

Woodlands Winding Brook HOA

Board meeting September 14, 2017

The meeting was called to order by Cindy Johnson at 7:01 pm. Board members present: Cindy Johnson, President; Jeanette Clausen, Vice President; Elizabeth Starr, Secretary; Cathy Brown, Treasurer; and Linda Blair, At-Large. Financial manager Carolyn Brown and TEMPO representative Geri McInerney were also present. Homeowners present were Aran Mordoh, Matt Odle, Randy West, and Steve Wennerberg.

Jeanette moved, seconded by Cathy, to approve the July minutes and the August special meeting minutes. This was approved.

Financial manager's report. Carolyn reminded homeowners of the audit review Stampfli performed in 2015 for the years 2011-2014. An agreement has been signed with Comer Nowling for a full audit for 2015 and a review for 2016. This work will be occurring within the next 6 months.

Carolyn then went over the Profit & Loss statement, noting a few heavy expenses that had been paid in the last month (lawn care and the major deck staining project, now completed). There were no questions.

Property manager's report. Geri started with completed projects (the deck staining being the big one!). [Note: Deck staining should be done at least every 2 years, so we'll need to prepare for the next round no later than 2019.] The other major project was the completed roof repair for unit 2331 and the roof restoration for Building 9. There were a number of smaller repairs also completed, such as the sidewalk for 2372. (Cathy reminded Geri to send us electronic copies of the monthly maintenance report so these can be posted online with the minutes.)

In-progress projects include:

- Grading/drainage plan with Hoosier Water Away—the contract is being finalized
- Exterior Wood Restoration for Building 8—the leaky roof over unit 2337 was repaired, and the full restoration is being scheduled
- Sidewalk bids for 2360—several bids were collected (one for repair/replacement, two for “slab-jacking” the sidewalk)
- Bathroom ceiling repair for 2303—collecting a third bid
- Foundation holes for 2293—waiting for PPS's final evaluation before collecting (likely) foundation repair bids
- Collapsing fence behind 2295, repair to be scheduled soon

Treasurer's report. Cathy reported that Carolyn, Cindy, and Cathy had met to have Carolyn draft a 2018 budget for the annual meeting. Cathy's plan is to have a fixed budget that we will either go over or under at year's end. As for where we are right now in 2017, looking at Ken's figures from last year, we are at about 66% for all expenses (i.e., pretty much on the mark, with a few exceptions). Cathy also reported she had completed the second quarter review (Cindy reminded homeowners that a quarterly review of the books by the Treasurer is required in the Bylaws). No errors were discovered. Cathy's plan is to share her new budget and new format at the annual meeting. She also mentioned the possibility of another modest fee increase for 2018 (as discussed last year when fees were raised); this would be an item for the November agenda.

Building and Grounds report. Jeanette reported that B&G did not meet, but will meet on Wednesday the 20th. Agenda will include reviewing the addendum to mission statement that came up in June, whether/how to implement neighborhood watch, and some complaints that have come up about the landscaping and trash services.

Old business

Grading and drainage update. Cindy reported that she had just received the HWA contract. The Board needs to review it and correct a few errors. She hopes to get this reviewed and signed very soon.

Roof repair/restoration update. 2337 has an active leak. We have enough in our budget to do two more buildings this year—this one, and probably the building with unit 2293. By the end of the year, we could have completed restorations for 4 of the 14 buildings, with a possible plan of doing 4 more next year and the last 6 in 2019 or 2019/20.

Related to roof restorations, Cathy asked about garage roofs. Cindy stated that Exterior Wood had also been asked to provide estimates for cleaning/restoring the garage roofs, but they have not provided that yet. In the meantime, Cindy will contact Tempo to clean the garage gutters, probably in early November after all the leaves are down.

Revision of Rules & Regs. This project is on hold until after the Board meets with our new attorney, Scott Tanner of Tanner & Associates. He is currently reviewing all our governing documents to see how they match up with current Indiana code. Ferguson is getting our files together to transfer to Tanner. Although Tanner's hourly rate is a little higher, we hope to save money because of fewer billable hours (due to their focus on HOA law). Tanner will be coming to the annual meeting.

Dog waste bags. These have now been ordered, and will be given to Connie for distribution once received.

New business.

Bids for sidewalk repair for 2360. Three bids were received and reviewed by the Board. All the bids were fairly similar in price, but one bid stood out due to warranty and specificity of work to be completed. In the discussion, it was noted that whoever we go with, the work will need to be coordinated with Hoosier Water Away. Cindy will get with HWA to assess the sequence in which work should be done.

Linda moved, seconded by Cindy, to accept the bid from Acculevel for the sidewalk repair and to ask them to assess and bid the porch repair as well. This was approved unanimously.

Tree removal/pruning bids. Two bids have been received, but both are incomplete. One bid should be amended to include the recent discovery of another badly leaning tree, and the other bid needs to be amended to clarify if it also includes stump removal.

Linda moved, seconded by Elizabeth, that we accept the bid from Bluestone for \$19K and authorize up to \$3K to remove that other tree leaning behind Jeanette's unit without another vote. This was approved unanimously.

Bathroom repair bids for 2303. As discussed in the property manager's report, we need one more bid. The two bids we have so far are so different, both in scope and price, that another viewpoint is required. Once a third bid is received, the Board will call a special meeting to make this decision quickly.

Survey of property lines. We have received one bid so far for surveying our property lines (woods to the North and East sides). Geri is having some trouble getting a second bid, but is working on it.

Snow removal contract. Cindy reported that Tempo is already working on collecting bids. Cindy also asked Tempo about scheduling chimney inspections for November.

QuickBooks course. Ivy Tech is offering a QuickBooks course through Continuing Ed, and Cathy and Carolyn have been authorized to take it so they can be on the same page and work together well.

Homeowner concerns. Issues that came up included investigating a dog park and looking into more parking options. Cathy thinks that possibly SPEA could study the parking situation and make a recommendation (i.e., for a class project).

Action items. The Board will finish reviewing the HWA contract and will coordinate with HWA and Tempo to inform homeowners. Cindy will get files transferred to the new attorney and to the CPA for the audit.

The meeting was adjourned at 8:38 pm.

The annual meeting will take place at 7:00 pm Thursday, October 12, at the Monroe County Public Library.

Respectfully submitted,

Elizabeth Starr
Secretary, Woodlands Winding Brook HOA