

# *Woodlands Winding Brook HOA*

## *Board Meeting Minutes*

April 12, 2018

7:00pm Monroe County Public Library Room 1C

Jeanette Clausen called the meeting to order at 7:05 pm. Board members present: Board members present: Jeanette Clausen, Vice President; Elizabeth Starr, Secretary; and Cathy Brown, Treasurer. President Cindy Johnson and At-Large member Linda Blair were absent. Financial manager Carolyn Brown was also present. Tempo HOA accounts manager Geri McInerney was absent due to illness. Homeowners and residents present: Donna Davis, Charles Hahn, Doris Hahn, Ilana Linder, Keith Mize, Aran Mordoh, Matthew Odle, Ken Shafer, Sarah Taylor, Shelley Taylor.

**Homeowner comments/concerns.** Homeowners had many comments and questions about the roof replacement for Building 4, the availability of Executive Meeting Minutes, the Articles of Incorporation and voting rights, architectural concerns, parking issues, dog nuisance issues, unit maintenance issues, and property management issues. Several of these questions will be referred to counsel for clarification. Cathy clarified the situation with Building 4; HAND and three contractors all stated the roof could not be repaired and had to be replaced, and the Board needed to make a quick decision due to the state of the roof and the HAND deadlines. [This decision was reported in the March Minutes.] As a result of the comments, the agenda was amended to add the property management contract under new business.

**Approval of March minutes. Jeanette moved, seconded by Cathy, to accept the March minutes as amended (adding warranty info on shingles). This was approved.**

**Financial manager's report.** Carolyn gave the report, highlighting our net income last month of \$2031.55. Carolyn also reported that she hasn't finished imaging last year's invoices and has a contract to still put up on Google Docs.

**Property manager's report.** As Geri was not present, Jeanette went over Geri's written report of current projects (see Appendix A). Jeanette also reported on a meeting with Nature's Link earlier in the day. Seeding and aerating will be starting soon, weather permitting. Mulch needs to be removed in some places and added only where needed.

**Treasurer's report.** Cathy stated she had nothing to report beyond what Carolyn had reported in her report.

**Committee reports. Building & Grounds.** Jeanette reported that the committee had met, but as only 2 committee members had been present, they no recommendations to report this month.

### **Old Business.**

**Reserve Study update.** The Board has received a 58-page discussion draft. A meeting will be scheduled with Erik Robertson (author of the draft) to discuss the draft and advise on which items are HOA responsibility.

**Landscaping Contract.** The Board received a draft contract from Nature's Link and replied with a list of specific items to be included, such as a monthly walk-around, aeration, and seeding. At the March 28 Executive meeting, the Board approved signing the contract if NL accepts all the changes.

**Tree Report.** Cathy and Jeanette reviewed the planned treatment of nine ash trees.

**Rules and Regs updates.** Elizabeth presented a PowerPoint of proposed updates to the Rules & Regs (last updated 2012) to bring them into line with current conditions (changes and clarifications in city laws, insurance deductibles, etc.). The Board will seek more advice from counsel on some issues, such as dog nuisance issues. Specific mention of an HO6 policy will be added to the item on insurance.

### **New Business**

**March 28 Exec Meeting actions.** At the March 28 Executive meeting, the Board approved that authorizing inspections and estimates to repair and/or patch the garage roofs associated with 2366 and 2376. At the same meeting, the Board approved authorizing Cindy to sign a contract for gutters on Building 4 with RCV if they can do it for \$5K or less.

**Property management company.** Cathy moved, seconded by Jeanette, that the Board discuss and issue an RFP (Request for Bid) for property management and that we seek recommendations from residents. This was approved.

**Communications.** Due to lack of time, Elizabeth was unable to report on the CAI recommendations.

The meeting was adjourned at 8:56 pm. The next regularly scheduled meeting will be Thursday, May 10, at the Monroe County Public Library.

Respectfully submitted,

Elizabeth Starr  
Secretary, Woodlands Winding Brook HOA

## APPENDIX A



213 S. Rogers, Suite 8  
Telephone: (812) 336-2026  
Post Office Box 5727  
[info@tempopropertiesinc.com](mailto:info@tempopropertiesinc.com)  
Bloomington, IN 47407

### **Woodlands Maintenance Report**

Tempo Properties Inc.  
4/12/2018

#### **Completed Projects**

- 2368 – Reattach deck support at top and bottom – 03.20.2018
- Garage # 6 – Electric Services & Plumbing – Rewired lights – 03.22.2018
- 2360 – AccuLevel raised sidewalk – 03.22.2018
- Garage #4 – New light installed above dumpster – 03.27.2018
- 2335 – Repaired Ceiling above Entrance Door – 03.28.2018
- 2327 – Replaced Flashing on Deck – 03.28.2018
- Speed Bumps Installed – 04.02.2018
- “Permit Only” Signs taken down. New signs put up by dumpsters – 04.04.2018
- Grate installed on Basketball Court Drain – 04.04.2018
- Cleaned Garage Gutters – 04.04.2018
- Handicapped Parking Stalls Installed – 04.06.2018 – no cars towed 😊
- Moved Pond Pump Control from inside Garage #7 to outside – 04.10.2018

#### **In Progress Projects**

- Building #4 Roof Replacement – Started 04.12.2018
- 2348 – Retaining Wall Repair – Received two bids, waiting on third.
- 2372 – Hostetler Concrete to repair spalling – calling us back on Monday with schedule for next week (or we will call them)
- Grind Stumps – Bluestone – Waiting on schedule
- Lamp Post between 2394 and 2395 – Duke Energy to Schedule
- 2393 – Foundation Inspection – Waiting on Kevin Potter
- Nature’s Link – Pull hydrangeas in front of 2335 when the mulching process happens
- Nature’s Link – Meeting on 04.12.2018 to discuss mulch areas