

Woodlands Winding Brook HOA

Board Meeting Minutes

February 21, 2019

7:00 pm Conference Room, Noodles & Company

I. Call to Order/Welcome

- Elizabeth called meeting to order at 7:05p. Board Members present: Elizabeth Starr, Ken Shafer, Linda Scott, Connie Beckwith, Sarah Taylor. Homeowners present: Beth Tankersley, Kristel (2354), Shelley Taylor, Jeanette Clausen, Doris Hahn, Aran Mordah, Steve Hedges.
- James Eiermann and Tonya Newlin were present from Jamar Property Management to give their first report to the Board. Financial manager Carolyn Brown was also present.

II. Approval of Minutes

- Approval of minutes from January meeting.
 - Correct “Comer Nowling & Associates” name in January minutes.
 - Motion to approve minutes as amended given by Sarah. Linda seconded. All were in favor.

III. Ratification of Officers and Committees

Not necessary. Skipped.

IV. Financial Manager Report

- Carolyn reported that we had income in January of \$38,478. Most of that was the insurance fee collection from homeowners. Our largest expense was snow removal of over \$7k. Net income for January is approximately \$16k.
 - Homeowners present raised concerns about snow removal amount. Elizabeth clarified that we are actually saving money compared to our previous two contractors. Ken wanted to know if the contract is seasonal, when does it end? James agreed to look into this.
- Carolyn explained that she moved money into our money market accounts. We have total assets of around \$88k. Cash on hand is \$71k.
- Ken noted bank charges for 2018 were a little high because we had a couple checks returned. There was a bump in Carolyn’s fees in 2018 because she paid two months salary in December of 2018.

- **Taxes:** Nowling is still working on our 1120H tax return. They should have everything that they need from us to complete this. Carolyn prepared 1099's.
- **Scanning:** Carolyn reported that she is working on finishing the scanning still.
- **Credit Card:** Credit card application requires a person to be a responsible party, so this project is on hold. Same for debit or credit card. We had discussed prepaid cards, but we are hesitant to do that because there would be no statement or insurance against theft or fraud. For now, we will continue with the expense and reimbursement.
- **Action Items:**
 - Carolyn – Email copies of German American signature approvals to the Board members.
 - Financial Committee – Look into credit card options or solution to expense/reimbursement method.
 - Jamar – Review contract for snow removal to ensure we are covered for the remainder of the season.

V. Property Manager Report

- Flood Response: James reported that he's been receiving calls about foundation issues.
 - Ken asked if the foundation issues were with respect to leaks or settling. James said leaks.
 - Jeannette asked how many there were. Between 10-12 people contacted over water.
 - Aran commented she really appreciated the quick response time. She requested an updated homeowner vs insurance vs board responsibility and what to do reference guide.
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- Sidewalks: James has bids for sidewalk trip hazards. He has one bid. Ken L is going to clean up leaves and put dirt around the steps are off and where the dirt has eroded as a temporary fix.
- Roofs: There was a bid for a garage with the tarp. We requested that we get 3 bids total.
- Trash/Recycling: Doris asked what the schedule was for the garbage because it has been very inconsistent recently.
 - There was discussion about sending out another reminder about proper disposal.
 - Asked Jamar to get a bid for a 3rd pickup weekly.
- Maintenance Requests: Maintenance requests on the website. Almost everyone is in, but they need everyone's emails. Elizabeth can send this to them.
 - Ken asked what % of people take advantage of the online requests/email request. We have already submitted. Portal is preferred for documentation purposes.
 - Jamar's contact information is also on the website.
 - Hole on the deck roof of 2302.

- James suggested that he get it fixed and then have homeowner and Board try to decide who is responsible.
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- Grounds:
 - Tree branch issue was dealt with. Neighbors were happy.
 - James will talk with Ken L. about filling in holes and ruts around the grounds.
 - Connie asked about Kevin Potter reports. Still waiting on these, James will follow up.
 - James will also be soliciting bids for drainage and downspout remediation.
 - Connie is familiar with the drainage because of her walks around the property, so she would also like to talk with someone to get info about what our options are.
 - Woodpecker holes – want to replace siding. James asked who we get our siding from. We suggested Bender Lumber from memory. Sherwin Williams for the paint. **This should have likely been Black’s Lumber, but that was discovered later.

VI. Treasurer Report

- Ken Shafer reviewed his Treasurer Report. See treasurer reports
- Ken is working with Carolyn on revising the budget amounts for 2019 in QuickBooks.
 - It would be helpful to have estimates for shrubs, mulch and tree removals to get revised numbers for the budget.
- Ken presented a report to James and Tonya about his meeting with Dan Killion from Sherlock Holmes, particularly a recommendation that we speak with foundation specialist.

VII. Committee Report

- *Building & Grounds Committee*
 - Connie gave the report for the committee.
 - She discussed termite inspections, one would treat entire complex whereas another option is to treat only those that are needed. But before this can take place we must move the mulch away from the foundation. Also need to mobilize homeowners to remove personal items as a Spring Cleanup.
 - Shelley had concerns that termite treatment will be harmful chemicals, she asked if we would be interested in alternative methods.
 - James mentioned that he has used Terminix, Economy and Affordable companies in the past.
 - There was not a meeting this month due to flood at Aran’s and no other location could be secured.

- Talked about training for homeowners on how to maintain the drainage systems. Connie offered to put together a list of “do’s” and “don’t’s” with landscaping and the drainage systems.
- Spring Social and Clean-up date is still scheduled for: Sunday, May 19th from 1-4p in the communal area, rain-date is May 26th.

○ *Financial Committee*

- Ken reported that there are two levels of participants, a reviewer (reviews and analyzes our budgets, reports, etc. and gives opinion) and active contributor. The idea is to float ideas through our own financial committee before going to paid professionals.
- Proposed membership is:
 - Steve Hedges – CPA & attorney – reviewer;
 - Michael Butcher – former auditor with state board of accounts – reviewer;
 - Joshua Dennis – CPA, professor at IU – occasional contributor.
 - Matt Odle – Role TBD
- The committee members are still working on a mission statement.
- Loan application: the financial committee will review these and come up with an opinion.
 - Ken suggested that prior to analysis of the loan application, the treasurer and financial committee may want to do the budget revision for 2019 and to take 2018 actual figures and 2019 budget and fold into the 10-year long-term spreadsheet.

VIII. Old Business

- Dual signatures for unusual expenses: The Executive Committee has adopted a policy to require two sets of eyes if there is an invoice for payment of an unusual expense, such as non-routine maintenance expenses, prior to authorizing a check to be signed for remittance. This is to help ensure that all work has been inspected prior to payment.
 - Ken moved that we have defacto policy of two-person review for all non-routine invoices before a check is written. Elizabeth did not think a vote was required for this.
- Gmail HOA email: Sarah still needs to respond. We are still working on getting this set up. This will allow all communication between Board members to be preserved for posterity.
- Landscaping contract:
 - We discussed that we didn’t need a new contract at this time with our landscaper because the current one is still in effect and will continue until terminated by either party. Ken LaMontagne intends to keep working under the current contract until there is a change needed.
 - Ken S. moved that we let the contract auto renew, Elizabeth seconded. The vote in favor of the motion was unanimous. The contract will continue.

- Syringes on the property:
 - We purchased a sharps container and medical gloves to deal with any that are found on the property.
 - Sarah agreed to look at documents to see if we can require copies of leases for owners who are leasing out property given the recent arrest reported in the paper for dealing of methamphetamine out of a leased unit by a non-tenant.
- Basement / flood issues:
 - Elizabeth reported: Several owners were present who experienced flood issues due to the historic rain that we experienced last week.
 - Acting as president, Elizabeth authorized Jamar to deal with extraction and drying. There was also one unit that we performed mold testing. Carpets were pulled up and dried out. The HOA is covering these immediate expenses
 - The bigger issue is what is the HOA's responsibility and what is homeowner responsibility. The board is soliciting legal advice on these issues.
 - Ken mentioned that we have had a historical legal opinion that was inconclusive. He noted that our covenants are in some ways ambiguous. Ken mentioned that our objective should be to do as much maintenance work and re-work as possible going forward to prevent these issues.
 - Aran asked that in terms of the basement issues, whether the Board is going to have a special meeting or a working meeting.
 - Steve mentioned that damages resulting from a disaster and damages that are caused by work contracted by HOA are both provided for in the covenants.
- Deck post
 - There is a unsecured post at unit 2313 that is getting addressed by Jamar. The Board is responsible for decks and will cover this expense.
- Stampfli
 - Ken talked with Michael from Stampfli about cleaning up discrepancies in the balance sheet through a review of QuickBooks and to provide a review of Quickbooks Reports and a change to cash method procedures. His off-the-cuff estimate for the work is approximately \$1500.
 - We spent \$3k on Comer Nowling audit reports last year. There was nothing in them or said during presentation about adjusting entries. This was raised as a concern.
 - Ken is concerned that the 2018 Profit & Loss report handed out at the annual meeting was misleading. He believed part of the issue was that during the audit process there was no face-to-face communication or re-running of reports with Comer Nowling. He believed that our track record with Stampfli would mean the communication would be better facilitated.
 - Sarah recommended that Financial Committee take on this task
 - Steve recommended that he could prepare a draft journal entry for Carolyn to take and enter on her own.
 - Ken would like to coordinate any assistance the financial committee may have with Carolyn and making suggestions for the journal entries because

he has reservations about the appropriateness of the volunteers for this task.

- Ken moved that we appropriate \$1500 for Stampfli to do the audit. There was no second, and the motion died.
- Board members suggested that Steve Hedges prepare a list of suggested journal entries, and Ken and another board member will communicate to Carolyn.

IX. Final Comments

- Next meeting is moved to March 21st because of spring break holiday.
- Aran requested that we stop at 8:45 no matter what to allow time for homeowner comments. The Board agreed to review the structure of the agenda for the next meeting.

Respectfully Submitted,

Sarah Taylor

Secretary