

Woodlands Winding Brook HOA

Board meeting February 9, 2017

The meeting was called to order by Cindy Johnson at 7:02 pm. Board members present: Cindy Johnson, President; Jeanette Clausen, Vice President; Elizabeth Starr, Secretary; Ken Shafer, Treasurer; and Cathy Brown, At-Large. Financial Manager Carolyn Brown and Property Manager Dave Thornbury were also present. Homeowners present were Connie Beckwith, Sarah Johnson, Kriste Lindberg, Judy Schmid, and Steve Wennerberg.

Approval of minutes: Ken moved, seconded by Jeanette, to approve the January 2017 minutes. This was approved.

Financial manager's report: Carolyn gave her report, highlighting the move this fiscal year to cash accounting rather than accrual accounting.

Property manager's report: Dave gave the report, starting with **completed projects**.

2360—the structural engineer identified a negative slope in the sidewalk that can wait until spring. Maintenance adjusted door to close.

2335—Allman is has repaired gable vents to keep out animal pests (believed to be bats)

All units—Bat exclusion was done by Allman Bros. Pest Control.

In progress:

2376—Tree growing through patio has been removed. Structural engineer and contractors (United Dynamics) are talking with each other; Kevin Potter will review and resubmit recommendations. We believe at this time there are no structural issues.

2395—Water getting into basement. Many contractors (Indiana Foundation, Simanton, PPS) have been involved in different phases of the repairs but we are getting to the end of the project—waiting for the invoice.

2303—Roof leak has been tarped and the Board is working on plan of action for roofs in general.

All units—Gable vents—The Board voted to proceed with bat exclusions as necessary

2382—New basement leak—Bids have been sent to the Board

2386—Possible foundation issue—no water infiltration yet. Structural engineer will evaluate.

Lawn care bids—In progress

Roofing bids—In progress—we are waiting for a metal roof bid.

Related to this last item, Ken reminded Dave of his contact with a representative from Cedar Shake Restoration. He also stated that Frank Eberle from First Insurance Group knows of someone who inspects roof repairs and who can be the “last in line” to be sure work has been done to meet insurability criteria. He could also help us evaluate the roofing alternatives that have been or will be presented to us. Ken will get all of these contacts to Dave.

Also related to this, a homeowner brought up the issue of units with skylights. If there is damage to a skylight that needs repair, it is at homeowner expense. The homeowner wondered if caulking around the skylights (at homeowner expense) can be coordinated with roof repairs/replacements. Dave commented that (similar to how we handle chimney inspections) this could just be done during roof work and the homeowners could be billed for any skylight caulking/repairs. Homeowners were reminded that there is also the option to have skylights removed (which some homeowners chose to do during the last roof replacements).

There was more general discussion of roofing issues, such as how using different materials would affect our long-term plan (which is currently using ballpark figures for metal roof replacement). If we use asphalt shingles instead, we'll need less money overall. As we may need to act on roof replacement sooner than originally thought, we may need to go with a less expensive alternative as we won't have as much time to save. We may also need to put more money towards drainage issues and economize on roofs. Dave brought up the idea that we could also do a mix (such as metal on the awnings, shingles on the roofs). Ken brought up the idea of trigger criteria for different options—i.e., when emergency maintenance costs exceed X, we should move to replacement. For example, do we spend \$4K to do a repair, or do we move new roofs up?

2376—the homeowner brought up that she wants to have the stump removed that was left after the tree removal and wondered about the process of getting her contractor approved to do the work. Dave advised the homeowner to ask her vendor to use the vendor tab on the Tempo website, where they can attach all their paperwork.

Treasurer's Report. Ken passed around the Long-term plan, which he presented as a “first cut budget” for 2017. Ken apologized for not having the 2016 budget vs actual yet; he'll have that for next meeting to show how much we actually salted away for capital replacement. He fears it might have been close to zero due to the big expenses this past year.

Ken then presented his Progress Report for his 2016 financial review, a.k.a. Internal Audit. Ken presented a detailed outline of what he plans to do for the audit, including identifying relevant documents, locating the documents, inspecting the documents for completeness and integrity, conducting cross-check validations, and summarizing and presenting his findings and recommendations. He has made progress in locating documents with Carolyn's help and he was pleased to announce that so far everything looks good, with no evidence of fraud or wrongdoing. His major concern is not having everything he needs yet to complete his review. Ken will meet with Dave soon to go over Dave's processes.

Old business:

Denise Peet court case: Cindy asked Connie Beckwith to report, as she had attended the most recent hearing. The defendant's lawyer thinks the defendant might have died since she did not respond to a recent email; an Investigator will look into it. The case has been continued for Feb. 28th at 1:30. Cathy will go on behalf of the Board.

Peter Slothower report (on grounds and plantings) is posted on Google drive and available for homeowner review. Homeowners are invited to contact Carolyn in order to receive the link/

New business:

Grounds committee. Cathy reported on the committee and read the mission statement. The group includes Kriste Lindberg, Connie Beckwith, Steve Cook, Jeanette Clausen, and Cathy Brown. The committee has received an electronic copy of the Slothower report and has been studying it. Cathy has created a spreadsheet to record observations, the date, when reported, actions taken, etc. The committee could make a brief report monthly.

Cathy moved, seconded by Jeanette, that we approve the grounds committee mission statement and the constitution of the committee as Kriste Lindberg, Connie Beckwith, Steve Cook, Jeanette Clausen, and Cathy Brown. This was approved. [See mission statement appended below.]

Capital repairs/replacements for 2017. Cindy stated we want to give regular reports on things the Board is working on behind the scenes. The Sherlock Homes report told us about the buildings and pointed out the drainage issues affecting individual buildings. Now after spending so much on basement issues this year, the Board has asked Dave to get bids from topographical engineers analyzing the water flow for the entire community. Members of the Board viewed a sample plan that Dave had had done for another HOA. The engineers came up with a multi-phase plan for dealing with water problems. Work is divided as follows: The engineers create the plan, and then Dave takes the plan to get bids from vendors on the first phase or phases identified by the plan. After a phase has been completed, the engineering company comes back to inspect the work and certify that it has been done according to the plan. Having such a plan would help us prioritize where the biggest problems are and aid in sequencing our repairs/replacements (so we don't correct a water issue that needs to be redone later because the cause of the issue is somewhere else). Ken said, "Good job, Dave, in finding this guy!" Cathy suggested that in the meantime, maybe we can schedule a neighborhood work day to pull up invasive species around the community.

Back to new business:

Amendments to schedule A. Ken passed around a draft of amendments to Schedule A Rules & Regs. These recommendations address issues that came up at the last annual meeting related to the last elections. One amendment is to restrict the role of the Nominating Committee to collecting and vetting nominations only (no endorsing or canvassing); the second amendment clarifies certain voting rules in elections, such as "one residential unit = one vote" and no additional votes for garages, and specifies how non-conforming ballots would be disqualified. There was some additional discussion of the issue of proxies.

Ken moved, seconded by Jeanette, that these amendments be added, with typos removed, to Schedule A. Cindy moved, seconded by Ken, that we table this motion for more discussion. This was approved; the items will appear next month under old business.

Homeowner comments:

One homeowner commented about dog waste routinely appearing in the area between her unit and the next building. She doesn't know whose dog is responsible, and she intends to set up a camera to find out. Cindy reiterated that homeowners are responsible for cleaning up after their dogs and there is a \$50 fine per incident for not doing so.

The meeting was adjourned at 8:53 pm.

The next meeting is March 9, 2017.

Respectfully submitted,

Elizabeth Starr

Secretary

Appendix: Grounds Committee Mission Statement

WWBHOA Buildings and Grounds Committee

Committee Mission Revised Draft, 10 January 2017 rev. by CB 1/10/17, corrected 1-31-17

The Woodlands Buildings and Grounds Committee will consist of members who volunteer to serve and are appointed by the Board. The members will work to enhance the quality of life and property values at the Woodlands by observing and reporting on buildings and grounds, as follows:

1. Regularly review Woodlands units and common areas to identify issues that need attention by current service providers in addition to or to reinforce recommendations from consultants such as the Sherlock Homes, Peter Slothower and Soaring Eagle reports. Special attention shall be given to the ecology of the Woodlands and its unique quality of life as inherent in its name and manifested by its landscaping.
2. Make recommendations for adjustments or modifications to service contracts when renewed or for new contracts to address perceived needs that are not being met.

Committee members will present observations and recommendations in writing to the Board liaison with the Committee by the first Thursday of the month. The Board liaison will convey Committee observations and recommendations to the Property Manager and/or Board as appropriate to the specific issues.