

Woodlands Winding Brook HOA

Board Meeting Minutes

January 10, 2019

7:00 pm Conference Room, Noodles & Company

I. Call to order / Welcome

- Elizabeth called to order at 7:04pm. Board Members in attendance were Elizabeth Starr, Sarah Taylor, Ken Shafer, Linda Scott, Connie Beckwith; homeowners present were Aran Moran, Cathy Stone, Edward Gubar, and Matthew Odle. Also in attendance: Carolyn Brown – financial manager.

II. Approval of minutes from monthly November meeting, Nov. 29, 2018 called meeting and Dec. 20, 2018 called meeting.

- There were three sets of minutes to review. They were provided and were also on the website. Elizabeth will entertain an omnibus motion to approve. Linda moved to approve, Sarah seconded, vote was unanimous. All minutes were approved.

III. Ratification of officers and committees per Organizational Meeting

- Officers were discussed at the organizational meeting held immediately before this monthly meeting. Elizabeth discussed that the Board has chosen Elizabeth as President, Linda as vice president, Sarah as Secretary, and Ken as Treasurer. Ken moved we ratify the slate, Sarah seconded. Vote was unanimous. All officers were approved.
- Sarah explained the new Executive Committee and Financial Committee. The Executive Committee consists of Elizabeth Starr (president-elect) and Linda Scott (vice-president elect), and it will hold decision-making authority for average, daily needs of the association. The Committee communications are shared among the entire Board, but only the Committee members will respond to vendor or homeowner concerns on behalf of the entire Board. The Financial Committee will monitor financial affairs of the corporation and advise the Board as necessary. Sarah also explained the Board has tabled the idea of a financial controller for now.
- Ken explained that the contract negotiations would not need to be shared with the members of the financial committee who are just homeowners.
- Ken moved that we ratify the new committees, Connie seconded, Elizabeth amended to exclude Building and Grounds because they don't need to be re-ratified. Connie accepted the amendment. The vote was unanimous and the new committees were approved.
- Elizabeth mentioned that committee meetings must have written reports prepared and sent to the executive committee. Discussion would be held at board meetings regarding the reports.

IV. Financial Manager Report

- Financial Manager Carolyn Brown reported monthly income of \$2578 for December 2018.

- She reported a total loss of the year \$33,470, mostly due to building repairs. The balance on the accounts receivable is \$8180, and she reported this is mostly because of one vacant home where the owner is deceased and will be sold at auction. She verified that a lien had been filed on the property in the case of the sale exceeding the liability on the unit. She explained that if a single unit gets to \$1000, then a lien gets filed, and it must be filed by an attorney because we don't have any full-time employees. The attorney fee gets added to the bill. Payment plans have also been utilized as a means for collecting past dues.
- Carolyn will start keeping track of unbilled hours per request from Elizabeth.

V. Property Manager Report

- Jamar was not present, but Elizabeth gave their report. They are ready to receive requests and concerns. We have not yet been added to their website, but we can call their 24 hour line for assistance. Elizabeth is meeting with Jamar tomorrow at 10am. They are located on 17th St in a temporary building while their office is renovated. Homeowners are welcome to come. Connie, Ken, Elizabeth, Ed and Aran are planning to come.
- Connie and Elizabeth walked around with James and Tonya on Wednesday (1/9/19) to look at gutters, drains and downspouts. They have a better idea about some of the issues. Jamar is authorized to do up to \$500 per job without seeking initial approval from the Board. Jamar cleaned Building 4 gutters the same day.

VI. Treasurer Report

- Ken reported as treasurer. He noted that the loss in 2018 could have been worse. There was no insurance payment made in December, and no sidewalk repairs were done as recommended by the reserve study. He noted that we did \$6500 worth of work for Emily B's unit (sealing the foundation and re-working the drainage) but there was an extra amount in that contract that didn't happen (for unit 2376). Insurance work and some of the other repairs will still happen in 2019.
- Matt asked if these are going to roll into the new budget for 2019.
- Ken expressed concern that there may be too much kicking of the can down the road, but that for the most part we would need to absorb these into the new year's budget.

VII. Committee Reports – Building & Grounds

- Going forward, the committee will prepare a report of the meeting with bullet points of the recommendations once they have been agreed on by the committee. The recommendations will then be sent to the executive committee and cc'd to the board.
- Aran gave the report from the B&G Committee which had met the previous day. They will start meeting the week before to give the board time to consider the recommendations and put them on the agenda. She reiterated the goals of the committee included continuing to organize social events and community cleanup events. The committee also will function as a community liaison for homeowners to be able to discuss non-emergency recommendations and frustrations, particularly concerning the condition of the buildings and grounds.

- To facilitate their goals, the committee discussed including members contact info on the website or to otherwise distribute contact info to residents in order to help build up the committee's presence in the neighborhood.
- General concerns discussed at the committee meeting included: garbage, trees, leaves and debris blocking drainage.
- The committee decided to do spring and fall events each year as a social gathering. This year's gatherings will be: Spring – Sunday, May 19th from 1-4p in the communal area, rain-date is May 26th. The day before is a community cleanup day from 10a -1p. Fall – Sunday, Oct. 20 1-4p, rain-date is Oct.27th. The Saturday before is cleanup day from 10a-1p. (This will be announced at each monthly meeting going forward)
- **Newsletter: There is a vacancy in the editor position for the monthly newsletter. Any volunteers who would like to help publish our monthly newsletter are welcome, ideally sticking to a similar format.**
- Welcome packet for new residents discussed. Our Jamar contract states that they do this but owners are also interested in a more warm welcome.
- Elizabeth reminded us that we have until Jan 15th to communicate to the city that we need to choose a new retainer wall. Connie volunteered to take on this task. Elizabeth will pass on the info to Connie to make sure that gets done. There was consensus that we want something that looks as most similar to what we have and that will last the longest.
- On Jan 2nd Exterior wood came to inspect the remaining 8 roofs to get an estimate, and we are still waiting on the estimate. Since we have a budget of \$46k for roofing this year. They will identify which garages may need replaced, but residential buildings are priority. Connie will work with Jamar to identify which ones are the worst off.

VIII. Homeowner membership in Standing Committees

- Ken moved that board delegate authority to the Executive Committee to appoint interim members to standing committees. Sarah seconded. Unanimously approved.
- Financial Committee: Ken will work on wording for call out for members and send to Elizabeth. First duty will be to come up with a mission statement.
- Building & Grounds: Ken moved that Donna Davis be appointed to B&G, Sarah seconded. Linda abstained and all others approved.

IX. Old business

- The Board discussed hand-off and transition steps being taken between the new board members, the new property manager, Jamar Properties, and the financial manager.
- Hoosier Water Away (HWA) Update
 - Attorney Scott Tanner sent a letter to HWA. A copy was not available at the meeting but it was suggested that the letter indicated the corporation would not pay the remainder of the contract, nor did it expect HWA to complete. This raised concerns with homeowners who are dissatisfied with the work
 - Connie has been keeping a close eye on all the drainage and reported on what she has observed. Essentially, she is concerned that these are very high maintenance and may need to be modified in some situations to assure they work properly. For instance, she discussed one unit owner who has secured

the downspout with an additional piece of plastic to ensure the water drains to the basin.

- Jamar is also looking into these and will get a proposal to the board soon.
- 2019 Budget
 - Ken reported on the next steps for the budget and accounts maintenance. He suggested that we need to tweak some of the QuickBooks reports. For instance, he is concerned that balance sheet needs to be updated.

X. New business

- Financial Reporting
 - Elizabeth moved to have Comer Noley to do the taxes and that we will authorize Ken to get a quote from Stampfli to clean up QB. Linda seconded. Vote was unanimous.
 - Ken talked with Sherlock and got a rough quote for a \$5k revalidation. He is concerned that even the reserve study didn't identify everything that needs to be done. Chimneys haven't been stained or painted for example. Info needs to be pulled from the SH reports either Jamar or Tony and look at soft spots that were identified to see if they were done. Asked SH to deliver info in spreadsheet form. Maybe at least see about this.
- Landscape contract for 2019
 - Kenneth Lamontagne: Connie reported that he wants more contact from board about what needs done. He has ideas about grass issues in the spring and he is also interested in shade ground cover. There were a few amendments to the contract suggested, but the Board agreed that we will renew so long as he accepts these minor changes.
- Financial Manager additional duties
 - There was discussion about asking Carolyn to assemble a vendor list of previous vendors we have used to use in coordination with vendors suggested by the property management company but objections were made about making additional expenses at the moment.
 - It was suggested that we ask Carolyn to start keeping a list going forward, and Ken agreed to look into a potential historical vendor list.

XI. Additional homeowner comments

- The last seven minutes were reserved for homeowner comments; however, none were made.

XII. Adjournment

- Next regular meeting is scheduled for Thursday, Feb. 21, at 7 pm at Noodles & Company.