

Woodlands Winding Brook HOA

Board Meeting Agenda

March 8, 2018

7:00 pm Monroe County Library Room 1C

The meeting was called to order by Cindy Johnson at 7:04 pm. Board members present: Cindy Johnson, President; Jeanette Clausen, Vice President; Elizabeth Starr, Secretary; and Linda Blair, At-Large. Treasurer Cathy Brown was absent. Financial manager Carolyn Brown and Geri McInerney from Tempo were also present. Homeowners and residents present were Donna Davis, Ilana Linder, Aran Mordoh, and Cathy Stone.

Homeowner comments/concerns. Cindy outlined our new format with 20 minutes for homeowner comments at the start of the meeting (3 minutes per homeowner; homeowners may speak again if everyone who wishes to speak has had a turn). Homeowners brought up questions about communication with Tempo, the website, and the cost of snow removal. As there were no further comments, the Board proceeded with the agenda at 7:10 pm.

Approval of February minutes / Correction to January minutes. Linda moved, seconded by Cindy, to accept the February minutes as written. This was approved. Jeanette moved, seconded by Cindy, to correct the January minutes (clarifying that the insurance decision had been decided in executive session, not by email vote). This was approved.

Financial manager's report. Carolyn reported that our income over the past two months has been about \$37K, and she recently moved \$20K out of checking into the money market fund. She reported that so far, we are under budget for the year. There were no questions for Carolyn. Linda moved, seconded by Cindy, to accept the report. This was approved. [Note: Homeowners may request access to financial documents on Google Drive from Carolyn directly.]

Property manager's report. Geri from Tempo gave the report. (See Appendix A below.)

Treasurer's report. As Cathy is in Costa Rica, Cindy gave the report on her behalf. Cathy has completed the 4th quarter review of the books and did not find any discrepancies.

Committee Reports – Building & Grounds. Jeanette reported that the committee had met on Feb. 26. Some topics included: creating a checklist of completed projects; monthly walk-arounds of the grounds; and updating the list of invasive plants for the Rules & Regs.

Old business

- a) **Light near 2394**—The Board received a proposal from Duke Energy for installing a light in the bump-out on the dark corner between Buildings 1 and 2. **The Board voted in executive session to pay for the light in one lump sum of \$3394 (the least expensive financing option).** The installation of the light is expected to increase our energy bill by about \$6 a month.
- b) **Parking signs**—This was covered in Geri's report (see Appendix A).

- c) **Handicapped parking**—The Board has recently received three requests for handicapped parking (from 2366, 2378, and 2389). Per Indiana code, these must be supplied when appropriately requested for a documented disability, and the spaces must conform to certain guidelines. Each new spot will take up two current spots, reducing the number of Visitor spots on the circle. Cindy went over how various spots on the Circle will need to be shifted slightly and recombined to accommodate the handicapped spaces. **The Board voted in executive session to accept the proposal from Otto’s to redo the numbering and repaint the three new spots as handicapped spots** (each with a blue striped aisle for wheelchair accessibility). The cost will be \$1014 for renumbering, repainting, and signage for the three handicapped spots. When those residents or homeowners leave the Woodlands, those spots will be repainted as one numbered spot and one Visitor spot. There was some additional discussion of parking issues as a result of fewer Visitor spots on the Circle. Cindy explained that the Board cannot assign additional spots at this time, but the Board can suggest that residents park their cars in garages when possible to alleviate parking issues.
- d) **Retaining wall repair for 2348**— Bids are being collected. See Appendix A below.
- e) **Reserve Study**—The Board voted last month to approve a reserve study to facilitate long-term planning. The reserve study will not affect our tax filing status. The Board is communicating with the firm performing the study to finalize the contract and begin the inspections and data collection.
- f) **Landscape contract**—Renegotiation is in process.
- g) **Building 4 roof**—It has been determined that the leaky Building 4 roof is not repairable and needs to be replaced. **The Board voted in executive session to accept a bid from RCV Roofing to replace the roof with dimensional shingles.** The workmanship is warranted for 5 years at a cost of \$18,517.35 [Note that the bid received for cedar shake replacement was for more than \$63K.] The shingles also have a 10-year limited warranty from the manufacturer. Although the Board has been following a strategy of aggressive repair of the roofs in order to buy time for roof replacements down the road (ideally metal for insurance purposes), the bad condition of the Building 4 roof required immediate action. After the agreement is signed, RCV will send a contract and schedule the work.

New business

- a) **Termite warranty renewal**—Cindy moved, seconded by Elizabeth, to not renew the current warranties but to continue annual inspections and then treat as needed. This was approved.
- b) **Dumpster cleaning**— There was some discussion of how to approach cleaning the dumpster areas.

- c) **Dog nuisance issues**—A homeowner’s dog has been running off leash, leaving waste that has not been picked up, and jumping on homeowners. **The Board will work on a letter to the homeowner declaring the dog a nuisance animal.**

- d) **Treating ash trees**—**The Board voted in executive session to accept a bid from Trees PLE to treat nine ash trees for \$2953.32.** [Note that last time this was done, the ash treatment cost over \$4K.) The Board will ask Seth to get this on the schedule for June.

Adjournment— The meeting was adjourned at 8:42 pm.

The next meeting is to be held on April 12, 2018, at the Monroe County Public Library, Room 1C, 7-9 pm.

Respectfully submitted,

Elizabeth Starr
Secretary, Woodlands Winding Brook HOA



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Woodlands Maintenance Report
Tempo Properties Inc.
3/8/2018

Completed Projects

- Nature's Link Mowed the pond – 03.01.2018
- 2390 – Flooded Basement Dry out (Indiana Pro-Clean) and Downspout Realignment (Hoosier Water Away) – Completed 03.01.2018
- Seth Inman Updated Tree Report for 2018

In Progress Projects

- 2372 – Hostetler Concrete to repair spalling on March 8th
- Ye Olde Chimney Sweep – Final unit on March 8th
- Electric Services and Plumbing for Dumpster/Garage Lights on Circle
 - Meeting with owners for access to interior
- Building #4 – Roof Replacement – Received Bids
- 2348 – Retaining Wall Repair – Received one bid, waiting on two others
- Lamp Post between 2394 and 2395 – Received Quote from Duke
- “No Parking” Signs – Bly's Guys signs to be removed, stickers added to old signs with correct phone numbers
- Handicapped Parking Painting/Renumbering – Otto's Parking Marking – TBD
- 2360 – AccuLevel to raise sidewalk March 19th
- 2393 – Foundation Inspection – Waiting on Kevin Potter

Early Spring Projects

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