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# Woodlands Winding Brook HOA

# Board meeting minutes

March 12, 2020 7:00 pm Monroe County Library 2A

**Call to order/Welcome**

Board President, Ken Shafer, welcomed everyone and called the meeting to order at 7:08pm.

Board members present: Ken Shafer, Connie Beckwith, Edward Gubar, Beth Tankersley

Homeowners present: Cathy Stone, Aran Mordoh

Also present: Financial Manager - Carolyn Brown

Absent: Board members Susan Seitzinger and Brian Dahlberg, Property Manager James Eiermann

Noted: Three voting board members were present, which represented a quorum.

**Approval of minutes February 6th and February 13th**

The meeting minutes for February were currently unavailable for approval.

**Executive Session References**

Board President, Ken Shafer, recognized the board met in an executive session to discuss fees and arrears and some litigation aspects.

**Financial Manager Report**

Financial Manager, Carolyn Brown, reviewed our financial report. She stated our bottom line at the end of February was $31909.00 and we had received $12000.00 in special assessment funds. There were some large ticket items including drains and gutters. As of today, the HOA has received $32500.00 in special assessment funds.

Ken commends homeowners for being responsive to the special assessment levy.

Carolyn notes she is having problems with the imager and is trying to get it repaired. Until then, there will be nothing new on Google drive.

**Property Manager Report – Jamar Properties**

James was absent so a Property Manager Report was not given.

**Presidents Report – Ken**

Ken reports there are no current updates on the complaints filed with the Attorney General.

The Attorney General does not have business oversight over woodlands. The HOA concedes that they do have some regulatory oversight but no business oversight.

Ken reported contacting Mary Atkins Wessler Engineering in Indianapolis. They are an environmental engineering firm. Mary conceded they are expensive.

Ken reported that he replied to a Barbara McKinney email regarding a complaint filed by a homeowner with the Bloomington Human Rights Commission. Ms. McKinney stated that she was providing no legal representation fo the complainant, and could not do so.

Grading Permit Application – Liz Carter, Smith/Brehob

* A representative from the city was out to look at the grading work. It was concluded the work done to date on units 2209, 2301, 2304, 2388 and 2390 is straight forward, clean and thorough. The quality of work is not in question. The concern is whether the completed work was done without a grading permit. If the work exceeds 1000 ft. the city needs to be involved.
* The grading work by Outdoor Improvements has currently been suspended. The deadline of one week has been relaxed and we will receive help from Katie Stein on this matter in applying for the permit.

CBU Pond Inspection Letter – Kelsey Thetonia

* City Utilities is directing us to do maintenance activities for the pond within 180 days by MS4 standards. Kelsey Thetonia will help us with what needs done. Such as planting native plants, etc. Katie Steinof Smith Brehob stated they have some of the original plans dating back forty years ago, with some of the original drainage configurations. The City wants specific plans for pond remediation,.
* The County just needs a quick description of the work to issue any Building Permits.
* Ken states we should address the grading first and the pond issues after.

Smith/Brehob Engagement Letter – Katie Stein, Steve Brehob

* Smith Brehob and Associates is a civil engineering company who will be assisting the HOA with matters regarding the grading permits. Matt Steube of Outdoor Improvements. has created a workup of what needs to be done.

Monroe County Building Permits – Alteration Permit – Brian Arnett

* We should get the Alteration Permit anytime our maintenance will affect any foundation repair. It will let us off the hook for liability and show be proof the job was done right.

Roof Spreadsheet

* Ken reported Susan is continuing to work on a maintenance schedule. Copies of the Tree Report and Sherlock Holes Roof Spreadsheet handouts were both available.

List of foundation Repairs

* Bids were acquired for unit 2329. The criteria from the Kevin Potter report was written up and formalized into an Invitation for Bid (IFB). The purpose of applying criteria is to distinguish which items are to be covered by the resolution and which are not.
* An IFB was prepared for unit 2728 based on an early Kevin Potter report. That report became obsolete March 3 due to a more recent report. There has not been any new invitation for bids yet based on newest the report. The report is extensive and may require many contractors.
* Mold diagnostic for units 2329, 2376, and 2378 from Midwest and Bloomington Environmental will be discussed later in the meeting.
* The budget actuals through the end of January will be how we track cash flow through contract.

**Treasurer’s Report /Annual Cash Flow Projection**

Ken discussed a revised budget. According to the inflation adjustment comparison spread sheet the HOA has seen a shortfall in funds due to not raising our monthly fees. Currently without a change in fees or additional assessment we will be at a loss of $65,000. It is likely we will need to have another special assessment of $6300 or a monthly fee increase of $83/month over next three years to recover from this short fall.

**Committee Reports**

Susan was absent so a Committee Report was not given.

**Old business**

* Handicap Parking for 2380/2378 – ADA compliant ramps
  + The HOA has been given notice of an anticipated need for a handicap parking space.
  + There was also discussion of another resident who had a wooden ramp built to use to get over the curb. There is question of whether the ramp is in compliance. Ed will investigate the issue further.
* Deck Post Inspection and Repair, especially units 2323, 2325, 2354
  + Connie reported that one unit still needs a post and the IFB will be pepared later. Currently there is no word from Kevin Potter on unit 2354.
* Progress on Outdoor Improvement downspout/grading work
  + As of now, the work has been suspended per Liz Carter due to a grading permit.
* Progress on McCoin new roof building 3
  + Connie stated McCoin would being able to start the project in late March or early April.
  + The shingle color is copper canyon.
* Progress/completion on R&S tree removal
  + Connie reported the five trees needing cut have been done. She also mentioned homeowners complained of the noise and no prior notification.
* Rules and Regulation Update
  + Ken discussed the wording with the updated document. The language referring to gardens and flowers being in the common area around units is confusing, conflating Common Area with Unit Lots to which the HOA has responsibility to maintain unless marked as a flower or vegetable garden. Also discussed were ways in which the homeowners should mark areas they personally maintain to distinguish it from areas the HOA maintains. The language will need to be corrected.
* Communications – HOA-owned maintenance reporting software example form
  + Ken has experimented with a maintenance tracking software called Wufoo. He believes this could be beneficial to the HOA. The software will allow the HOA to track maintenance and large projects such as roofs. One of the biggest advantages would be the HOA will own the tracking information and does not have to rely on piecing together information from property management.
* Rogers Road Project update
  + More trees will be cut in the two to three weeks. The project should be completed by November.

**New Business**

Property Manager Contract

* Ken discussed the timing for a review in the Property management contract. It is commonplace for there to be periodic review and evaluation of this contract. Currently, it is reasonable to hold such a review.
* Ken moves we provide a 60-day notice of termination of the current property management contract. Ed seconded. All were in favor of the 60 days. Motion passed 3-0.
* During this 60-day period board members will conduct a search and come up with current needs. Some of those needs are detailed maintenance reporting, assistance and sensitivity with property management performance as it applies to litigation issues and help us get through problems discreetly.

Smith/Brehob Engagement Contract

* Smith/Brehob will be assisting with the grading permit.
* Ken moved to approve the contract not to exceed the amount of $2500. Connie seconded. Motion passed 3-0.
* Outdoor Improvement Landscaping/Snow Removal Contract. Discussion consisted of cost comparison between several contracts in the past. Ken stated the finding that the Outdoor Improvements contract is very close to prior contracts fixed price and hourly fee rates.. Ken moved to approve the contract for Outdoor Improvement. Connie seconded. All were in favor. Motion passed 3-0.

Seth PLE Engagement and Tree Report – Bluestone Contract

* Discussion included cost and the trees that can be kept alive longer and not have to cut yet (cabling braces for trees). Ken moved to accept. Connie seconded. All were in favor. Motion passed 3-0.
* Ken voiced an understanding some homeowners think additional trees needs to come down. He will use his binding authority as president to use $1000 to ask Seth to come back and give a second opinion regarding the additional trees.

Foundation Walls/Basement Slab repairs – Invitation for bid (IFB) progress

* Unit 2329 – Advanced Restoration
  + Discussion included Advance Restoration handling all the work listed in Kevin Potters report. Bid is for $8910. Ken and Ed discussed receiving good reviews after contacting references Advance Restoration had given. Connie checked out the Better Business Bureau, which gave a favorable rating.
  + Ken moved to approve the bid for Advance Restoration for workon 2329. Ed seconded. Motion passed 3-0.
* Units 2376/2378 – IFB
  + An IFB was prepared for unit 2728 based on an earlier report from Kevin Potter. There has since been a new report. from Potter on March 3 There currently have not been any new invitation for bids based on the new report. The new report is extensive and may require many contractors or one contractor doing several different kinds of work, such as pouring a new concrete slab. .
* Mold Remediation status
  + Discussion was given on bids for mold remediation from Midwest Remediation, Enviro Bloom and Advanced Restoration and All in One Remediation. The discussion included cost comparison and that Advanced restoration and All in One Remediation have worked on previous projects together. Specifically, the bids for mold remediation on 2329 were more than $5000 from Midwest, $1650 from Enviro Bloom, and $1250 from All in One. Ken move to accept the bid from All in One. Ed seconded. Motion passed 3-0.
  + Ken will contact Sara and Ally on whether each would like to proceed with mold remediation first or everything at once. The work for units 2376 and 2378 is extensive and may have to wait for approval due to cost.
* Bids on Deck posts for 2323, 2325, 2354
  + Outdoor Improve bid $3100 which only included units 2323 and 2325 based on a report from Kevin Potter.
  + Ken move to accept the bid from Outdoor Improvements. Ed seconded. Motion passed 3-0.
* Ken also discussed renewing the HOA’s legal contract with Eads Murray & Pugh/ Kim Sutter for $350. The firm is familiar with our history and is good with HOA laws. Ken moved to accept the contract renewal. Ed seconded. Motion passed 3-0.

**Homeowner general comments**

Homeowner Aran Mordoh expressed concern about seeking new property management. She stated the Woodlands has used three different companies in a short amount of time and is concerned no one will want to work with us. Homeowners Cathy Stone and Beth Tankersley share her same concerns.

Ken and Ed both stated that this is only a 60-day notice and it is normal procedure to review contracts when they are near end of term.

**Adjournment**

Meeting adjourned at 9:00pm.

Next meeting is to be held April 9, 2020 7-9 pm at the Monroe County Public L