Woodlands Winding Brook HOA

Open Board Meeting

Minutes 12/10/2020

The zoom meeting was called to order at 7:01 pm by President Ken Shafer.

It was announced that there was to be no recording made of this meeting.

Present:

Board members Ken Shafer, Ed Gubar, Connie Beckwith, and Cindy Johnson

Mackie Property Mgmt: Matt Carter, Chelsea Hendren, Rachel Joseph

Homeowners: Aran Mordoh, Shelley Taylor, Cathy Brown, Ranji Abraham, Kriste Lindberg, Donna Davis, Jean Piatt, Peter Krstanovski, Leslie Blaha, Jeanette Clausen, and Matt Odle

Homeowner Comments: Aran reported on Facebook group and expressed desire to unite community. Shelley Taylor requested grading plans for her unit. Allie Ferrerio asked for a say in the landscaping in front of the units.

President Response: Ken will send grading plans from City of Bloomington to Shelley.

Minutes of 11-12-20 meeting: Ken moved to accept , Ed 2nd. Passed 4-0

Financial Manager Report: Send to all homeowners. Carolyn has resigned effective 12-30-20. There was an incorrect transfer from special assessment fund. It will be corrected with a transfer back into that fund.

Property manager Report: Rachel Joseph

Entry wall is done. Last chimney inspections to be done 12-17. Projects finished included spigot caps attached, leaf removal. Almost done: grading project, gutter cleaning, new gutter guard for 2295. Projects in progress: Roof proposals, chimney inspections, renumber mailboxes, termite inspection for garage 6.

President report: Ken thanked Carolyn and Mackie for their excellent work. Will work on improving communications both ways with homeowners.

Treasurer report: Internal Financial controls will continue with the new financial manager. All invoices must be approved by 2 board members prior to payment. All checks must be signed by a board member. (Financial manager does not have check signing privileges and the board does not hold any checks). Quarterly review of checks and balances to be done by a board member.

Old business:

Some items deferred until 2021.

2340 front entry to be repaired soon, depending on contractor availability.

Master Condo Insurance to come directly from FIG (First Insurance Group), payment to HOA.

Building 3 chimney repair to come in January.

New Business: Contracts to be approved:

Garage 6 soffit repair- McCoin $787. Ken moved to pay, Cindy 2nd, passed 4-0

2302 Porch Roof: McCoin $2215 Ken moved, Ed 2nd, passed 4-0. It was explained that a patch was done to this in 2019. Roof over porch or covered deck is HOA responsibility, as are the support posts, but not floor boards. Color of shingles same as building 4 and 11.

2386 Ridge repair of roof – McCoin $978 for entire building peaks, Ken moved, Ed 2nd, passed 4-0

Catch basin and curb cleaning – Outdoor Improvements $450, Ken moved, Cindy 2nd, passed 4-0

2376 ceiling repair from water damage – Accent Painting $325, Ken moved, Ed 2nd, passed 4-0

Engagement letter for Kristy Harden of OnTrack Accounting Svcs to become new financial manager for $25.00 per hour. Will post documents to Google Drive as has been done. Might also have her take minutes at open meetings. Amendment to letter to include generating QuickBooks reports to all homeowners and working with Treasurer to validate transactions to correct budget line items. Ken moved, Ed 2nd to add amendments to letter, passed 4-0. Ken moved, Ed 2nd to accept engagement letter with Amendments, passed 4-0.

Steves Roofing to clean gutters as needed under warranty. Ken moved to accept bid for $4250 to install gutter guards on building 4, Connie 2nd, passed 4-0.

McCoin to inspect all building chimneys. Will ask for proposal for inspection and rebuilding, to be done at a later date.

The meeting was adjourned at 8:53 pm.

Next open board meeting to be held on January 14, 2021, at 7 pm via zoom.

Respectfully submitted,

Cindy Johnson, Acting Secretary.