

Woodlands Winding Brook HOA

Board Meeting Minutes

June 14, 2018

7:00 pm Monroe County Library Room 2A

- I. Call to order/Welcome. Cindy Johnson called the meeting to order at 7:04. Board members present: Cindy Johnson, President; Jeanette Clausen, Vice President; Elizabeth Starr, Secretary; and Linda Blair, Treasurer. Financial manager Carolyn Brown was also present. Homeowners and residents present: Donna Davis, Edward Gubar, Nick Konat, Ilana Linder, Kriste Lindberg, David Martin, Aran Mordoh, Matthew Odle, Ken Shafer, Cathy Stone, Beth Tankersley, Susan Seitzinger, Shelley Taylor, Diane West, Randy West.

- II. Approval of May minutes. Ken Shafer requested two corrections to the minutes under homeowner comments, clarifying that he is circulating two petitions calling for special meetings. **Jeanette moved, seconded by Linda, to accept the May Board Meeting Minutes was amended. This was approved.**

Jeanette moved, seconded by Cindy, to approve the June 9 Called Meeting Minutes on property management. This was approved.

- III. Financial manager's report. Carolyn reported that all homeowners were emailed the financial reports and requested that homeowners email her with any questions.

- IV. Property manager's report. Cindy circulated copies of the monthly report from Tempo Properties. See appendix A. Points of special interest: There were several problems with the drainage work done by HWA when downspouts were disconnected or moved and when some drains were covered with up to a foot of dirt or mulch. It's very important to not cover the drains or to move the downspouts leading to the drains, and there needs to be coordination between the landscaping crew and HWA. Cindy also reminded homeowners that HWA does not do the landscaping; that needs to be addressed separately after each phase is completed. Cindy also thanked volunteers for helping with watering the newly seeded areas after the landscape remediation.

- V. Treasurer's report. Linda reported that she will have the first quarter reviewed before the next meeting.

- VI. Committee reports. Building & Grounds. Jeanette reported that the City was satisfied with the work Nature's Link has done as far as remediating the eroded areas. As a result,

the City will not need to reinspect after HWA is done with the drainage work on the Court side.

VII. Old business

- a) Property manager search. Cindy reported on the process. On June 9, the Board voted to enter into contract negotiations with “Company A.” The standard contract was then reviewed by the HOA attorney, who made several suggestions for changes, all of which Company A accepted. The Board also requested the explicit addition of several terms agreed to at the interview, such as a provision for inspecting work before payment and to be on site to supervise work in progress. Lastly, the Board negotiated a reduction in the hourly fee for maintenance work, from \$50 per hour to \$35 per hour, as long as the work is done during business hours. The final contract was received earlier today. Once the contract is signed, the new company can take over on Monday.

Linda moved, seconded by Jeanette, that the Board contract with Mackie Properties to be our property manager as per the contract. This was approved.

Ken suggested we inform our insurance company of the new property management firm so they can vet the company.

- b) Rules & Regs revisions. Elizabeth went over the updates to the Rules & Regs that had been discussed at the previous two meetings (items 1, 3, 5, 14, 23, and 31).
Jeanette moved, seconded by Linda, that the Board approve all the changes to the Rules & Regulations except for Item 23 on grills. This was approved.
- c) Garage roof replacements. Cindy summarized the Board actions leading to the garage roof replacements (half of Garage 4 and half of Garage 6). The City had deemed the roofs unrepairable and requiring immediate replacement. The Board reviewed bids in executive session and the roofs were subsequently replaced. Homeowners had many comments and questions about the process. The Board agreed that it would be better in future, when faced with an urgent repair situation and deadlines from the City, to call a special meeting to discuss and vote on the issue.
- d) Trees and tree removals. Seth, our landscape consultant, is waiting on bids.
- e) Reserve Study. This is tabled for now until after the property management transition.

VIII. New business

- a) Introduction of two new homeowners: Beth Tankersley in 2329 and David Martin in 2368.

- b) Rogers Road public meeting. Cindy informed homeowners of the public meeting July 11 with City Utilities to discuss the multi-use path and improved pedestrian crossing. Further details on the time and place of the meeting will be sent out when known.
 - c) New board member. **Cindy moved, seconded by Elizabeth, to appoint Susan Seitzinger to finish Cathy Brown's term, with the seat up for election in Fall 2019. This was approved.** Randy requested that we thank Cathy Brown for her service.
 - d) Social gathering on June 23. Building & Grounds is organizing a social gathering on June 23, 3-5 pm on the pond deck. It will be a pitch-in potluck, with Board members providing plates, cups, utensils, tea, and lemonade. Cathy Stone will be coordinating a bean bag toss with prizes (Brewster's ice cream certificates).
- IX. Homeowner comments. Topics included issues with mosquitoes, lack of parking on the Circle, accessible spots, adding items to the agenda, the status of Ken's petitions to call for special meetings, and soil and water conservation.
- X. Adjournment. The meeting was adjourned at 8:55 pm.

Next meeting is to be held on July 12, 2018, at the Monroe County Public Library, 7-9 pm.

Respectfully submitted,
Elizabeth Starr
Secretary, Woodlands Winding Brook HOA

APPENDIX A



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Woodlands Maintenance Report

Tempo Properties Inc.
5/10/2018

Completed Projects

- Major and minor fixes from Hoosier Water Away on completed buildings (1-7).
 - HWA attached screws connecting the downspouts and downspout extensions
 - Please do not move or cover the downspouts, downspout extensions, or the rocks. They are connected to drain boxes underneath the rocks.
- Drainage Installation for Buildings 8, 9, and 12 – Hoosier Water Away
- 2394 – Leak from Ceiling – Patio doors need to be caulked and sealed, Gutters cleaned out – 06.12.2018
- Garages 4 and 6 Roof Partial Replacements – RCV Roofing – 06.04.2018
- Landscaping Remediation around Buildings 1-7 – Nature’s Link – 06.01.2018
- 2364 – Pipes and downspouts clogged – Hoosier Water Away snaked the pipes – 06.01.2018
- No Solicitors sign – Installed 05.30.2018
- Holes around Basketball Court – Filled in 05.29.2018
- 2354/2352 – Inspected for mice holes, did not find any. Found larger hole on 2354 – Patched on 5.23.2018
- 2393/2395 – Bold Raccoon – Wildlife Removal Company Trapped – 05.21.2018

In Progress Projects

- Watering and Maintaining the newly remediated areas – thank you volunteers!
- Hoosier Water Away – Started Buildings 10 and 11.
- Building #1 (2385, 2387, 2389) – Grading issues, may need to remove tree.

- 2348 – Retaining Wall Repair – C&H to schedule late June/early July
- 2385 – Front Stoop/Sidewalk Repair – New Bids Requested due to lack of response from first three companies.
- Exterior Termite Inspection – waiting on Kelly’s Termite and Pest Control (currently not answering, goes straight to voicemail)
- 2393 – Kevin Potter Report Received – Need to contact vendors for bids
- 2366 – Carpenter Bees – Allman Brothers Contracted (ongoing)
- 2360 – Carpenter Bees – Allman Brothers Contracted (ongoing)
- 2302 – Possible Bats in Roof – It’s actually a raccoon – Wildlife Removal Company Contracted (ongoing)
- 2366 – Chimney Cap and Chimney Siding – Cap Bid Received, waiting on Siding bid.
- Fallen Tree from Woodlands onto neighbor’s property – receiving bids for removal.
- Signs for the dumpsters – working on verbiage.