

Woodlands Winding Brook HOA

Board meeting April 21, 2016

The meeting was called to order by Teresa White at 7:03 pm. Board members present: Teresa White, President; Randy West; Vice President; Elizabeth Starr, Secretary; Ken Shafer, Treasurer; and Cindy Johnson, At-Large member in charge of liaison with Tempo. Financial manager Carolyn Brown and property manager Dave Thornbury from Tempo were also present. Homeowners present were Jeanette Clausen, Donna Davis, Edward Gubar, Charles Hahn, Doris Hahn, Matthew Odle, Steve Wennerberg, and Connie Beckwith.

The March minutes were moved to be accepted as amended by Cindy Johnson, seconded by Elizabeth Starr. This was approved.

First, Dave went through the property manager report (out of our usual order, as Dave needed to leave early).

Dave mentioned the frequent reports lately from homeowners about the “green slime” on the decks and wondered how often the HOA has normally dealt with this in the past (i.e., regular power-washing and sealing or staining of decks). Teresa clarified that in the past, cleaning and staining was done about once every 3 years. Going forward, in the context of the overall Sherlock Homes inspection report, decisions will need to be made about the regular maintenance schedule. Homeowners were reminded that the HOA only cleans and tends to “original” decks that have not been modified; otherwise, the decks are the homeowner responsibility.

Dave reported he had been authorized by the Board to begin doing some immediate small repairs (plugging holes, caulking around windows, repairing “spiders” that scare woodpeckers, cleaning and repairing downspouts, etc.) around the complex. Dave thinks the \$1000 authorized by the Board for this will go a long way. His team has stain to match when holes are plugged, etc. Teresa mentioned that some units do not have the clothespin by the front door that we use to post announcements; Dave said he would make sure that all units get them.

In the meantime, Dave reminded homeowners to report any specific repairs needed to the Tempo website, but added that many or most of these types of repairs will be caught as the team moves through the buildings over the next few weeks.

Dave also mentioned he will get back in contact with Greg Peters (arborist) re the timeline for the first group of trees that are being removed/treated/pruned, since so far, nothing has been done since the list was given to Soaring Eagle.

At this point, there was some discussion of specific tree issues (bugworms behind one building, wasp nests in the woods, carpenter bees on a garage, some trees too close to buildings, etc.). There was also discussion of how Tempo handles the removal of birds or small animals from knotholes.

Dave then reported on the progress with the bids for the repairs to Sally Hart’s basement.

Cindy moved, seconded by Randy, that we hire Panama Properties to do the repair on Sally Hart’s basement for \$6470 and get her on the schedule as soon as possible. This was approved.

There was then some discussion of mowing problems (Landmark moving heavy equipment down ravines and adding to erosion between buildings, Landmark mowing the yard of the house next to the Woodlands). Dave will be in contact with Juris about the issues.

Dave then reported that the mulching is scheduled for next week, and that Juris is trying to mitigate the big mole problem. Some homeowners commented on specific areas on trails, etc., that had been mulched in the past. Dave asked the homeowners to make their specific requests on the website. Dave also commented that we know overmulching is a problem, and one of these years, we need to pull out all the old mulch (rather than just add on new mulch).

A homeowner reported spikes (from old railroad ties?) are coming up on a path. This is the old "Boy Scout Trail" that Eagle Scouts built some years ago, but the boards have deteriorated. Another homeowner reported issues with the light on the west end of the pond. Dave will check the bulb here.

Next, we discussed financials.

Carolyn went over the balance sheets. We had a net income of \$8103.77 this month and total assets of \$203,251.47. Carolyn stated that having a professional property manager now is helping us take control of expenses. She has continued to make progress on collecting on late fees and aging accounts. Our receivables are down to about \$17K (as opposed to \$36K a year ago). In fact, it's even less than \$17K, as that figure includes the second half of our insurance payment, which isn't technically due till June, but is listed as money owed by those who did not pay in full at the start of the year. Carolyn will be sending out reminders about the second insurance installment to homeowners in May.

Since the decision was made to start charging interest on late or past due accounts (as per the Bylaws), Carolyn charged interest for the first time this month. Interest was charged on 7 accounts. (Note that interest is NOT charged on those accounts that have a payment plan in place. Note also that the Board decided to implement the 14% interest rate in the Bylaws, rather than the \$20 late fee presented last month, on the basis of the discussion last month.) Only 12 statements for accounts past due were sent out this month, down from 38 statements a year ago.

Related to this, Ken asked about how homeowners are doing with keeping up with their payment plans. Carolyn stated this was going well in general, with only 5 payment plans overall. She stated that one homeowner is always late due to sending to the wrong address, but Carolyn is working with that homeowner. It was also clarified that homeowners can definitely set up their electronic bill pay to pay the monthly HOA fees or past due payments. [Note that the address is Woodlands Winding Brook HOA, Inc., PO Box 2316, Bloomington, IN 47402.]

Carolyn also reported on the imaging project, which is going really well. Currently she is imaging all the records and putting them on the Google drive for Board use for now. 2015 is almost done, including all Profit & Loss statements, check details, etc. Carolyn excludes the unit number and name when uploading these.

Teresa asked about the paper records and what becomes of those after the records are imaged. Several options were discussed (from storing to shredding); the Board will need to make a decision on this.

Under old business, we realized many items had already been covered in the previous reports. Under buildings and grounds, we discussed, in addition, the loose and broken capstones at the front entrance,

which present a safety hazard. Tony, the previous property manager, used to custom-make the replacement stones. This is going to be referred to Dave.

Elizabeth reported on the meeting with city engineer Dave Backler (also attended by Randy and Connie—with special thanks to Connie for organizing and hosting the meeting). This report was given out over email to the Board previously and was read at the meeting. (It was determined that the report should go out to all homeowners, so it is included here.)

Randy, Connie, and I had a very productive meeting with Dan Backler, City Engineer, this morning [April 20] at Connie's place.

Dan reported that the preliminary engineering schedule to redo the sidewalk (going down the hill along Rogers Road to the High Street roundabout) is in 2017. This means engineers will assess the project and figure out exactly what needs to be done. The actual work will likely happen sometime in 2018. The City's goal is take out the steps and make the sidewalk wheelchair accessible. They may also remove the steps on the East side. If they do that, they can reduce the berm on the East side at that time to improve visibility to the East.

We talked about possibly moving the bus stop back a little from right next to the road when that whole area is redone to make the bus stop safer. (We also discussed possibly moving the bus stop from that spot, but that would be a conversation to have with Bloomington Transit.) At the time that the sidewalk is redone, lights could also be installed at the entrance. It's unknown at this point if the City could pay for a light there or if that would be up to us. We'll need to remain in contact with the City and with Bloomington Transit over the next year or so as plans are developed.

In the meantime, controlling the speed on Rogers Road will have the biggest impact on safety. Dan reported that traffic studies show that our sight lines going in and out of the Woodlands are safe--IF people are driving 30 miles an hour. (He also reminded us that traffic studies show our traffic is not sufficient to justify a stoplight at our intersection). Dan stated that Bloomington police are aware and more officers have been assigned in this area to catch speeders.

We discussed some additional possible options, such as a speed limit sign coming up the hill from the West and/or one of those flashing signs that tell you your speed going towards the West from Sherwood Oaks. (Dan said there were certain criteria that would warrant a light like that, such as being near a school, so he's unsure if that spot would meet the criteria). He said the flashing lights he prefers are "red, white, and blue."

I think as a result of the meeting, we understand the timeline and parameters better of the work on the sidewalk, and Dan has a better understanding of our needs, including some of our desires for improving the gate area once construction begins. We feel we have made some good connections we can build on as the project moves forward.

On the basis of the report, homeowners discussed other options for dealing with the entrance, such as adding a solar light to the sign at the entrance, or having a sign posted on Rogers Road warning drivers of an "Invisible Drive."

Cindy reported that the garage door painting had been completed. She explained the quality control process: Dave gives the invoice to Carolyn and asks her to prepare the final check, but asks Cindy to walk around first to review the work before the check is issued. Carolyn and Randy did the inspection and discovered numerous problems that were then promptly fixed (requiring one extra day for caulking and re-doing). Cindy clarified that the painters were not hired to replace bad wood on the garage doors, which is a homeowner responsibility.

Next, Cindy reported on the removal of dead trees and trimming of trees. The “Category 1” trees from the Soaring Eagle report should be removed in May.

Next we moved to new business.

Teresa announced to everyone that she had sold her unit and is officially no longer a homeowner at the Woodlands. As the Board needed someone to fill out her term for the rest of the year, the Board had appointed Sherry Jeffers. Ken explained that we had asked Sherry to serve as she is an experienced former Board member who can help the Board through this period of transition. She thus offers some continuity, as most of the other Board members are new this year. The Board is very grateful that she has agreed to serve till December.

As a result of Teresa’s departure, Cindy Johnson will take on the position of President and continue as liaison with Dave and Tempo. Sherry Jeffers will be at-large.

We discussed some action items.

A proposal for a raised flowerbed behind 2384 (Drew Buschorn) was approved, with the understanding that the work could be dug up when we start working on the drainage issues.

A satellite dish behind 2337 (Dan and Paula McQuillen) was approved.

At this point, homeowner Matthew Odle made a request for approval for his plan to build a fence, patio, and grill (2360). He had gotten a bid on doing drainage work for all four units in his building. We discussed that drainage is an issue for almost all buildings and that the drainage issues that need to be mitigated are going to need to be addressed in a planned and coordinated way. Matt was advised to push his plan to Dave to have it coordinated with the master plan being developed from the Sherlock Homes inspection.

We then made note of new homeowners:

- 2305, Linda Blair
- 2376, Freya Thimsen
- 2341, Susan Seitzinger
- 2392, Joy Bell

We also noted that 2372 had just been put up for sale.

As we got ready to adjourn, Cindy stopped us all for a moment so we could recognize Teresa for her years of service. The Board presented Teresa with a commemorative plaque and thanked her heartily and gratefully for all her service. Her presence and experience will be missed!

Teresa moved we adjourn at 9:00, seconded by Ken. This was approved unanimously.

The next meeting is May 12, 2016.

Respectfully submitted,

Elizabeth Starr

Secretary