

Woodlands Winding Brook HOA

Board Meeting Minutes

March 21, 2019

7:00 pm Conference Room, Noodles & Company

I. Call to Order

- Elizabeth Starr called the meeting to order at 7:03pm. 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; and James Eiermann – Jamar Property Management. Homeowners present: Shelley Taylor, Kriste Lindberg, Steve Wennerberg, Michael Butcher, Beth Tankersley, Allie Ferrero.

II. Approval of Minutes

- Motion to approve the February 21, 2019 minutes as amended was made by Ken Schafer, Linda Scott seconded, all voted in favor. The motion was approved. The amendments were incorporated.

III. Homeowner Comments

- Shelley Taylor (unit 2293) is making a claim that the HOA cover the expenses related to the water infiltration and mold infestation and that they be taken care of immediately. The Board added this to the agenda to discuss later this meeting.
- Kristie Lindberg (2354) has been reporting several issues through the years to several board members and property managers about issues with her basement flooding. She is concerned about succession planning between Boards and property managers and information getting mishandled or lost. The Board added her basement concerns to the agenda to discuss later this meeting.
- Allie asked that we do introductions, and we did.
- Beth Tankersly was curious about what these basement issues were concerning because she had water come into her basement during the recent heavy rains. She wanted clarification that she was not going to be responsible for the expenses related to Jamar's emergency water extraction. The Board assured her that that expense had been covered.
- Shelley commented that she was opening up the discussion about basement leaks related to a common water source and longer-term damage.
- Allie asked the Board to clarify the process for putting in a formal complaint. She stated that she has sent three emails to the Board but is not getting a definitive answer. She asked the Board to clarify if there was specific language the homeowner must include to formally submit a claim for repair.
 - Ken responded that an email to the Board is appropriate, but he added that we are trying to make fewer email decisions.

- Allie then asked if there was a log of current homeowner complaints or otherwise how was the Board tracking these issues.
 - Ken responded that we don't have a carryover of maintenance databases as a result of the property management turnover. However, we are working with the current property manager and their AppFolio software to prepare for this problem.

IV. Financial Manager Report

- Carolyn Brown gave the report.
- She reported gross income for February of \$25,385. She noted that management fees contracted were high because they were for two months. Snow removal chargers were \$1,960 for February. She also highlighted that trash and recycling are billed separately in light of the Board's discussion regarding potential extra pick-up times. The total for these combined charges for February was \$393. Our net income for February was \$18,359.
- She invited any questions from homeowners.

V. Property Manager Report

- James Eiermann gave the report.
- James reported about a deck needing an emergency support because of shifting support pillars. While inspecting, James reported that they went around and looked at several other decks showing similar signs. He noted there were others that needed to be addressed on other decks.
- The fence behind Michael Butcher's unit is failing. It has been partially removed in the past to accommodate mowing and the fence was there when the condo was purchased. The homeowners have been maintaining the fence. Elizabeth remarked that the fence clearly shouldn't stay as it is, and that the Board could help facilitate communication with the neighbors about taking it down. Michael is within his right to take the fence down. He said that he will work with James to determine how to move forward.
- Doris Hahn is requesting the excess rocks that were displaced during the Hoosier Water Away work be removed because she can't walk safely in her yard. James explained that when HWA was digging the trench to lay down the pipe, they removed rocks and then replaced them, causing them to settle. Now she's having a hard time walking because it is not level anymore. James asked if he could ask Ken L. to move dirt there or otherwise address this situation. Everyone agreed it should be addressed.
- James reported that the lattice fence on S Rogers is failing. James wanted to make sure that we are replacing the lattice because more has fallen down since the last discussion.
- James confirmed that the tires by the dumpster will be removed by Jamar.
- Tacked down Hammonds carpet that had to be pulled up during the flood.
- Additional roofing bids have been received, including another bid for the garage roof.
- He talked to Diane about the mold issue at Shelley Taylor's.

- Linda Blair is selling her unit. The Board had approved repairs to some of the issues raised by the inspection that are related to common maintenance responsibilities. James reported this is ongoing.
 - There was discussion about some wiring in the garage. We agreed with James that an electrician should be hired to do this work.
- James has been talking to Kevin Potter about unit 2378, Allie Ferraro's, regarding a potential recommendation for steel piers in the basement. He asked the Board to clarify how we are going to move forward on these major maintenance concerns because he is having a hard time project planning.
- Connie reminded James that we need to put down the speed bumps and remove the outdoor insulation over the water spigots.
- Shelley asked about a maintenance request that she had emailed earlier, but James had not yet received it. He could not respond at that time but would follow-up with her.
- James noted that several deck posts are unsecured that he's witnessed and wanted to make sure that he is able to go forward with these repairs.
- He reported that the snow contract goes through June, so we are covered through the season. We anticipate renewing with them next year. We asked James to communicate this to them.
- Ken has an Appfolio demonstration scheduled with Tonya because he would like to see a monthly maintenance report. He presented two questions about that: If homeowner doesn't use the web system, are James and Tonya able to put in phone or email maintenance request if the system allows us to export the data? Could he get the Board a list of all the unit numbers that have been affected by the rain/flood damage because we need to get an idea of the scope of the work that may need to be done in the future?

VI. Treasurer Report

- Ken delivered the report. See attached.
- He is meeting with Tonya next Wednesday at 11am to go through the AppFolio software.
- He wanted to note that we have the tax return back from the accountant, he has reviewed it, it looked ready to sign, and we did not owe any taxes.
- Mutual of Omaha Loan Amortization spreadsheet was presented to show what the monthly fee increase would have to be to cover the debt service of the loan. The spreadsheet also presented that our reserve study suggested that we have enough money on hand at all times to cover everything at once if needed. Ken cautioned that just in time financing is also an option.
 - There was discussion about needed a long term plan that outlines big ticket items and the need for a project plan. Board members assured that there would be special meeting prior to taking on any debt to put it to a vote.

VII. Committee Reports

- Building & Grounds

- Connie Beckwith gave the report. The committee made the following recommendations.
 - The committee reports that we need more doggies bags for the dispensers.
 - There is a Spring Social Event scheduled for May 19th (rain date May 26th).
 - The Board should remind homeowners to get covered by an HO-6 homeowner insurance policy. Ken said that he could do this.
 - Ken asked B&G to look at the mulch pull-back and work with Ken L. to make sure that the dirt gets moved and doesn't cause future water issues.
- Financial Committee
 - Ken Shafer gave the report.
 - Ken moved that we approved the mission statement as written. Sarah seconded the motion. No discussion was taken. No one opposed. The motion passed and the mission statement was approved.
 - Approval of the slate of the financial committee: Michael Butcher was present, and he has joined the financial committee. He spoke briefly about his past experience auditing government financial statements and preparing financial statements at the government level. He also worked for IU in their tax department, such as with international student tax issues.
 - Elizabeth moved to approve the slate. Connie seconded the motion. The motion was unanimously approved.
 - Loan documents: Ken suggested that the Financial committee could work on putting together some options for funding issues.
- Newsletter
 - Beth T. has volunteered to help with the newsletter. The Board offered to share some past examples and help her get started.
 - Shelley asked about an email only option. This should not be a problem to implement.
 - Ken recommended that Aran's spigot story might be good to let homeowners know about. Ken also wanted to share the distinction about the different type of HOA meetings and the processes.
 - We did not create a committee for this. We are very grateful for Beth volunteering for this role.

VIII. Old Business

- Termite Inspections
 - Two bids were received – Terminix and Affordable. They were comparable and James was of the opinion that they were about the same.
 - Connie pointed out that one bid didn't include the garages.
 - There was discussion that they were not inspected prior to the quotes by Affordable, and Connie thinks that they only measured the buildings.

- Ken pointed out that there are always termites around and that it's really only a matter of when they will attempt an entry and not if.
- There was a lot of discussion about the two options, including the type of warranties and invasiveness of the inspections. Ultimately the Board determined that the downspout remediation should happen first because of the soil disturbance. Also, more clarification was needed regarding information in the bids.
- Basement & Flood Issues
 - Ken reported that we discussed this at the working meeting last Saturday. He offered to draft a policy for the Board to consider moving forward. He asked for a second volunteer board member but only one other so that we do not create a quorum.
 - Ken estimated that historically this type of damage repair is averaging about \$10,000 per year for the HOA to cover, and this amounts to about \$12/month/unit. Ken brings this up because the underlying policy must determine whether the HOA continues to self-insure against these types of repairs or whether another policy is adopted going forward with a given transitional period for any remaining claims.
 - There was discussion about the conflicting covenants and possibility of amending the covenants and the onerous super majority vote required to amend.
 - We had to table the discussion because of time limit.
- Stampfli Engagement for Quickbooks Cleanup
 - Tabled because of time.

IX. New Business

- Allie Ferraro - Unit 2378
 - Allie explained that she had discovered cracks in her foundation / slab after pulling up existing flooring in August of 2018. She reminded the Board that the former property manager, Mackie, had come out to look at them because they are coming from the next-door unit (2376). She questioned why it has been eight months since she's initially reported the issue, and no determination has been made or action taken to address the cracks. She reported that her basement now has signs of mold growth. She reported that Kevin Potter did come out to measure, but that is all that has been done.
 - She has examples of the Board paying for other owners for similar repairs, so she asked for clarification of why or how her claim was different.
 - Ken asked what claim for work that is specific that she wants because originally she had asked for floor cracks to be sealed and the slab to be ground down in high spots. She answered that the scope of her repair request has expanded based on the inspection by the engineer.
 - She asserted that her damages are related to other work that has been done on either side of her within her building in previous years. Ken asked her to clarify

whether the basis of her claim is that the work on the other units caused her damage. She agreed this was her claim, along with lack of proper maintenance on the drainage and grading.

- Based on these claim and past practices, Ken believed her expanded scope should be investigated to see if it's a covered claim.
 - Allie said she will forward the Kevin Potter report to the Board when she gets it.
 - Ken asked Allie to summarize her claim in an email with the Kevin Potter report. She said that she is willing to get estimates. James offered to help her with that.
- Shelley Taylor – Unit 2293
 - Called Harris services for an estimate (talked with Beth Harris) for a mold remediation estimate but she hasn't heard back. Shelley spoke with Kevin Potter who advised her to put in a maintenance request if she needs him to assess her unit.
 - Shelley informed the Board she has contacted the Community Justice and Mediation center in Bloomington.
 - Shelley clarified she is requesting work to the exterior and to the interior. Ken recommended splitting this out into two claims.
 - Actionable item: Do we want Kevin Potter to look at other units in the building? Ken motioned that Kevin Potter inspection and Jamar estimates would be done for Shelley's until alone. Elizabeth seconded. Linda raised concerned about not looking at entire building. The vote was unanimous in favor. The motion to inspect only Shelley's unit passed.
 - Kristie Lindberg – unit 2354
 - Kristie was concerned because she's reported two floods, years ago, and nothing was ever done. The last Board approved some foundation inspection but nothing happened. She wants to know how to proceed forward.
 - The Board advised Kristie to submit a maintenance request for Kevin to come look.
 - The meeting adjourned for time.

X. Final Comments

- The next regular meeting is scheduled for April 11th, 7:00pm at Noodles Conference Room.

Respectfully Submitted,

Sarah Taylor, Secretary

