

Open Board Meeting Minutes

Woodlands Winding Brook HOA

April 14th, 2022 @ 7:00 pm

Location: Zoom <https://iu.zoom.us/j/751436210>

Zoom Meeting ID: 751436210 (no password)

Please note: Secretary Julie, Mirise who was in charge of collecting meeting minutes, didn't provide minutes for this meeting to the board, to our knowledge. Therefore, Aran Mordoh (acting President) went back to her own notes to create the meeting minutes for this meeting.

1. Call To Order / Welcome / Recognition of Attendees @ 7:07pm

1. Logistic update ~ adding of chat bar for homeowners to ask clarifying questions
2. Rules: No disparaging comments of board members or property manager allowed.
3. 1st rule violation results in warning in the chat bar & removal of text, 2nd warning homeowner will be removed from the meeting for disruption]
4. In attendance: Board members Brian Dahlberg, Shelley Taylor, Aran Mordoh. Financial Manager Laurie and Property Manager James. Homeowners: Jeanette Schuler, Blair Beavers, Valerie Grimm, Kriste Lindberg Alessandra Ferrerio, Jeanette Clausen, Donna Davis.

2. Approval of Minutes

Open Board Meeting - March 2022 ~ did not approve yet because we haven't seen them yet.

3. Executive References, TBD

- a. The following items were addressed in executive session on 3-31-2022 & 4/14/22:
- b. Legal updates
- c. New/updated technology system
- d. Outstanding invoices and homeowner/contractor interactions
- e. Discussed urgent need for landscaping contract ~ moving considering the meeting at open meeting via lead from President Brian.

f. President's Report ~ Brian

- a. Tax season and we went with our usual tax preparation company of Coler Nuling (spelling?) that cost only \$200 a month that was approved with the presidential authority under the \$1,000 per month.
- b. Homeowners please be mindful that contractors are working for the board, please don't engage with the contractors and let them do their work. Please contact the property manager and/or board with any questions or concerns. Past board members please do not engage with contractors directly as well. It is more helpful and less confusing to come directly to the board and/or property manager.

g. Financial Manager's Report ~ Laurie Miller

- a. \$180,000 currently in funds. March largest expense for snow removal was \$8,880. Paid for the new sign out front of the neighborhood (\$1,700). Special assessment in 3 installments -- due April 1st, July 1st & October 1st in the amounts of \$800 per homeowner by each date.
- b. Items below hold for new business:
 - i. Updates on monthly financial statement review, additional finance form & budget tracking form:
 - ii. Board member signature stamp from German American Bank ~ Aran
 - iii. Special Assessment Account without fees ~ Aran
 - iv. Financial policy for dues in arrears ~ Brian
 - 1. No action to be taken at this time but we are forming a policy to take for past arrearages that pertains to all homeowners fairly.

h. Property Manager's Report ~ James

- a. McCoin almost done with the roofs, doing chimneys next week. Landscaping -- we moved to a less expensive contract. Dog bags refilled. Building 14 had water issues. Lots of woodpecker holes. Deck post replaced. Our bond with the city was expiring because our drainage/erosion isn't up to par ~ James spoke to the city about that. Looking into removing that green plastic mesh in the ground that is plastic and doesn't erode and causing issues (mowers can't mow over it anymore because it has come up and is causing issues). No plastic mesh used in the

future. Drainage folks coming this week to look at the sidewalks and drain issues. The gutters are really bad and need to be checked for cleaning (regular cleaning needed). Several gutter issues. The gutter helmets don't have a lifetime warranty with Steve Roofing. When we get a lot of water it doesn't go into the gutters at all (with the gutter helmets) and it pours down right next to the building. We need to examine the gutters in more depth. It is very difficult to enforce a the limited no-clog warranty with Steve's roofing without documentation in hand (if there even is one ~ and it definitely doesn't even cover the much needed regular cleanings of the gutters that should be scheduled once or twice a year). Working with board/property manager moving forward to have warranty information for any new projects (roofs especially). Property manager looking more closely at gutter needs.

4. **Operations Report** ~ Aran

- a. Operations report on screen and emailed out to homeowners previously.
- b. Property manager and financial manager info at the top of report for homeowner reference
- c. Jamar initial contract for 6 months from March 1st – September 1st ~ they also helped up at the end of Feb when we badly needed it (went from Jan 1st until mid/late feb without a property manager and board members and their significant others were having to respond to homeowners needs and climbing up into attics to deal with roof issues).
- d. Organizing goals ~ put in roles and task delineation for the board (clear and transparent process to homeowners on what we are doing). Each board member trying to work on different things because we don't want a disproportionate amount of work for any one person. Board members taking on tasks that speak to their strengths.
- e. Brian and Aran working with tech to simplify the emails
- f. Putting in orders of priorities of work. Jamar is helping us figure out the schedule of work when creating a grounds schedule. Need to create this asap for the property manager and board to work on together.
- g. Big work currently: Roofs, trees (concerns from roofers on warranties of new roofs with trees right over roofs), gutters, to name a few. First round of looking at trees by talking to the professionals who

have brought up concern about it. Gutter cleaning (concerns of pine trees filling up the gutters and causing issues to the building and gutters with helmet gutters not working properly). Mitigation where needed. In the future larger cleaning plans to keep the buildings safe and spend less money in the long run (more cost effective on a regular schedule to do larger term maintenance around the neighborhood, rather than small patches). Prioritizing quality of work, as well.

- h. Major obstacles to technology in 2022 (board members can't get into board emails and are still trying to get access to old documents). Shelley just got access to the google groups for neighborhood wide communication. Aran leading the board calendar (subject to change) so we have all meetings scheduled ahead of time, to the best of our ability. Makes it easier for board members and homeowners to attend.
- i. Hoping to move to google workspace and include access to this in all correspondence (Ranji suggested previously and we hope to move to this format).
- j. Finishing up all the roof work ~ in report. 2021 board scheduled roof 1 & 5 in December to be replaced and now that money has to come out of the 2022 budget (pretty much all the money from the special assessments in 2022 will most likely be going to the roofs and chimneys now). The largest reason for the 2021 special assessments were the capital replacement projects that included roofs and chimneys.
- k. The board worked hard to spread out the special assessments in 2022 so that it is easier for homeowners to pay this. James/property manager, worked with the roofing company to make a special payment plan (signed payment plan document shared) so that we spread out payments to the roofing company. They will do the work now and we will spread out the payments to a time when we have more of the special assessment funds in hand. Three payments March 30th, April 15th and July 15th \$41,465 at each of these three dates. (Jamar went above and beyond with this contractor to work out this payment plan while getting the work done right away).
- l. Hoping to make our master external insurance policy cheaper once we no longer have cedar shake roofs (larger fire liability) versus the asphalt roofs we went to.
- m. Tree removing and trimming. Highest priority of this is to get it on a regular schedule. This being done in the spring and the fall helps keep the trees healthy and regularly assess the structures and the

needs to keep them safe (particularly the new roofs that the roofer is concerned about). B&G committee to do a first look at tree concerns via the professionals bringing them to our attention.

n. See attachment.

5. **Buildings and Grounds Report** ~ Aran

- a. First ideas for the committee coming back together. Strategies with the landscaper. B&G gave input on negotiate the landscaping company. Not using the plastic netting anymore, not spraying with toxic herbicides (vinegar instead) and don't blow leaves off the green areas (only the sidewalks and streets). Native and invasive species. Blair getting a free report on our invasive species plants. Trying to plan a neighborhood cleanup day in the spring. Blair working on that for June hopefully and maybe a neighborhood social.
- b. See attachment.

6. **Tabled Business**

None currently

7. **Old Business**

- a. Election of final board member ~ Still looking for Homeowners to volunteer (3-year seat open Jan 2022- Dec 31st, 2024)
- b. Election of Treasurer ~ All board members are overseeing the duties until a replacement is found (we can't force a board member to take on an officer role, especially if they think it will add too much extra work to their already busy schedule as a volunteer board member).
- c. Neighborhood Roof plan/progress 2022 ~ Aran

d. **New Business**

- a. Yearly Neighborhood/Homeowner Clean-Up Day (June TBD) ~ Aran
 - a. Already mentioned in the B&G report
- b. Quarterly Newsletter (Spring, Summer, Fall, Winter) ~ Shelley
 - a. Idea of brining this back.
- c. Landscaping bids 2022 ~ Brian

- a. Two landscaping bids we looked at in executive session and now we are going to look at them in the open meeting for transparency.
- b. Looking at costs and contractor relationships
- c. We have solicited bids from two contractors (one was our previous year's landscaping contractor and the other is a new contractor). New contractor has substantial cost savings.
- d. High level overview of the services
- e. Both bids include: lawnmowing, cleanings in the spring, trimmings of shrubs, leaf removal, treating weeds and other various clean-up tasks
- f. Old contract is paying for services as they are done, which meant we only paid for what was done, but the cost was variable month to month and difficult at times to track. The only contract would be for board to agree to a whole list of services and add up that whole amount, divided by the number of months and we pay for a set amount monthly from this contractor (10-month contract). We have consistent billing but would need our PM to communicate with the contractor to make sure these services are implemented.
- g. Cost difference: One contract total yearly cost is: \$23,440, other \$33,050. \$9,000 roughly difference in cost. Our current property manager works with the lower cost bid vendor at another HOA and said they could work with them to make sure all services and implemented correctly, if we decided to go with this contract.
- h. Financial transparency and tracking is important. It is frustrating with variable cost and many bills coming in, it takes a lot of time with the financial manager to line up all bills. The new bid helps us simplify the process (we know exactly what it will cost us for the months and the year).
- i. Aran met with the potential new landscaper to get their input and negotiated specific items in the bid (as well as implemented feedback from homeowners in the B&G committee). We want quality work, but also need to save money in our budget.
- j. Aran motions to vote for the landscaping contract with R&S of \$23,440 to said contractor payable in 10 monthly installments (March – December) and for snow removal as paid per service items when needed. Shelley seconds. Motion passes 3-0-0

- d. Landscaping clean-up day (trash, limbs, debris, etc.) ~ Aran
 - a. Scheduling the neighborhood cleanup day with R&S as soon as possible (different than homeowner cleanup day). They do a large cleanup every spring.
- e. New roof concerns: Tree removal/trimming process ~ Aran
 - a. Bring up for next month to keep our new roofs safe. Working with many professionals now. Tabled for now.
- f. Gutter Cleaning (Steve's Roofing) ~ Aran
 - a. Property manager James, talked to Beth at Steve's roofing and the gutters *aren't* under warranty due to the helmet gutter guards. James talked to them multiple times, especially in response to multiple homeowners with complaints of gutter clogs creating water issues for their properties. This appears to have been a problem for many homeowners in the past and it continues to be a problem now. Property manager concerned about the gutter clogs happening on a consistent basis and the reports from homeowner issues with gutter clogs, water pouring over the gutters with heavy rain and not working well at all.
 - b. Looking for possible bids for gutter cleaning and asking professionals opinions on if regular gutter cleaning is needed yearly or multiple times per year (will ask professionals their opinions on this). We are trying to figure out if there has been any regular gutter cleaning in the last 5 years, to help inform us on this decision.
 - c. Brian thinks he remembers some sort of gutter cleaning happening in the last two years, but he isn't sure. He will try to look back and get back to us. James asked Brian if they took the gutter helmets off when they did the gutter cleaning in the past. Brian isn't sure. James says that professionals he is talking to say that the gutter helmets on the unit buildings would need to come off to do a proper cleaning and this could get expensive if we had to keep taking them off and putting them back on (especially considering that they don't seem to be working well to begin with).
 - d. Shelley noted that at some point in the past her building had a major issue with the gutter being clogged and water pouring down, right next to her building causing water issues. Gutter helmets

had to be taken off to resolve the issue and it may have been costly just to fix that one minor area with a gutter clog.

- e. Solicitation of comprehensive bids and opinions on gutter cleaning and gutter guards. Brian asked James his opinion. James said that the gutters are clogged up and that the water is shooting off the edge of the helmet gutter guards that we have. Aran asks James how much other neighborhoods do gutter cleaning. James said that other HOAs schedule regular gutter cleaning and he recommends that we get on a recurring yearly gutter cleaning and ask a professional when they recommend (we may need to schedule more than once a year due to the large number of trees we have in this area). Usually, spring and fall for an area as dense as ours. Some places use gutter guards, and some don't. Almost all neighborhoods do regular gutter cleaning no matter what. Having gutter guards means we will have more cost to take them on and off to clean them.
- g. Water intrusion mitigation bid~ Shelley
 - a. Homeowners having repeated water intrusion into their building and looking at the cost of having to go in multiple mitigation vs the cost of some mitigation to deal with this now (in addition, we need to do a larger neighborhood wide grading and drainage). Because these two buildings have had a lot of water intrusion with the drains (unit numbers #2297 & 2391, buildings 14 & 1). French drain on 14 for exterior drainage. Board to vote on this item on action without a meeting to have all board members.
- h. Speed Bumps discussion/road work ~ Aran
 - a. Road work needing to be done. Postpone putting out speed bumps while we consider needed road work. Much higher bids than anticipated. Will have to review again in the future.
- i. Master Key option discussion ~ Aran
 - a. Need to get a bid for this and review again. Need to have another way possible to get into units i(f needed) other than the financial manager (as she isn't as accessible as property manager, i.e.; weekends).

j. **Announcement of Next Meeting**

The next open meeting will be held May 12th at 7:00pm.

8. Homeowner Comments

As time permits. Unless otherwise directed, homeowners should limit their comments to three minutes and follow instructions from the presiding officer.

9. Adjournment

Board Member Documents in Review (emailed to homeowners):

1. Board Schedule (open board meetings/exec/town halls) ~ *subject to change*
2. Agenda
3. Operations Report
4. Buildings & Grounds Committee Report
5. Property Manager Report

Board Member Documents in Review (confidential):

1. 2022 Landscaping bids
2. 2022 Drain mitigation bid for buildings 1 (unit 2391) & building 14 (unit 2297)

Working Board (Tracking) Documents:

1. Working Yearly Budget Tracking Document 2022
2. Roof Payment Work/Plan 2022