board) was held on January 25, 2017, at the Association's Fitness Room in Anchorage, Alaska. The meeting was scheduled to begin at 7:00 p.m.

**Call to Order**

President, Pamela Bergmann called the meeting to order at 7:00 p.m.

**Present**

Pamela Bergmann  
Lesly Peters  
Janice Ford  
Terri Patton  
Sam Anderson, New Horizons Association Management (Management)

**Absent**

Luther Klementson

**Election of Officers**

Janice Ford moved to elect Board Members to the following positions for Calendar Year (CY) 2017:

President:	Pamela Bergmann
Vice-President:	Luther Klementson
Secretary:	Janice Ford
Treasurer:	Terri Patton
Director:	Lesly Peters

Terri Patton seconded the motion. The motion was approved by unanimous consent.

**Approval of Agenda** Janice Ford moved to approve the agenda as written. Lesly Peters seconded the motion. The motion was approved by unanimous consent.

**Association Members Comments** No Association members were present.

**NEW BUSINESS**

**Signature Card** No action was necessary.

**Fire Extinguisher Inspection** Management reported that the fire extinguisher inspection has been scheduled to be completed by Yukon Fire Protection Services by the end of January or early February.

**Earthquake Insurance** Management reported that Alaska USA Insurance Brokers quoted earthquake insurance for CY 2017 at \$ 17,014.81 The company that is insuring

the Association is Lloyds of London. Janice Ford moved to purchase the insurance. Terri Patton seconded the motion. The motion was approved by unanimous consent. When Management receives the policy, copies will be forwarded to Board members.

**Summer Grounds** The Board reviewed the 2017 summer grounds contract from Robert Taylor of Greenscape for \$1,475 per month for six months beginning April 15, 2017. Terri Patton moved to approve the 2017 summer grounds contract. Janice Ford seconded the motion. The motion was approved by unanimous consent.

**2017 Meeting Schedule** The CY 2017 meeting schedule is as follows: January 25 - Annual and Organizational meetings, June 6 - Ground and Building inspections, June 27, August 15, and October 10 - Budget. The next Annual and Organizational meetings are scheduled for January 9, 2018. All meetings are held in the Fitness Room and will begin at 6:30 p.m.

**Management Contract** The Board reviewed the 2017 Management contract for the amount of \$725 per month. Janice Ford moved to approve the 2017 Management contract. Terri Patton seconded the motion. The motion was approved by unanimous consent.

## **OLD BUSINESS**

**Summary Minutes of the December 15, 2016, Board Meeting** Janice Ford moved to approve the summary minutes for the December 15, 2016, Board meeting. Leslie Peters seconded the motion. The motion was approved by unanimous consent.

**Check Approval** The Board reviewed, approved, and signed outstanding checks.

**Financial Report for December 2015** Tabled

**Delinquency Report** The Board reviewed the delinquency report.

**Miscellaneous Maintenance** Management reported that necessary repairs were completed for the Fitness Room furnace.

**Roof and Building A Repairs** Tabled until spring.

**Towing Signage** Management reported that towing signs have been ordered that meet Municipality of Anchorage requirements and are specific to Association House Rules. Once the signs have been installed, a notice will be placed on garage entry doors stating when enforcement will begin.

**Registration Forms** Management reported that 15 completed registration forms have been received to date. Owners who have not yet submitted their required form to Management will be contacted by Management. Owners who still do not comply will be fined.

**Meeting Adjourned** With no further business to discuss, Janice Ford moved to adjourn the meeting at 7:40 p.m. Terri Patton seconded the motion. The motion was approved by unanimous consent.

**Upcoming Meeting Schedule** The CY 2017 meeting schedule is as follows: January 25 - Annual and Organizational meetings, June 6 - Ground and Building inspections, June 27, August 15, and October 10 - Budget. The next Annual and Organizational meetings are scheduled for January 9, 2018. All meetings are held in the Fitness Room and will begin at 6:30 p.m.