

Woodlands Winding Brook HOA

Board Meeting Minutes

July 12, 2018

7:00 pm Monroe County Library Room 1C

Call to order. The meeting was called to order at 7:02 pm. Board members present: Cindy Johnson, President; Jeanette Clausen, Vice President; Elizabeth Starr, Secretary; Linda Blair, Treasurer; and Susan Seitzinger, At-Large. Financial manager Carolyn Brown and property managers Matt Carter and Chelsea Hendren were also present. Homeowners present: Donna Davis, Joshua Dennis, Valerie Grim, Edward Gubar, Doris Hahn, Kriste Lindberg, Aran Mordoh, Matt Odle, Ken Shafer, Cathy Stone, Shelley Taylor, Steve Wennerberg, Randy West.

Approval of minutes from June meeting. Aran Mordoh requested some small additions to the Minutes with further clarification of homeowner issues discussed in June. **Jeanette moved, seconded by Linda, to approve the June minutes as amended. This was approved.**

Financial manager's report. Carolyn presented the P&L statement and graph of categories of expenditures year to date (see Appendix A).

Property manager introduction and report. The introduction of our new property managers, Matt Carter and Chelsea Hendren of Mackie Properties, took up the bulk of the meeting. Mackie took over management on June 18.

Property management report. As Chelsea went through the property management report (see Appendix B), there was much discussion and many homeowner questions. Mackie has been very visible and proactive in their first weeks on site. For example, Mackie has taken care of many small issues (such as branch trimming, clearing gutters, dumpster area clean-up, etc.), walked the property with our landscapers, and developed a plan to focus on safety issues first and then take on some bigger issues in the fall, such as removing junk trees. Projects are in the works to prioritize sidewalk issues and roof issues. Matt and Chelsea have also been working to keep on-site vendors (drainage, landscaping, and roof repairs) on track, with many examples of their interventions.

Furnace vents. One important example was discovering and repairing the furnace vents that had been disconnected during the roof replacement for Building 4, as disconnected furnace vents can cause CO2 build-up in attics in the winter. (Homeowners can look into their attics to see if the galvanized stovepipes are

venting through the roof, or if they have been disconnected. Mackie can also inspect if desired.)

Drainage project. Another important example are Chelsea's frequent meetings with Hoosier Water Away, working with Anthony to fix gutter extensions with bellies, fill trenches, etc. Chelsea will rely heavily on the Board and homeowners to report any holes, leaks, gaps, or other areas that need to be fixed as the drainage project progresses. Homeowners are emphatically reminded to NOT move downspouts or to cover the drainage boxes.

Homeowner portal. Chelsea also discussed the access to the portal, coming soon, where homeowners will be able to submit work orders, upload pictures, track the progress of their work orders, etc. Mackie Properties will also be able to provide handyman services for interior work (non-HOA responsibility) at the HOA contracted rate, and invoices can be paid directly via the portal.

Roofing issues. There was some general discussion of roofing issues, prompted by a homeowner noting shingles coming off the roof of his unit. Cindy and others reviewed the process of the roof restorations the last few years, which were started in order to extend the time before full roof replacements were needed. Possibly Exterior Wood could be invited back to complete the restorations of the buildings that were not done. Ken also suggested passing on Tim Dickson's name to Mackie (of Dickson-Schaefer Consulting), a firm that works for insurance agencies to inspect roofs repaired after weather damage. Matt Carter felt it might be more cost effective to simply reroof with asphalt (rather than restore now and reroof later), as he thinks he can get a vendor to do it for about \$12K per building. Cindy asked Mackie to get bids on reroofing and to prioritize the roofs.

Mackie contract amendment. Ken brought up an issue with the Mackie contract, bullet item 1 under "Records and Correspondence," which possibly implied that Mackie will be handling our financial records, rather than Carolyn Brown, our financial manager. This item reads: "Managing agent shall maintain all financial records of the Association and its members for a period of six (6) years and deliver back to the Board of Directors, rather than disposal." Ken asked that this item be struck from the contract. Elizabeth suggested that this item is referring to any financial records that Mackie may have, such as invoices for individual homeowner work, etc. She suggested that this item be restated as "Managing agent shall maintain any relevant financial records of the Association and its members for a period of six (6) years and deliver back to the Board of Directors, rather than disposal." This seemed acceptable to all. The Board will work with Mackie and Carolyn to strike out the word "all," replace it with "any relevant," initial the change, and repost it in Google Docs.

Appreciation. Finally, homeowners expressed their positive impression of Mackie and congratulated the Board on hiring them.

Treasurer's report. Linda has reviewed the first quarter books and everything looked good. Linda has received the materials to do the second quarter review soon.

Committee reports. Jeanette reported for Building & Grounds. The deck party on June 23 was a success. Special thanks went to Cathy Stone for organizing the bean bag toss, Keith for trimming branches, and the whole committee for coming out to clean up the deck in preparation for the party.

Old business

Public Meeting about revisions to Rogers Road. Cindy reported that the road will be widened at our entrance and an ADA-compliant path will be put in going down the hill. Our limestone wall at the entrance will be coming down to accommodate the expansion. Links to the different plans will be provided by the City. There was some discussion of salvaging the stone to re-use for future projects.

Reserve study. The Board will call a special meeting in the next month to proceed with preparatory work on this.

New business

Landscaping. Mackie works with a smaller landscaping company that he believes may be more responsive to our needs. A provisional bid has been received, and all services currently provided by our current vendor are substantially less. **Linda moved, seconded by Jeanette, that we enter into contract negotiations with Lamontagne Lawncare. This was approved.**

Website. Susan reported on the bids she has solicited for redoing the website. She has received bids from three local vendors. The scope of work includes building a new website with a new design and ongoing maintenance (such as uploading documents, adding content, ensuring security, etc.). This will be revisited in future.

Homeowner comments. Due to lack of time, there were no comments.

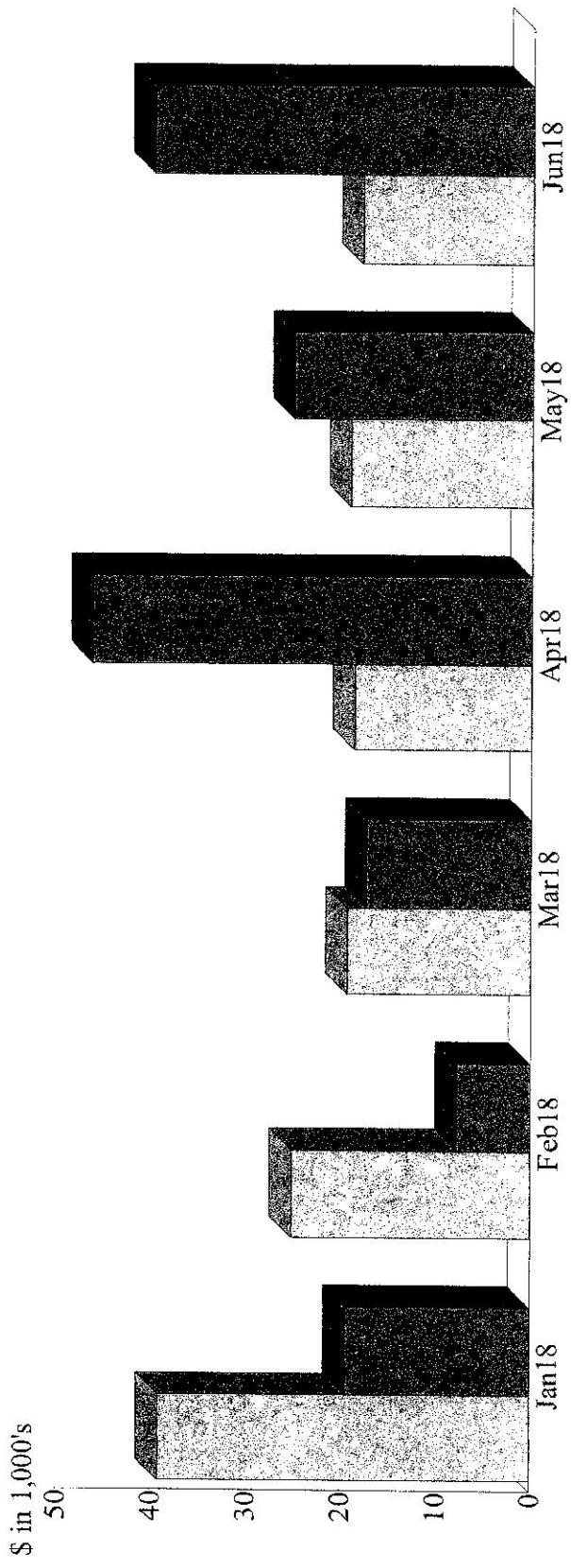
Adjournment. The meeting was adjourned at 8:55 pm.

Next meeting. There will be no regularly scheduled meeting in August. The next meeting is to be held on Wednesday, September 19, 2018, at the Monroe County Public Library, Room 1C, 7-9 pm.

Next pages: Appendix A (graph); Appendix B (property manager's report)

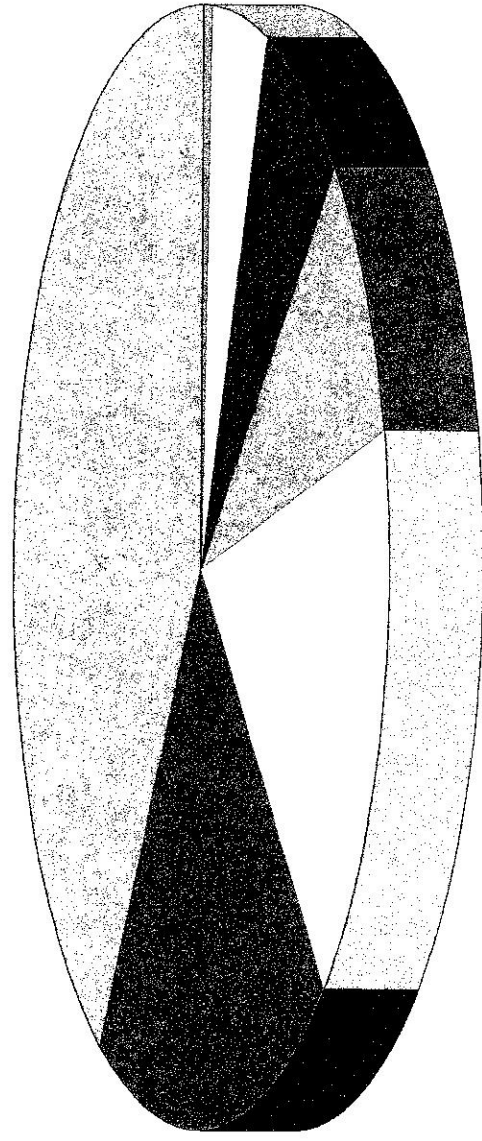
Income and Expense by Month
January through June 2018

Income
Expense



Expense Summary
January through June 2018

| | |
|----------------------|---------------------|
| Grounds Maintenance | 41.28% |
| Insurance | 20.45 |
| Exterior Maintenance | 17.50 |
| Administrative | 8.88 |
| Professional Fee | 6.93 |
| Utilities | 4.81 |
| Taxes | 0.12 |
| Recorder Fees | 0.02 |
| Service Charge | 0.01 |
| Total | \$155,825.26 |



By Account



Property Manager's Report

July 12, 2018

Completed Items

- Rehung gutter on garage #7 - 6/21/2018
- Removed concrete gutter valleys - 6/21/2018
- Garage Gutters cleaned out- 6/22/2018
- Trimmed trees that were low hanging near 2329 - 7/6/2018
- Hoosier Water Away raised gutter extension on 2376 - 7/6/2018
- Met with Trevor with TP Concrete to discuss sidewalk issues and cost -6/28/2018
- Met with Kenneth Lamontagne regarding pooling of water at 2366 - 7/3/2018
- HFI repaired B-vents in attics of 2364 & 2366 - 6/18/2018
- Met with Brandon with Cornerstone Roofing to discuss garage #6- 7/3/2018
- Cornerstone Roofing sealed chimney siding at 2366- 6/27/2018
- Cornerstone Roofing sealed exposed nail head on garage #4 - 6/27/2018

In Progress Items

- Hoosier Water Away started buildings #13, #14- 6/26/2018
- Hoosier Water Away - ongoing repairs from previous phases
- City of Bloomington Utilities- raising water meter near 2376
- C&H retaining wall repair
- Landscaping Solution - keep Nature's Link? (estimate was submitted from Lamontagne Lawn Care Plus for board approval)
- Woodpecker holes - 2374
- Grading issues- 2354,2376, 2385, 2387, 2389
- Signs for dumpsters
- B-Vent inspections- 2368, 2370, 2372, 2374 (scheduled for 7/11/2018)