

Woodlands Winding Brook HOA

Board meeting April 13, 2017

The meeting was called to order by Cindy Johnson at 7:03 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 absent due to no time on the agenda this month for reports. Homeowners present were Connie Beckwith, Linda Blair, Steve Cook, Donna Davis, Charles Hahn, Doris Hahn, Kriste Lindberg, Matt Odle, Judy Schmid, Cathy Stone, and Steve Wennerberg.

Cindy opened the meeting by explaining the different order of business for this particular meeting (due to the need to review and vote on many bids for urgent services).

Ken asked to move up the Building & Grounds report to earlier in the agenda, and the agenda was accepted as amended.

March Minutes. As Ken was not present last month, Ken asked for the minutes to reflect unanimous election of Jeanette to the office of Vice President. Cindy moved, seconded by Cathy, to approve the March minutes. This was approved.

Landscape Bid Review. Cindy went over the procedure—that the Board would go through the bids received, with input from the Building & Grounds committee, and the Board would then prioritize bids. Cindy thanked Cathy and Geri from Tempo for all their work on the spreadsheet.

Cathy, as liaison from the Board to Building & Grounds, led the discussion of the spreadsheet. The Board reviewed step by step bids from B&L Rentals, Sparks, Greencare, C&H Lawn and Landscaping, and Nature's Link.

The bids varied in detail and professionalism, but on a service-by-service comparison, most seemed relatively similar in price. Companies varied in types of mulch used, ecological awareness, whether they sub out weed control, etc. In general, B&G prefers companies that use dark mulch and do not use pre-emergent weed control but use some more ecological method and companies that can be flexible to individual homeowners' needs re maintaining their personal yard spaces. The Board as a whole also likes the idea of a company that could make recommendations about how to deal with drainage/erosion issues down the road. Cathy also shared analysis and comments from our proposed ecology and landscaping consultant, Seth Inman.

After eliminating a couple of bids and discussing the remaining bids in detail, **Cathy moved, seconded by Jeanette, that we accept the bid from Nature's Link and that we engage Seth to negotiate with Nature's Link on what we need or don't need. This was unanimously approved, with thanks to the B&G committee for their input and hard work.**

Seth Inman contract. Cindy and Cathy discussed that Seth would be the liaison between the Board and landscaping crew. Seth is accredited horticulturist. He would use the Peter Slothauer report as a basis for his landscaping work. He could also advise us about the trees (as a replacement for work previously done by Soaring Eagle). He would help the landscaping crew implement a plan to get rid of high-maintenance plants, fill empty zones, get rid of excess mulch, etc. Seth estimates 5-10 year goal for getting things back in shape. His fees are \$100 an hour or 10% of landscaping contract. Cathy thinks he

would be amenable to hourly with a cap. **Cathy moved, seconded by Jeanette, that we hire Seth Inman at the hourly rate of \$100 an hour, to be capped at \$3000, at which point he could come back to request more hours. This was unanimously approved.**

Roofs. Cindy outlined the issues. One building is in great need of repair (a roof leak over 2303 has been tarped for several months now). The Board has received two estimates for the repair of the roof in question and two estimates for replacement, using varying methods and materials. Repair bids were for a high of around \$6K and a low of around \$900. Some differences in procedures (i.e., replacing underlayment or not) likely accounted for some of the price differences.

Roof replacements will be needed within the next 5-10 years (per the Sherlock Homes report) but leaks are cropping up more frequently (including a new second leak on the other end of the same building currently tarped), perhaps necessitating roof replacements sooner than anticipated. Cedar shake restoration could restore the roofs for 7 years and buy us time before needing community-wide roof replacement.

After a detailed discussion, including reading a letter from a homeowner urging restoration rather than replacement, **Cathy moved, seconded by Jeanette, that we hire Exterior Wood Restoration to repair the leak and do cedar shake restoration of the entire building as a first step. This was approved unanimously.** Ken thanked Dave from Tempo for engaging John Nearon of Exterior Wood Restoration and Cindy thanked Geri from Tempo for her work on the roofing spreadsheet.

Topographical study. The Board received one estimate (not a detailed bid) for a topographical study (to develop a plan to deal with erosion/drainage issues) from Bynum Fanyo for almost \$25K. The Board will request that Tempo secure additional bids.

Gutters and downspouts. Dave can get his crew to clean gutters, cutting off and redirect downspouts, etc. Cindy will ask Dave to move on cleaning the gutters.

Powerwashing. Powerwashing of the decks is scheduled May 2-4. All unenclosed decks will be done. The cost for powerwashing both main level and upper level decks will be \$80 per unit washed—no charge for those units where they don't need to do something. Flyers will go out email and doors—everything will need to be removed from the decks. Cathy has been working with Sherwin Williams and Tempo on the staining issue. The stain used by the previous property manager has vanished and it's complicated getting the stain to match. It is anticipated that homeowners will have a choice between a clear seal or a dark stain. Staining and sealing will be voluntary. Further discussion of the staining and sealing is tabled till the May meeting when the Board has more information.

Property manager's report. As Dave was not present (by design), Cindy briefly went over the projects on the property manager's report. Many of the "in progress" items were already covered earlier in the meeting. Completed items included the damaged retaining wall by the front entrance (completed 3/31); a hole in the siding caused by woodpeckers (unit 2376, completed 3/16); a gutter that fell off part of a roof (unit 2317, completed 3/24); and speed bumps replaced and spigot covers removed (completed 4/5).

Treasurer's report. Ken briefly discussed how the P&L sheet is now on the cash method, but that there are still some discrepancies in how insurance payments are recorded that he will go over with Carolyn. Ken has also handed some policy documents (on voting and nominations) to Elizabeth for further work

and discussion at a future meeting. Ken has been making progress on his 2016 review and has been able to locate 9 contracts he needed, several of which have been uploaded now by Carolyn to Google Docs. There are 6 more contracts he is still working on locating. Ken also mentioned his review of Indiana Code and the rights of homeowners to attend any Board meeting. Lastly, Ken passed out a packet of documents related to the recent deck reinforcement (including a report from the county building inspector on how the wrong fastener was used). Cindy said she would ask Dave to have Kevin Potter (structural engineer) come out to inspect the brackets to see if they are adequate.

Trash removal. Jeanette mentioned that we are getting new trash removal from J&B starting May 1st, and new recycling guidelines will be provided.

The meeting adjourned at 8:58 pm.

Respectfully submitted,

Elizabeth Starr,
Secretary, Woodlands Winding Brook HOA