

Woodlake Associations, Inc.  
Board December 2025 Workshop

**MINUTES**

Location: Woodlake Club house

Call to order: 6:40pm

In attendance: Rebecca Beckman, Judy Adams, Joseph Schuler, Dale Sikkema

Quorum met.

Approval of Minutes: Waived reading of November Board Meeting Minutes. Approval of Minutes 4-0.

**Discussion:**

Purpose of Board	To ensure quality of life, financial health, safety, maintenance and management of Woodlake condominium.
Direction of Board	Work as a team Better Communication Each director must be committed and actively work as a board member
Review duties of Directors	As stated in By-Laws, Treasurer's duties are obsolete. Need to amend documents. Need to assign additional areas of responsibilities to cover all needs in community.
Monthly reporting	Each director, legal, delinquent accounts, open maintenance jobs and projects. Need financial report from Treasurer every month. Creation of job/project spreadsheet.
Building Reps.	1 representative per 2 buildings. Communicates to the Board the concerns and needs of the unit owners. Meet monthly.
Inspection of Property	Board members to walk the community property monthly as a team for inspection
Lower costs	Ways to lower monthly costs and maintenance fees.

**Adjournment:** Meeting adjourned 8:10pm