

# **Woodlands Winding Brook HOA**

## **Board Meeting Minutes**

February 8, 2018

7:00 pm Monroe County Library Room 1C

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; and Linda Blair, At-Large. Treasurer Cathy Brown was absent and financial manager Carolyn Brown was absent. Geri McInerney from Tempo was also present. Homeowners present were Susan Frew, Charles Hahn, Doris Hahn, Kriste Lindberg, Aran Mordoh, Matt Odle, Ken Shafer, Diane West, and Randy West,

**January minutes. Jeanette moved, seconded by Cindy, to approve the January minutes. This was approved.**

**Property manager's report.** Geri gave the report. See the maintenance report (Appendix A) at the end of these minutes.

**Financial manager's report.** As Carolyn was absent, Cindy summarized Carolyn's report.

**Treasurer's report.** Cindy reported on behalf of Cathy that the 4<sup>th</sup> quarter review of the books is in process.

**Building & Grounds committee report.** Jeanette reported on the January 22 meeting of the committee. Many issues were discussed, including landscaping, dumpsters, and parking.

**Website committee report.** Jeanette reported on the recent updates Susan has made, most notably the new map. The map can be viewed on the Woodlands website at [www.woodlandshoa.net](http://www.woodlandshoa.net).

**2015 audit and 2016 review.** Doug Jones from Comer, Nowling and Associates reported on the completed audit and review. The firm delivered a "clean audit" opinion with only minor journal entry errors having been found/corrected. The audit and review documents are available to homeowners on Google Docs; Carolyn can send the link upon request.

**Reserve study.** Although Indiana does not require that HOAs conduct a reserve study, the auditors strongly recommended that we conduct one. This would involve looking at governing documents, invoices, contracts, and other records, plus a physical inspection of the property, to create a schedule for association maintenance going 30 years out. Doug stated that reserve studies are best conducted in winter when it is easier to assess roof conditions. A reserve study would give us a very solid basis for understanding what fees

need to be collected to maintain the property without having to resort to special assessments. Ideally, a reserve study should be repeated every 4-5 years, but it is much cheaper to do follow-up studies after the first study has been completed. The initial study would cost about \$3000.

**Cindy moved, seconded by Jeanette, that we accept the reserve study proposal from RSI with two amendments—a copy of the insurance certificate of the inspector and an indemnification clause. This was approved.**

**Old business.**

**Reserve study.** See above.

**Additional Light on Circle near 2394.** See Appendix A below.

**Landscape contract.** Cindy reported that this is in process, and asked that homeowners send specific ideas for items to be included in the contract to Jeanette and Building & Grounds.

**Slanting sidewalk at 2360.** See Appendix A below.

**New business.**

**Report from Community Association Institute (CAI) workshops—**Four Board members attended Board leadership training in January. Cindy reported that we learned a lot about contracts and best practices.

**New meeting format.** Cindy reported that one change recommended by CAI is to have homeowner comments at the start of the meeting rather than at the end. We will try this new format starting with the March 2018 meeting.

**Homeowner comments.** Several homeowners made comments. The parking proposals will be on the agenda for March.

**Adjournment.** The meeting was adjourned at 8:53 pm.

The next meeting is to be held on March 8, 2018, at the Monroe County Public Library, Room 1C, from 7-9 pm.

Respectfully submitted,

Elizabeth Starr  
Secretary, Woodlands Winding Brook HOA



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## **Woodlands Maintenance Report**

Tempo Properties Inc.  
2/8/2018

### **Completed Projects**

- 2394 – United Dynamics filled in dirt on side of unit – 1.29.2018
- 2394 – Hoosier Water Away found the drainage box ☺
- 2305 – Wet Spot in Basement – Main Drain was covered – 1.31.2018
- Ye Olde Chimney Sweep – 2.5.2018
  - Final two units have been notified that it is their responsibility to inspect their chimneys

### **In Progress Projects**

- Electrician Needed for Dumpster/Garage Lights on Circle
- Collecting estimates from Roofing Companies for Cedar Shake Restoration
- Contacting Duke Energy to add a light pole between 2394 and 2395
- 2348 – Retaining Wall Bid – Waiting on B&L to revise
- 2393 – Foundation Inspection – Waiting on Kevin Potter to advise
- Mow the Pond – Waiting for slightly warmer temperature

### **Early Spring Projects**

- 2360 – AccuLevel to raise sidewalk March 19<sup>th</sup> (need temp to hold at 40)
- Building #4 – Restore Roof (company TBD)
- Nature's Link – Pull hydrangeas in front of 2335
- 2307 – Yellow Jackets – Waiting for warmer weather to assess entry point(s)