# Woodlands Winding Brook HOA

# Board Meeting Minutes

7:00 pm May 14, 2020 via Zoom Teleconference

***The information contained in this communication is privileged and confidential and is intended only for the personal use of the designated homeowner member recipients of the Woodlands Winding Brook Homeowners Association (WWBHOA). Any dissemination, redistribution or copying of the message in full or in part including by electronic means without the expressed permission of the WWBHOA Board, is strictly prohibited.***

1. **Call to order/Welcome**

Board members present: Ken Shafer, Edward Gubar, Brian Dahlberg, Cindy Johnson, Connie Beckwith, Beth Tankersley

Homeowners present: Aran Mordoh, Jeannette Clausen, Kristy Lindberg,Cathy Brown, Donna Davis, Sara Taylor

Also present: Financial Manager - Carolyn Brown

Board President, Ken Shafer, welcomed everyone and called the meeting to order at 7:06pm.

1. **Approval of minutes February 6, February 13, March 12**– Board

Board members approved minutes from February 6, February 13, and March 12 meetings without any objections.

1. **Executive Session References** – Ken

Ken recognized the board met in executive sessions a few times over the past month. Discussions were related to action items related to contracts that needed fulfilled. These items will be covered under old business.

1. **Financial Manager Report** – Carolyn Brown

Carolyn reported our total income for April was 33,688.33. We received 14,500 from special assessment which was part of the 33,688. Our total expenses were 30,811. Our net income was 28,7675. There is still an outstanding 3,000 in special assessment money that needs to be collected. All the financial reports were sent out via email.

1. **Presidents Report** – Ken

Ken talked about some of the recent changes in the HOA’s administration. It was announced former Vice President, Susan Seitzinger had resigned. Ken thanked Susan for her service. Cindy Johnson was appointed At Large by the board to fill Susan’s term thru December 31, 2021. Ed Gubar was elected as Vice President, replacing Susan.

Carolyn found First Insurance Group, who would provide a bond that the city needed. The bond was obtained, and permit granted. This was last part of the Landscaping plan put together by Smith Brehob.

The HOA has followed up on the Pond Inspection letter received from the city. Discussion was had with two companies, VET Environment and Wessler Engineering. The decision was made to go with Wessler Engineering. Mary Atkins will be the contact person.

1. **Old business**

Ken mentioned some of the bullet items below are marked as “old business” because they were completed in Executive session. They had not shown as” new business” in the open meeting.

* Handicap Parking for 2380/2378 – ADA compliant ramps – Ed
  + There could be potential issue with the height of sides of the ramps. Ed is continuing to research details for compliant ramps.
  + Ken stated the person applying for the Handicap space has the pictures and completed the documentation needed to acquire it. In the near future the surrounding parking spaces will need adjusted to accommodate the new spot.
* Deck Post Inspection and Repair, especially units 2323, 2325, 2354 – Ken
  + Outdoor Improvement has completed 2323, 2325 and 2354 but a final inspection has not been completed. There is some uncertainty of whether both the city and county will need to inspect.
* Progress on Outdoor Improvement downspout/grading work, Permitting – Ken
  + Outdoor Improvement needs to resubmit a second bid for this to finish the work.
* Progress/completion on Bluestone tree removal – Connie
* Seth PLE Follow up on tree inspection / remediation plan (sweep, sign) - Connie
  + Bluestone removed several trees at the front of neighborhood and behind buildings four and five.
  + There have been homeowners who have safety concerns with the nuts falling from the hickory trees.
    - Outdoor Improvements will be sweeping away the nuts on the sidewalks on a regular basis. There will also be signs placed near the hickory trees warning of the falling nuts.
* Rules and Regulation also Update / Covenants Enforcement – Ken
  + Currently there is not a detailed update on the rules and regulations. There is a need to come up with a better way to distinguish what homeowners do not want landscaping to maintain. One suggested possibility could be to use colored flags to mark off areas owners will personally maintain.
  + Although homeowners may opt to maintain their own area, the covenants state that our landscapers can enter those areas if needed. For instance, to maintenance shrubs that are too close to the building.
  + The Woodlands plat maps show lot lines extend four feet from the side on end units and to the sidewalk at the front of a unit.
* Rogers Road Project update – Brian
  + Brian has a future meeting with Project Manager, Matt Smethurst. He is hoping by meeting on a regular basis, he can relay project details to Woodlands residents, such as excessive noise or dust that may occur during the project. Any homeowner with questions or concerns on the project are welcome to email them to Brian at Director1@woodlandshoa.net
* Advanced Restoration for Unit 2329 - work complete – Ken
* Mold Remediation for Unit 2329 - done except for follow up mold count – Ken
  + The work on 2329 from Advanced Restoration has been completed. That includes the initial mold remediation. There will be a second mold test done as a follow up.
* Work on Deck posts for 2323, 2325 – Ken bigger bolts and added
  + The county building inspector found a few issues. Matt came back and put in bolts and replaced the screws will galvanize nails for reinforcement.
* Work on Deck 2354 - Outdoor Improvement $2650 – Ken
  + Contract has been approved and work completed.
* McCoin Building 3 roof scheduling - change of shingle color? - Connie / Ken
  + Discussion consisted of the choice in color that was picked before Susan resigned. Susan had worked with McCoin and JaMar to match the shingle color to match building four. There had been complaints from homeowners on having two different colors of roofing. The HOA accepted McCoin’s recommendation to change the color to “weathered wood”. The color will match the color of metal roofing over the entrance.
* Unit 2327 Work - McCoin inspection – Connie
  + McCoin inspected a leak in the unit. Over the last few years, the current owner has noticed water seeping against the outside part of the enclosed sunroom/deck. It is unclear where the leak is originating from. McCoin will return to reinspect the leak issue and will be looking at a chimney issue at 2346.
* VET Environmental opinion - do not go Wetlands route (no engagement signed) – Ken
  + VET Environmental has looked at our pond and comments made by Smith Brehob. It is possible the pond could be developed into wetlands. However, it is not in the HOA’s interest to do so. Upkeep of wetlands requires more paperwork and maintenance than a retention pond because state and federal regulators are involved.
* Wessler Engineering Contract $3240 - contract signed, wetlands determination – Ken
  + Both VET and Wessler have gathered information to present to U. S. Army Corps of Engineers our pond is not a wetland. There will not be any progress on the pond until this is determined. The process may take several months.
* Foundation Walls/Basement Slab repairs – Contracts awarded and signed
* Unit 2376 - about $28K
* Unit 2378 – about $23K
  + The contracts for 2376 and 2378 have been signed and awarded.
  + There is a large dumpster in front of building three for these projects. It is possible once they are completed, homeowners may use it to dispose of large items. Ken will send out an email when the dumpster is available to all homeowners.
* Mold Remediation status – All in One Mold Remediation - $1179 per Unit for 2376 and 2378 - approved and signed

1. **New Business**

* Property Manager Proposal - Memorandum of Understanding
  + The HOA has received a proposal for property management from Mackie Properties. The paperwork they sent was not detailed enough as an official contract. Ken spoke with both Chelsie and Matt Carter and all are comfortable enough to move forward.
  + Ken put forth a motion to move the board to accept Mackie’s proposal as a memorandum of understanding for further clarification of terms to turn into a formal contract. In the meantime, we use their fee schedule and start using them for some of their services. Brian seconded the motion. Discussion opened.
  + Discussion for seeking new management included inadequate response time, lack of detailed tracking of tasks and maintenance and quality of received bids for projects.
  + The HOA needs management that is more aggressive in seeking competitive bids. For example, the accepted bid for mold remediation at 2329 was $1179. The quotes obtain by previous property management for 3 units totaled approximately $16,000.
  + Previous property management JaMar had been given 60-day notice. There is a 16 day overlap between management. Mackie is currently in the process of retrieving keys and files from previous management.
  + Discussion was closed and Ken moved on previous question of approval of Mackie’s proposal to be a memorandum of understanding. Motion approved 5-0.
* Eco Logic Engagement $3370 -awaits Wetlands decision before approval, Connie walked with Natalie - not ready for contract approval
  + Eco Logic had come out to look at our pond. The HOA is considering using them to assist in removal of invasive species. They will not deal with the small or large trees identified in the inspection letter from the city. Currently the HOA cannot move forward with this process until it is determined if the pond area is considered wetlands. HOA has received the bid but it is not ready for approval at this time.
* Unit 2340 front patio (sidewalk work) - proposal by ARW at $4820 (not awarded or signed) - to be tabled or approved?
  + It was discussed that the proposal from Advanced Restoration is not approve or signed yet. Ken is not prepared to set forth a motion. The current focus needs to be on completing 2376 and 2378.
  + This topic will possibly be addressed at the next meeting.
* Front patio (sidewalk) repair contract signed for 2376 / 2378 - ARW - $3000
  + The contract for this work has been signed. However, the work will be deferred until the interior repairs are completed. It would be beneficial to coordinate this with the grading project. We are still waiting for the bid on phase 2 of that project from Outdoor Improvement.
* Work on deck 2378 - $2200 - $3200 email estimate for 2378 by Outdoor Improvement - need to obtain formal estimate – Ken
  + The board received an informal proposal of $2200-$3200 to fix the deck.
  + We did get word from Kevin Potter that he did inspect the deck about a week ago but has not prepared the report yet.
* No estimate yet for deck work for 2376 - Mike Arnold / City of Bloomington High Priority
  + Ken believes Kevin Potter also needs to look at this deck and it needs to be a high priority.
* David Martin Design webhost contract
  + Proposal was submitted for web hosting and technical services.
  + Ken moved to accept the proposal and adopt as a contract. Ed seconded the motion.
  + Proposal looks good overall with the exception an omission of a fixed term or notice of termination. Ken will have written into contract that both parties require a 60-day notice of termination of said agreement.
  + All in favor of accepting proposal as a contract. Motion approved 5-0.
* Delphi Sign purchase order - signs plus installation – Connie
  + Connie discussed the signs mentioned earlier in meeting. She has been in contact with Delphi Signs who designed two double sided aluminum signs. They will be put behind building one and state a warning to pedestrians of falling nuts. The cost will be $676.80. Anyone who is interested in looking at the design can email their interest to Connie.
  + Ken put forth a motion to authorize up to $700 for the signs and installation. Ed seconded the motion.
  + Discussion included the idea of signs from talks with Frank Eberle of First Insurance and Seth of PLE. Outdoor Improvements will sweep the area of nuts during Spring and Fall. This with the combination of signage will satisfy issues with liability and the Master Condo Insurance Policy.
    - Connie mentioned many homeowners have requested to have tree branches trimmed. Homeowners should put a request through Mackie’s maintenance request system. Requests will be collected, and trimming will be done during winter. According to Seth, this the appropriate time for trimming because the trees are dormant.
    - Ken will Contact Mackie to send out a link to the online maintenance request system. It is possible previous Homeowner’s maintenance requests through Jamar may have to be re-entered into Mackie’s system.

1. **Homeowner general comments**

* Homeowner comments - discussion of moving homeowner comments to the beginning of the meeting
* Brian Dahlberg spoke on behalf of having homeowners’ comments at the beginning of the meetings. This allows them to weigh in on decisions that have already been made. It is an opportunity to say what they feel has been done well or not so well. It is also an opportunity for homeowners to have input on decisions that have not yet been made.

1. **Adjournment**

Meeting adjourned at 9:13 pm

**Next meeting is to be held TBD (June 9?) at TBD**