

Woodlands Winding Brook HOA

Board meeting July 13, 2017

The meeting was called to order by Cindy Johnson at 7:01 pm. Board members present: Cindy Johnson, President; Jeanette Clausen, Vice President; and Elizabeth Starr, Secretary; and Cathy Brown, Treasurer. [New at-large Board member Linda Blair was appointed later in the meeting.] Financial manager Carolyn Brown and Tempo HOA Accounts Manager Geri McInerney were present, along with special guests Vicki Provine and Pam Gladish on behalf of the city's Neighborhood Watch program. Homeowners present were Connie Beckwith, Linda Blair, Nick Konat, Pam Moore, Aran Mordoh, Matt Odle, Judy Schmid, Ken Shafer, Steve Wennerberg, Diane West, and Randy West.

**June 8 and July 2 Minutes. Cindy moved, seconded by Jeanette, to accept the May Minutes from June 8 and July 2. This was approved unanimously.**

**Neighborhood Watch.** Vicki Provine and Pam Gladish made a brief report on the program. Our neighborhood is relatively crime-free and had only 8 calls and 4 reportable incidents last year. The program depends on what we as a neighborhood want to do (captains, phone trees, a blog, NextDoor, etc.). The most important thing is to be proactive to know your neighbors. The speakers recommended reporting certain incidents via the uReport website at <https://bloomington.in.gov/ureport>. They also distributed door hangers and flyers.

**Financial manager's report.** Carolyn went over the P&L statement. Our income for the month was \$7,078.62. Carolyn has been working on transferring the extra income from the increased fees this year into our money market account. She has also been working hard on reducing our arrears. She has filed 4 liens, with one pending. Receivables are down from \$22K last month to \$16K this month. Another property will be sold this month, and a good deal of money will be coming to the HOA as a result of the lien.

**Property manager's report.** Cathy asked Geri if she could send electronic copies of the Woodlands Maintenance Report to the Board every month, so these could be posted on Google Docs. Geri offered to send all the old ones, too. Geri then talked about completed projects.

Completed projects included:

- 2360—gap under porch filled in with dirt on July 12. The slope still grades toward the house, which will need to be addressed with the drainage plan.
- 2395—dealt with an animal in an outdoor closet
- Dumpster door repairs—completed June 29
- Damaged drains/downspouts were fixed June 30. A few are disconnected, but this will be addressed in the drainage plan.
- 2315—the issue with electricity to the garage turned out to be a garage door problem (homeowner to solve)
- Deck hanger re-do has been completed by PPS

In progress projects included:

- Staining decks is an ongoing project. Geri has worked on the communication process to homeowners. Orange notices will be going on doors the day before to alert homeowners whose decks will be next.
- Grading/drainage plans---3 proposals have come in, and more bids are being solicited (as two of the plans were incomplete)
- 2331—roof repair/restoration—this will be starting Monday, rain or shine
- Restoration of all roofs in complex—Exterior Wood will submit a priority list, and will also view and submit estimates for repairing/restoring garage and dumpster roofs
- Sidewalk in front of 2372 and 2360—bids were collected and paused to allow for an engineering report to be completed
- 2303—bathroom ceiling repair—collecting a third bid
- Basketballs in drain pipe. 2 out of 3 are removed.
- New basketball backboard has been installed.
- Trees—Seth Inman and Nature’s Link are handling this. The plan is on the Google Drive.

**Treasurer’s Report.** Cathy reported that she had completed the review of the first quarter’s books (Jan.-March), which included examining all the checks, bank statements, and invoices, and checking them against the books to make sure everything was there. No discrepancies. Cathy will review the second quarter (April-June) shortly, now that Carolyn has closed out the June books. Cathy’s impression is that Carolyn knows what she is doing and is extremely meticulous.

**Comments from Ken Shafer/Financial Committee.** Cathy then turned the floor over to former treasurer Ken Shafer, who had requested time for comments. Ken passed around his latest combined budget and actuals spreadsheet. He stated he had sent Cathy versions of the spreadsheet in Excel and PDF format. Ken pointed out that we have about \$30K left for capital replacements, which could go towards the erosion/drainage work. Ken then talked about his idea for a Financial Committee, which could look at three levels of review: 1) accuracy and honesty of transactions; 2) authorizations for work; and 3) competitiveness of the bidding process. Ken’s idea is to start work with Cathy on some of these issues to establish some guidelines and then maybe include an additional Board member or an additional homeowner. The Board thanked Ken again for his work as Treasurer.

**Building & Grounds report.** Jeanette reported that the committee met on June 29. They discussed the dumpster situation (i.e., doggie poop bags that had been flung over the fence and were lying on the ground by the dumpsters or on top of the recycling bins). Tempo has been coming out every two weeks to clean the area, but the Board has asked Tempo pass that job on to J&B to take care of when they remove the trash. B&G will continue to monitor this.

B&G also talked about re-surveying homeowners on whether they want mulch or no mulch for their yard areas. Jeanette made the decision that mulch will be delivered July 24.

Doggy poop bags. B&G recommends to the Board that the HOA begin paying again to stock dispensers with doggy poop bags, this time with biodegradable bags.

Lastly, Jeanette discussed the addendum to the to the B&G mission statement, which has been posted on Google Docs. This addendum clarifies some of the tasks in the B&G mission statement. Members of B&G are invited to review the addendum and provide input so that the addendum can be approved at the next regular Board meeting.

## **Old business.**

**Revision of Rules and Regulations regarding dog restraints and insurance.** Elizabeth presented the draft revision to the Rules & Regs, Schedule A, based on the dog issues discussed last month. The new draft version of Item 14 uses language from local ordinances to clarify that all dogs must on leash outside of a private unit and the city role in dealing with dog incidents and imposing fines. The revision to item 31 brings our Rules & Regs in harmony with our current insurance practices (most notably, our higher deductible). The draft version of the Rules & Regs will be disseminated for review and input by homeowners and voted on at the next regular meeting.

**Grading and drainage update.** Cindy reported that we had just received 3 bids this past Monday. Several bids are very long, and yet two are not complete (addressing the fronts and sides of buildings only, not the backs). Tempo is requesting amended bids. The Board will table voting on the plan at this time, but will probably call a special meeting soon for the sole purpose of making a decision on the drainage plan.

**Roof repair/restoration update**—already handled under the property manager’s report.

**Website committee**—no report, as we are still waiting for a draft mission statement.

**Open Board position**—Cindy had queried Board members on what qualifications we should look for in new Board member. Suggested criteria included: works well with others; looks at all sides of issue; previous experience on boards; special valuable skills; someone who lives on the Court.

**Cindy nominated Linda Blair to take the open seat on the Board as an at-large member, to complete Ken Shafer’s term. This was seconded by Jeanette and approved unanimously.**

## **New business.**

Concrete repair bids for 2360 and 2372. We discussed the 3 bids received. One bid was “non-responsive” (no details on the work to be done for the price quoted) and thrown out. The bids for the common sidewalk in front of 2360 did not take into account that the real issue was the badly sloping private sidewalk; voting on the 2360 repair needs to be delayed until we get the engineer’s report and can bid out the correct job.

**Elizabeth moved, seconded by Cindy, that we accept the bid from Hostetler for the sidewalk repair for 2372 for \$1433. This was approved unanimously.**

**Dog poop bags.** There was much discussion (including homeowners present) of whether the Board should resume supplying dog poop bags for the dispensers, and if so, what type of bag. Some felt that supplying bags was a public good for the community as a whole. Some were strongly in favor of supplying biodegradable bags rather than plastic newspaper sleeves that don’t degrade. Some felt dog owners should supply their own doggie poop bags. After much discussion, **Linda moved, seconded by Cathy, that the Board spend \$250 over the next year on doggy poop bags, the exact type of bag to be determined. This was approved, 3-2.**

As we had run out of time, there was no additional time for homeowner comments.

The meeting was adjourned at 8:57 pm.

Respectfully submitted,

Elizabeth Starr  
Secretary, Woodlands Winding Brook HOA