

Woodlands Winding Brook HOA Board Working Meeting Agenda

March 16, 2019

5:00 pm Conference Room, Noodles & Company

1. Call to Order / Welcome / Introductions

- Elizabeth Starr called the meeting to order at 5:07. Board Members present: Elizabeth Starr – President, Linda Scott – Vice President, Ken Shafer - Treasurer, Sarah Taylor - Secretary, and Connie Beckwith – At-Large. Also present: Carolyn Brown – Financial Manager. Homeowners present: Shelley Taylor – accompanied by her friend, Kristi Lindberg, Aran Mordah, and Steve Wennerberg.

2. Old Business:

- **Communications:**
 - Processes for communication with property manager and vendors
 - Vendors have reported confusion over who to take direction from and are hesitant to respond to homeowners directly. If homeowners approach vendors, generally, vendors should be advised to direct residents to contact the Board through the HOA email. If there is a maintenance concern, residents may contact the property manager, Jamar Property Mgmt.
 - Board members acknowledged past difficulties in our communication processes. They agreed to work on establishing clearer policies and to work to improve responsiveness to homeowner concerns. Connie suggested that at least some Board interaction with vendors may be beneficial since we have had historical issues regarding vendor supervision and job inspections.
 - Action Item: Board to draft letter discussing communication protocols.
 - Homeowners are strongly encouraged to reach out to the Building & Grounds Committee to report non-immediate maintenance and grounds concerns or to discuss rehabilitation ideas.
 - Action Item: B&G Committee could develop a contact information bulletin or include contact info on Spring Gathering announcement.

- Processes for Insurance Claims
 - Ken has been tasked with policy document regarding how to file insurance claims under the master policy. If something is not going to be covered, and still use Jamar, may not get reimbursed for use of Jamar.

3. New Business

- Mulch, mulch pull-back
 - Mulch buildup is a problem and is threatening the buildings. Once the landscaper is finished cleaning up the leaves and tree debris, they will start on pulling back areas as has been discussed to allow for termite inspections. He is recommending that we don't mulch this year and that we can actually move mulch around.
 - **Action Item:** Ken requested that the landscaper invoice us separately for this job for budget tracking.
 - **Action Item:** Add something about mulching to the homeowners in the upcoming letter to homeowners.
- Downspout remediation
 - A bid was received from landscaper to address some concerns for 66 downspouts for a total of 16 hours of work. The Board discussed that the bid might underestimate the amount of hours needed but otherwise the bid was very reasonable. We discussed the benefits of keeping the same vendor for the landscaping and remediation work.
- Termite contract
 - We only have one bid and its for the bait system and it was very high. \$15-20k.
- Roof bids 2302
 - We have two bids so far:
 - One to replace with new cedar shake and one is to replace for the new shingles. There was also a repair bid that was the lowest and that would just replace some of the rotten cedar.
 - Building restorations done by exterior wood should also include porch areas.
- Other basement / flood / mold / foundation issues

- Homeowners present had ongoing maintenance concerns. They are asking for guidance from the Board on how to present claims for maintenance and repair. Board members discussed that we may need to distinguish claims based on basements leaking from claims for foundation settling or cracking.
- The Board's responsibility chart is posted online for homeowner reference regarding who is responsible for specific maintenance concerns. This chart was developed by the previous Board and lists the HOA as the responsible part for basement leaks from common water source, citing 13b. No other formal policies have been adopted regarding foundation remediation work.
- Shelly Taylor discussed her ongoing concerns with her basement water and mold infiltration. Mold testing revealed toxic black mold, labeling it a critical issue. She was concerned that the issue is related to structural concerns that may affect her entire building because three out of four people in the building had water issues during the flood event in February. She also cited the Hoosier Water Away work and Tempo gutter maintenance as possible stressors that have contributed to the increase in water affecting her foundation.
- The meeting was adjourned without any resolution for lack of time.
- Quickbooks / accounting issues
 - Table for lack of time.
- Legal counsel
 - Table for lack of time.
- Violation letters
 - Table for lack of time.

4. Adjournment

Respectfully submitted,

Sarah Taylor, Secretary