

Woodlands Winding Brook HOA

Board meeting January 11, 2018

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 Cathy Brown, Treasurer. At-Large member Linda Blair was absent. Financial manager Carolyn Brown and Geri McInerney from Tempo were present. Homeowners present were Kriste Lindberg, Matt Odle, Susan Seitzinger, and Ken Shafer.

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

Financial manager's report. Carolyn presented the November and December P&L statements (as there was no meeting in December). Some items of note include a large increase in income for December due to one large outstanding receivable having been paid off. At the same time, we had some hefty expenses with the ongoing drainage project, the completed audit for 2015, and the foundation lift on Building 2. We ended the year with a loss of \$79K, but this was for anticipated expenses (the large projects), and we have plenty of reserves to cover these expenses. There were some questions on whether the P&L—statements could be changed to include clearer line items. Carolyn will prepare a glossary to better define what some of the current line items mean so that homeowners can better understand the P&L statements. As there were no further questions, Carolyn left the meeting at 7:10 pm.

Property manager's report. Geri presented the report (see report appended at the end of these minutes for specifics). Re completed and current projects, there were a number of questions about the unlevel stoop at 2360; Geri will review the contract with Acculevel and have them come back out to reassess the work. At 2394, one of the drainage boxes installed by Hoosier Water Away appears to have gone missing after the foundation work. There is also a gap that the contractor needs to come back to fix. Re upcoming projects, there have been some communication issues with Exterior Wood. They were unable to finish the restoration on Building 4 before the cold weather hit, despite many good weather days when no work was done. Geri has made a note to call them in early March and request a firm date for completing the building. In the meantime, we intend to investigate other companies that do cedar shake restoration and solicit bids from them as well. There followed a general discussion about issues with other contractors not completing work as expected and the need for more clarity on financial penalties in our contracts if work is not completed by certain deadlines.

Treasurer's report. Cathy reported that 2015 audit and the 2016 review have been completed, and the auditors will attend the Feb. meeting to make their report. Carolyn just

gave Cathy the 4th quarter financial info and Cathy will be doing the 4th quarter review of the books soon.

Building & Grounds committee report. Jeanette reported that the committee has not met since early November. At that time, Aran had presented a report with some possible solutions to the parking issues (especially shortage of visitor spots for Buildings 1, 2, and 3). Some interesting numbers: We have 66 units in 14 buildings, 66 designated spaces, and 59 visitor parking spaces (marked and unmarked). We have 42 garages, owned by 33 residents (some own multiple garages). The report was forwarded to the Board and had not yet been discussed prior to today's meeting. There was some general discussion of some of Aran's possible recommendations, such as issuing parking permits for a second assigned space. Another suggestion was to make an exception for the Buildings 1, 2, and 3 only (due to lack of visitor spots in that area) and give them extra assigned spaces. Another suggestion was to recruit students from IU to do a parking study. Other ideas included removing trees behind one of the garages and adding additional parking spaces, or removing green areas and making either more garages or parking areas. One last suggestion might be to simply shift spots so that some designated spots are a little farther away from the front doors and more visitor spots can be added in the area with few visitor spots. Being reminded that parking issues bring up strong emotions, there was a fairly lively discussion of how bad the problem really is, whether there are other solutions (such as improving lighting so that it is less dangerous to walk from a more distant parking spot), etc. Cindy will ask Geri to continue to bug Duke about installing lights in the dark corner on the Circle. Jeanette will ask B & G to continue to discuss the issue.

Old business.

Insurance renewal decision. Cindy reported that Frank Eberle had worked very hard to get us several bids on the insurance. One company would not even give us a quote due to our cedar shake roofs. Farmers came through with a better policy than our previous policy for less money. **The Board approved the bid for Indiana Farmers in executive session on December 3, 2017.** No regular Board meeting was scheduled for December and the decision could not wait for the January meeting as the decision was needed before the end of the calendar year. The total premium was about \$7500 less for the year, and homeowners may have noticed that their insurance bill had gone down slightly this year.

Review of governing documents. Our new attorney took a cursory glance at our Bylaws; many things are outdated. A full review with recommendations would cost about \$800. **Cindy moved, seconded by Cathy, that we authorize Scott Tanner to begin reviewing our governing documents and to come up with suggested revisions to the Bylaws.**

Website update. An ad hoc committee of Susan Seitzinger, Elizabeth, & Jeanette have been meeting to get revisions started. Susan presented the changes that have been made to

the website so far, including reorganizing categories, updating info, making email links work, adding a map feature, etc. Jeanette read the draft mission statement of the website subcommittee:

The mission of the Woodlands HOA website committee is to provide a platform to support the residents of The Woodlands through transparent, timely and easily accessible information that encourages a sense of community and upholds the values of good citizenship, safe, peaceful, tolerant living practices, and sustainability. We accomplish this through clear, up-to-date information in a pleasing to the eye format.

Elizabeth moved, seconded by Cindy, that we approve the website committee mission statement. All approved.

Elizabeth moved, seconded by Cathy, that we appoint Susan Seitzinger to the website committee as our webmaster. This was approved.

Homeowners expressed gratitude for the changes and improvements and suggested some additional improvements, such as adding info on how to contact Carolyn for the financial documents posted on Google Docs. Susan will also work on making the dots at the end of a blog post say “more” so that readers know to click for more.

Dog issues. Cindy reported on her contact with Jim Pritchard from Animal Control. They will patrol the neighborhood and cite homeowners with dogs off leash. However, they cannot detain an off-leash dog because the Woodlands is private property. Residents are invited to call the city and complain so that a record is created. Animal Control *will* come out in a dog bite situation (if a dog bites a person or another dog). The memo reminding residents of dog regulations will be published in next newsletter. – There was some discussion of issues with dog poop and doggie bags. Cindy has the doggie bags that were ordered and will put them in the stations.

New business.

Cleaning of dumpster areas. There was general discussion about the poor state of the dumpsters and the history of how the dumpsters were maintained in the past. Currently, no-one is tasked with cleaning or maintaining the dumpster areas. Related to this is trash in the parking lot (which may be blowing around due to the trash not picked up in the dumpster areas). Cathy will explore some other options for cleaning the dumpsters and the grounds in general.

Landscape contract renewal. This was tabled until the February meeting.

Reserve study. Cathy reported that some states require that an HOA have a reserve study; Indiana doesn't require it, but it's a good idea. (Indiana mandates that an HOA maintain reserves, but doesn't mandate a reserve study to project out future expenses and plan for

them specifically.) Our CPA firm does do reserve studies and can perform one for us for about \$3100. They would identify our expenses based on our governing documents and our history of repairs, anticipate what our costs are likely to be, and report on whether we are creating a reserve that is likely to cover these expenses. They would inspect our property as part of the study. This would not be a structural inspection, but an inventory of decks, garages, maintenance, etc. They also collect and look at invoices for past work, reports such as the Sherlock Homes report, etc. There was some discussion of the cost of the reserve study and whether this could be handled by a financial committee.

The meeting was adjourned shortly before 8:58 pm.

The next meeting is to be held on February 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.
1/11/2018 Happy New Year!

In Progress Projects

- C&H Landscaping – Snow Removal and Salt/Ice-Melt Application
- 2393 – Foundation Inspection Report – Waiting on Report from Kevin Potter
- 2360 – Hoosier Water Away to add a path of rocks to prevent dirt from sliding onto sidewalk
- 2394 – Nature's Link to fill in side of unit with dirt to prevent water from pooling
- 2394 – Hoosier Water Away to fix the drainage box
- 2348 – Retaining Wall Inspection
- Nature's Link to mow pond area

Early Spring Projects

- Exterior Wood Restoration Building #4
- Nature's Link – Pull hydrangeas in front of 2335
- 2307 – Yellow Jackets – Waiting for warmer weather to assess entry point(s)

Almost Completed Projects

- Chimney Inspections – 11.06.2017-11.07.2017 – waiting on one more key

Completed Projects

- Grading and Drainage Phase One, Buildings 1-7
- Garage Light on the Circle was out – 12.21.2017
- 2394 – Foundation Repair, United Dynamics – 12.13.2017
- 2385 – Trim Board Repair – 12.11.2017
- Cleaned Garage Gutters – 12.05.2017
- 2293 – Filled Holes in Styrofoam Board under Siding – 12.04.2017
- 2360 – Sidewalk Repair, AccuLevel – 11.28.2017
- 2303 – Bathroom Ceiling Repair – 11.27.2017
- 2300 – Leak Detection (no leaks found) – 11.21.2017