

Woodlands Winding Brook HOA

Board Meeting Minutes

September 19, 2018

7:00 pm Monroe County Library Room 1C

- I. Call to order/Welcome. The meeting was called to order at 7:04 pm. Board members present: Cindy Johnson, President; Jeanette Clausen, Vice President; Elizabeth Starr, Secretary; Linda Blair, Treasurer; and Susan Seitzinger, At-Large. Property managers Matt Carter and Chelsea Hendren were also present. Financial manager Carolyn Brown was absent. Homeowners present: Connie Beckwith, Donna Davis, Joshua Dennis, Charles Hahn, Doris Hahn, Kriste Lindberg, Aran Mordoh, Matt Odle, Ken Shafer. Meeting called to order at 7:04 pm.
- II. Approval of minutes from July meeting and August and September called meetings. Not all minutes were printed and available. No motion to approve was made
- III. Financial Manager Report and Treasurer Report– As Carolyn was absent, Linda made a report combined with the Treasurer’s report. The financials have been sent to homeowners over email and Linda will do the third quarter review after September is over.
- IV. Property Manager Report – Chelsea presented the report. See the attached report (Appendix A) for completions and in-progress projects. Matt reported about the plans to fill in trenches, do clean-up, and redo downspouts away from the drainage boxes on the drainage project before winter. Other topics included possible sidewalk repairs in spring, follow-up on termite inspections (Mackie recommends using a new service), and some mowing concerns with the new landscapers. Matt made a plea for us to do some things ourselves (such as moving mulch) so as to save money. Chelsea will coordinate with the landscapers and pest control to see how removing mulch / inspecting for termites can line up.
- V. Committee Reports – Building & Grounds – Jeanette presented the report. The committee is working on a guidebook for new homeowners. Other topics included possibly organizing neighborhood clean-up days with stops for refreshments. The next B&G meeting will be Sept. 25.
- VI. Old business
 - a) Reserve Study—Erik Robertson of RSI will be attending the November 8 Board meeting to present the reserve study findings and answer questions.

b) Website—This is currently on hold.

VII. New business

a) Election Procedures for Annual Meeting. Elizabeth presented an overview of election procedures, including proxy forms, proxy procedures, eligibility, nominations from the floor, and voting procedures at the annual meeting on Oct. 18. Elizabeth also distributed a sample ballot with the names of the four current candidates (Connie Beckwith, Joshua Dennis, Elizabeth Starr, and Sarah Taylor).

b) Safety issues – Sidewalks and pond. Mackie repaired damaged fencing around the pond; Chelsea stated during her report that sidewalk repairs should be revisited in spring.

VIII. Homeowner comments— Ken distributed several spreadsheets with financial models using the RSI recommendations from the reserve study, looking at possible fee increase schedules depending on various scenarios. Ken’s analysis is that our current fees have not kept up with inflation and that while our fees may seem high, they are right in the middle when compared to other associations (when looking at fees per square inch). Ken also questioned whether the Board is empowered to levy special assessments as the Bylaws are not recorded in the recorder’s office.

IX. Adjournment—Cindy adjourned the meeting at 8:55 pm.

Next meeting is the Annual Meeting to be held on October 18, 2018, at the Monroe County Public Library Auditorium, 7-9 pm.



811 North Walnut Street Bloomington, IN 47404

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Property Manager's Report September 19, 2018

Completed Items after July 12, 2018 to present day

- 2348 retaining wall repaired
- Switched from Nature's Link to Lamontagne Lawn Care Plus
- Repaired fence near retention pond
- Placed all water hoses in HOA storage
- Placed combination locks on all HOA water spigots
- Install new welcome sign and replaced latch
- Inspected 2340 chimney
- Hoosier Water Away completed buildings 13, 14
- Collected roof estimates for replacement of building 11
- Roof replacement of building 11 approved
- Collected an estimate for foundation repairs of units 2385, 2387, 2376, 2354
- Foundation work approved
- Termite Inspection
- Collected estimate for removal of crab apple tree in front of 2387
- Completed pest control of carpenter bees on units 2360 and 2366
- Replaced light bulbs on all garages, flood lights, and cleared away cobwebs around garage doors
- Hammered in loose gutter nails
- Received priority list for roof replacements
- Contacted Tim Dickson about an additional roof assessment
- Removed blue striping in front of 2366

In Progress Items

- Painting of all new gutter extensions (need to match color of buildings)
- Annual chimney inspections
- Raising of water meter near 2376
- Start of foundation projects
- Start of 2317-2327 roof replacement
- 2302 deck roof assessment
- Final round of painting parking spots in front of 2366 (visitor and unit number)