

**WOODLAKE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
SUMMARY MINUTES  
August 16, 2017**

**Meeting Called to Order:** Woodlake Condominium Association (Association) Board of Directors (Board) President, Pamela Bergmann, called the meeting to order at 6:38 p.m. in the Association Fitness Room.

**Present:** Board members Pamela Bergmann, Lesly Peters, Janice Ford, and Terri Patton (who joined the meeting at 7:50 p.m.); Association members Ed and Mary Pat DeWitt, Rory Ober, and Jed Weingarten and Lynn Dewey; 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 "Snow Plowing Contract" under "New Business." Janice Ford seconded the motion, which was approved by unanimous consent.

**Member Comments:** Mary Pat DeWitt commented on parking notices, signs, and fines, miscellaneous maintenance items, and the dog relief area. Jed Weingarten commented on guest parking and his unit's garage overhead door. Lynn Dewey commented on lawn mowing. Rory Ober commented on resident noise.

**New Business:**

**Snow Plowing Contract** – Management will contact Northern Greens to check on the status of repairs of garage doors that were damaged by plow blades during the 2016/2017 winter season and to request a bid for 2017/2018 winter services.

**Old Business:**

**Meeting Notices** – Ten days prior to the meeting, Management sent a hard copy of the meeting agenda along with copies of the previous two meetings to Association members. Board members confirmed that subsequent meeting agendas will be sent to Association members via email in addition to being posted on the Association's website at <http://www.pmsialaska.com/associations/woodlake/>

**Previous Meeting Minutes** – Janice Ford moved to approve the April 12, 2017, Board special meeting summary minutes and the June 27, 2017, Board meeting summary minutes. The motion was seconded by Lesly Peters and approved by unanimous consent. Management will post the summary minutes on the Association's web site.

**Financial Reports** – Management provided Board members with a complete July 2017 financial report via email prior to the meeting. An income and expense statement and balance sheet were included in the Board packet presented at the meeting. Janice Ford moved to accept the July 2017 financial report; Lesly Peters seconded the motion, which was approved by unanimous consent. Board members acknowledged Management's extra work on the Association's financial information following the passing of the previous Management Agent. Management was asked to provide the Board with an invoice for the cost of the extra work.

**Delinquency Report** – Board members discussed the status of the two delinquent accounts forwarded to the Association’s attorney for action. Lesly Peters moved to have another attorney deal with the delinquent accounts, if necessary, pending a status report from the Association’s attorney. Janice Forded seconded the motion, which was approved by unanimous consent.

**2016 Taxes** – Management reported that the Association’s CPA, Tom Black, filed a tax extension on behalf of the Association for 2016 taxes and will have the tax return completed and filed by the September 15, 2017, deadline.

**House Rules** – The Owner and Tenant/Occupant Registration forms, which are part of the House Rules, were updated to include PMSI contact information and blanks for each owner’s email address. The updated forms were posted on the Association’s web site. Management will send out the forms with a date certain for submittal back to Management. The Board will consider amending the December 15, 2016, House Rules with respect to Guest Parking. Any proposed revisions would be distributed to Association for comment. Unless a change is agreed upon by the Board, the existing rules remain in effect. The Board considered a request from an Association resident to reduce or eliminate parking fines incurred. Following discussion, the request was declined. Management will notify the resident. The Board also discussed an issue of residents not picking up and properly disposing dog feces from the dog relief area. Management will monitor the situation and send violation notices as appropriate.

**Towing Signs** – The four towing signs were removed and picked up by Fred’s Towing. There are currently no plans to replace the signs.

**Building and Grounds** – Management reported there has been a delay in resolving some maintenance items as Management works through vendors and procedures. Board members agreed to change the Association’s general maintenance contractor to one who is competitively priced, performs good work, and is timely with their work and willing to provide bids for work as appropriate. It is anticipated that remaining maintenance and building items will be completed within the next few weeks.

**Asphalt Crack Seal** – Management reported that the crack sealing work by Ron Webb is behind due to the rainy summer; however the work will be completed before winter. Management will ask Ron Webb will be asked to look at the drain between Buildings A, B, C, and D.

**Carpeting Cleaning** – The Board discussed a bid by ABM for \$600 to clean the stairwell carpets in all of the buildings, obtaining a bid for new stairwell carpeting, and including in the 2018 Association budget, twice annual (one in the spring and again in the fall) cleaning of the stairwell carpet, stairs, landings, lights, and railings. Action on carpet cleaning was postponed pending Management obtaining a bid for replacing the stairwell carpeting with brown outdoor carpet.

**Chimney and Dryer Vent Cleaning** – Management reported that the bid for chimney and dryer vent cleaning will be emailed to the Board tomorrow for action.

**Next Meeting** – The next Board meeting will be November 7, 2017, at 6:30 p.m., in the Association Fitness Room.

There being no further business to discuss, the meeting was adjourned at 8:10 p.m. following a motion from Lesly Peters, which was seconded by Terri Patton and approved by unanimous consent.