

Regular Meeting Minutes (Required Civil Code Sec. 4525)
Woodlake Condominium Association

Order: GHSYBW8GK
Address: 801 N Humboldt St Apt 314
Order Date: 09-09-2025
Document not for resale
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WOODLAKE ASSOCIATION

900 Peninsula Ave., San Mateo, CA 94401 Office: (650) 342-7002

**Woodlake Association
General Session Board Meeting
Wednesday, February 19, 2025
6:30 p.m.
Hybrid Meeting via Zoom and the Clubhouse (Redwood Room)
Minutes**

The Board held an Executive Session Meeting at approximately 6:30p.m on Tuesday, February 18, 2025, to discuss disciplinary matters, legal matters, the formation of third-party contracts, and personnel.

General Session Board Meeting

Call to Order: The meeting was called to order at 6:34 p.m. by Nancy Bush, President.

Present: Nancy Bush, Barbara Colvin, Mary Pedersen, Marla Lowenthal, and Sue Harris.

Jeff Chin, General Manager, Common Interest Management Services- present
Seru Raturala, Operations Director, Woodlake Association- present

Administrative:

- **Review and approve of January 15, 2025, General Session Board Meeting Minutes.** Motion by Barbara Colvin to approve January 15, 2025, General Session Board Meeting as amended. Seconded by Mary Pedersen. **Carried 5-0, Yes: 5- Nancy Bush, Sue Harris, Barbara Colvin, Mary Pedersen, and Marla Lowenthal, No: 0, Abstain: 0**

The following amendments were made to the minutes:

- In financials, the word "accept" was revised to "approved".
- The date of the Emergency Preparedness Event was corrected from February 7th to February 8th.
- The Insurance renewal date was clarified as March 1st.
- The Boiler A item was amended to include "pending price reduction."

Review and Accept

- **Financial Statements (January 31, 2025)**
Motion by Mary Pedersen to accept the January 31, 2025 Financial Statement. Seconded by Barbara Colvin. **Carried 5-0, Yes: 5- Nancy Bush, Sue Harris, Barbara Colvin, Mary Pedersen, and Marla Lowenthal, No: 0, Abstain: 0**
- **Collection/Lien Resolutions**
 - **File # 25-10031** - Motion by Sue Harris to approve recording notice of delinquent Lien in the amount of \$8461.05, Seconded by Barbara Colvin. **Carried 5-0, Yes: 5- Nancy Bush, Sue Harris, Barbara Colvin, Mary Pedersen, and Marla Lowenthal, No: 0, Abstain: 0**

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- **File # 25-10159-** Motion by Sue Harris to approve recording notice of delinquent Lien in the amount of \$9,186.93. Seconded by Mary Pedersen. **Carried 5-0, Yes: 5- Nancy Bush, Sue Harris, Barbara Colvin, Mary Pedersen, and Marla Lowenthal, No: 0, Abstain: 0**
- **Annual Calendar**
No Action items. Board to review the 2024-year calendar to prepare for upcoming items.

Reports

President's Report: Nancy Bush

Board President Nancy Bush noted the following:

- The Board is working diligently with a new broker on the Insurance renewal due March 1.
- Balcony & Stairwell Repairs are about to commence.
- The Landscape Committee is seeking more volunteers
- The Baywood Room will be opening soon.
- The Board is considering allowing Woodlake employees to assist residents with minor in-unit help and repairs for a fee, as was done in the past.
- Conducting tennis lessons or teaching tennis is not permitted.
- The Emergency Preparedness Meeting on February 8th was attended by approximately 75-80 residents.
- California Mahjong will be played in the Clubhouse on the 2nd and 4th Fridays of each month, beginning February 14th.
- The board is reviewing a proposal from the community's attorney to update the CC&Rs and Bylaws.

Treasurer's Report: Board President Nancy Bush gave the financial report on behalf of the Board Treasurer Janet Langer who was absent.

Management Report: Jeff Chin

- General Manager Jeff Chin reminded residents of the recent WEVO transition from Shell Recharge for EV chargers and urged all EV owners to register their vehicles and pick up RFID cards at the Administration office.
- He noted that Woodlake is seeking new vendors to lease and maintain laundry machines.
- He reported on a large tree branch that recently fell onto one of the tennis courts and cautioned residents to be aware of their surroundings, particularly during this rainy and windy season.

No Maintenance Report:

Operations Report: Seru Raturala

Operations Director Seru Raturala provided updates on the following:

- Noted that a number of cars had their windows smashed in the 821 Humboldt garage.
- Reported the arrest of a woman found in one of the buildings who was in possession of Woodlake keys and confirmed that the individual was a former resident. These circumstances are under investigation.
- He encouraged residents to lock their vehicles, keep valuables in them out of sight, and promptly pick up packages delivered to them.

Committee Reports:

Landscape Committee Don Weiher

- The committee requested that organic compost be applied to the circle of trees, followed by a layer of woodchips.
- The committee requested that blowers not be used around the circle of trees.
- The committee requested to meet with the lake vendor at least three times per year.
- The committee requested an additional bid be obtained for water filtration services.

Motion by Sue Harris to approve the amount of \$641 for organic compost, amended to \$750, Seconded by Mary Pedersen. Carried 5-0, Yes: 5- Nancy Bush, Sue Harris, Barbara Colvin, Mary Pedersen, and Marla Lowenthal, No: 0, Abstain: 0

Architectural Committee Camille Lo

Architectural Committee member Camille Lo reported no new updates.

Events Committee Joy Rigdon

Joy Rigdon, Head of the Events Committee, provided the following information:

- International Women's Day Celebration is planned for Saturday, March 8th. Volunteers are needed.
- A brass quintet from the Peninsula Symphony will perform in the clubhouse on Saturday, March 15th.
- A spring event is being planned for April with details to follow.
- Three BBQs are currently scheduled for the summer
- A yard sale is being planned for mid-June.

SMUHA

Board Member Mary Pedersen explained the importance and purpose of SMUHA (San Mateo United Homeowners Association).

Emergency Preparedness Committee – No Report

Open Forum:

Three homeowners spoke during the Open Forum on various topics including:

- Reserve Fund - A concern that certain items in the Reserve Fund are not properly documented. The Board was requested to consult the Reserve Analyst regarding the lake desilting project, the tennis courts, and the Main Pool Resurfacing
- Cattail Removal - The current practice of cutting cattails is insufficient and complete removal is necessary.

Action Items/Discussion Items: Ongoing Business:

• Insurance Renewal:

Motion by Sue Harris to approve the Epic Insurance renewal of the property, general liability, umbrella, D&O, and fidelity insurance renewals, as well as the estimated excess property coverage, not to exceed \$1.3M , Seconded by Mary Pedersen. Carried 5-0, Yes: 5- Nancy Bush, Sue Harris, Barbara Colvin, Mary Pedersen, and Marla Lowenthal, No: 0, Abstain: 0

- **SB 326 Balcony Inspection and Repair Project: Updat**
- Balcony Repairs – permits have been requested from City of San Mateo (8-12 weeks plan review process and approval of permits)

- **Stairwell Repairs**
- Stucco repairs on bldgs. A, C, F (3/3/25 – 5/16/25)
- Exploratory work on bldgs. B, D, E (5/12/25 -6/27/25)

- **Crepe Myrtle Tree.**Two locations were considered as potential locations for planting the new Crepe Myrtle tree: near the lake by the bridge at 820 (the site of a removed willow tree) or the courtyard by Building D. The board directed management to consult with A-Plus to obtain their professional advice regarding the suitability of each location.

- **Landscape Maintenance – update**
Sycamore is currently testing two different nontoxic products)
Circle of Trees – Woodlake staff is involved in providing mulch.

- **Building A Boiler** - Tabled from January 15 General Session Meeting
Motion -Sue Harris moved to approve the Bay City Boiler Proposal in the amount of \$108,390, Seconded by Mary Pedersen. Carried 5-0, Yes: 5- Nancy Bush, Sue Harris, Barbara Colvin, Mary Pedersen, and Marla Lowenthal, No: 0, Abstain: 0

- **Building A Pool Pump** - Tabled for the time being since it is not in use until the summer.

- **Draft Amended Election:** There were no objections after the appropriate review period.
Motion - Susan Harris moved to adopt the updated election rules to include online voting. Seconded by Barbara Colvin. Carried 5-0, Yes: 5- Nancy Bush, Sue Harris, Barbara Colvin, Mary Pedersen, and Marla Lowenthal, No: 0, Abstain: 0

- **Lake Maintenance Update:**
The Board discussed the possibility of Woodlake staff performing some of the maintenance to the lake.

- **Reopening of Baywood Room** The Board was updated on the status of the Baywood Room reopening and the installation of a security camera. Management reported that Comcast was contacted regarding the installation of a security camera but informed them that they no longer sell or install this type of equipment. The Board discussed alternative solutions, including the possibility of purchasing a consumer-grade camera system such as Arlo or Ring. These systems could potentially utilize the existing Wi-Fi network, offering a cost-effective solution. Management will further investigate these options and gather more detailed information on pricing, features, and installation requirements before making a decision.

NEW BUSINESS (Action Items/Discussion Items):

- **Main Pool :**

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Motion - Marla Lowenthal moved to approve the repair of the refractory module not to exceed \$5,861.62, Seconded by Mary Pedersen. Carried 5-0, Yes: 5- Nancy Bush, Sue Harris, Barbara Colvin, Mary Pedersen, and Marla Lowenthal. No: 0, Abstain: 0.

- **Reserve Study Proposal(s):**

Management informed the Board that they are in the process of gathering additional bids. The Board requested that a line item for the replacement of the tennis courts be added to this year's reserve study.

Next General Session Meeting Date Confirmed:

March 19, 2025 @ 6:30pm

Adjourn Board Meeting

The meeting was adjourned at 8:19 pm.

Respectfully submitted,

Marla Lowenthal, Secretary

Date



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900 Peninsula Ave., San Mateo, CA 94401 Office: (650) 342-7002

**Woodlake Association
General Session Board Meeting
Wednesday, January 15, 2025
6:30 p.m.
Hybrid Meeting via Zoom and the Clubhouse (Redwood Room)
Minutes**

The Board held an Executive Session Meeting at approximately 6:30p.m on Tuesday, January 14, 2025 to discuss disciplinary matters, legal matters, the formation of third-party contracts and personnel.

General Session Board Meeting

Call to Order: The meeting was called to order at 6:34 p.m. by Nancy Bush, President.

Present: Nancy Bush, Christian Kasper, Barbara Colvin, Janet Langer, Mary Pedersen, Marla Lowenthal, and Sue Harris

Jeff Chin, General Manager, Common Interest Management Services- present
Paul Rallonza, Maintenance Director, Common Interest Management Services- present
Seru Raturala, Operations Director, Woodlake Association- present

Administrative:

- **Review and approve the November 20, 2024, General Session Board Meeting Minutes**
Motion by Barbara Colvin to approve the November 20, 2024, General Session Board Meeting as amended, Seconded by Sue Harris. **Carried 7-0. Yes: 7- Nancy Bush, Christian Kasper, Barbara Colvin, Janet Langer, Sue Harris, Marla Lowenthal, and Mary Pedersen, No: 0, Abstain: 0.**

Approve and Review

- **Financial Statements (December 31, 2024)**
Motion by Janet Langer to accept the December 31, 2024 Monthly Financial statement as received, Seconded by Barbara Colvin. **Carried 7-0. Yes: 7- Nancy Bush, Christian Kasper, Barbara Colvin, Janet Langer, Sue Harris, Marla Lowenthal, and Mary Pedersen, No: 0, Abstain: 0.**
- **Collection/Lien Resolutions**
 - **File # 23-12782 – Motion** by Barbara Colvin to approve publishing notice of Trustee’s sale, Seconded by Mary Pedersen. **Carried 7-0. Yes: 7- Nancy Bush, Christian Kasper, Barbara Colvin, Janet Langer, Sue Harris, Marla Lowenthal, and Mary Pedersen, No: 0, Abstain: 0.**
 - **File #24-12139 - Motion** by Janet Langer to approve recording notice of Delinquent Assessment, Seconded by Mary. **Carried 7-0. Yes: 7- Nancy Bush, Christian Kasper,**

**Barbara Colvin, Janet Langer, Sue Harris, Marla Lowenthal, and Mary Pedersen,
No: 0, Abstain: 0.**

- **File#22-11235** - Motion by Mary to approve recording an updated lien, Seconded by Christian Kasper. **Carried 7-0. Yes: 7- Nancy Bush, Christian Kasper, Barbara Colvin, Janet Langer, Sue Harris, Marla Lowenthal, and Mary Pedersen, No: 0, Abstain: 0.**
- **Annual Calendar** No Action items. Board will review the 2025-year calendar to prepare for any upcoming items.

Reports

President's Report: Nancy Bush

Board President Nancy Bush provided updates on various community matters including the book club, the Emergency Preparedness meeting on February 8, a new mahjong group, bench plaques, and HOA insurance.

Treasurer's Report: Janet Langer

Board Treasurer Janet Langer provided a detailed overview of the organization's financial health, including income, expenses, and balance sheet. The board treasurer also had a question regarding GL Code 70400 on the monthly financials, which will be discussed later outside the meeting.

Management Report: Jeff Chin

General Manager Jeff Chin provided information about a fire hydrant damaged but quickly repaired near the HOA Admin Office, announced the recent retirement of a Woodlake employee, and asked people not to call the CIMS emergency number after hours when there is an emergency but rather the Woodlake number because of the cost saving.

Maintenance Report: Paul Rallonza

Maintenance Director Paul Rallonza provided updates on several ongoing issues: the upcoming third retest for fire alarm inspections, a malfunctioning elevator in Building 902, a roof leak in one of the buildings, and a failed pool pump in Building A.

Operation's Report: Seru Raturala

Operations Director Seru Raturala reported on several ongoing issues, including missing packages, a suspicious delivery driver removing packages from a building lobby, and the persistent concern of residents smoking within the community.

Committee Reports:

- **Landscape Committee**

The committee strongly suggested that Woodlake stop using pesticides. The Board requested that the landscape vendor, Sycamore, explore alternatives and provide an estimate for transitioning to nontoxic landscaping methods.

- **Architectural Committee**

Architectural Committee member Camille Lo reported no new updates.

- **Events Committee**

The Events Committee Chair, Joy Rigdon, reported on the committee's finances and that approximately 300 Woodlake residents attended the Holiday Open House.

- **SMUHA**

Woodlake continues to look for a SMUHA volunteer. Former SMUHA representative, Simantini Karve, announced that there were no meetings until February.

Emergency Preparedness Committee

No report. The Committee will be putting on an event on Saturday, February 8.

Open Forum:

Homeowners spoke about 1. possibly having designated parking spots for visitors; 2. the tennis court conditions; 3. the lake and the problem with Cattails; 4. fire prevention and insurance, and the balcony repairs.

Action Items/Discussion Items:

Ongoing Business:

- A Plus Tree Maintenance – Winter seasonal work was completed.
- Landscape Maintenance – No update
- SB 326 Balcony Inspection and Repair Project - No update
- Elevator Door Operator Upgrade – Vintage Elevator Proposal (Tabled from April 17, 2024, General Session Meeting).
The board was notified that previous proposals for replacements were no longer valid and that new proposals are forthcoming.

New Business

- Insurance
Insurance renewal is March 1, 2025. A new insurance broker of record was hired.
- Projected Large 2025 Projects
Management announced that large projects for 2025 will include boiler replacements, balcony repairs, and stairwell repairs.
- EV Chargers Program
Christian Kasper reported that a transition from the current EV network provider, Shell Recharge, to a new provider, WEVO, will occur soon. The transition will be transparent, and users will sign up with the new provider once the transition takes place.
- Building A Boiler - Tabled pending price negotiations.

- o Building A Pool Pump - Tabled.
- o Plaques for Benches Tabled.
- o A-Plus Relocation of Crepe Myrtle by 820
The Board requested the landscape committee discuss the location and replacement tree further.
- o Amend Election Rules for 28 day
Motion by Sue Harris to approve distributing the draft Election Rules for 28-day review and comment period. Seconded by Christian Kasper. **Carried 7-0. Yes: 7- Nancy Bush, Christian Kasper, Barbara Colvin, Janet Langer, Sue Harris, Marla Lowenthal, and Mary Pedersen, No: 0, Abstain: 0.**

Next General Session Meeting Date:

February 19, 2025 at 6:30 pm

Adjourn Board Meeting

The meeting adjourned at 7:55 pm.

Respectfully submitted,

Jeff Chin, General Manager, Woodlake Association

Marla Lowenthal, Board Secretary, Woodlake Association

Marla Lowenthal, Secretary.

2-26-25

DATE