

# **Open Board Meeting Minutes**

Woodlands Winding Brook HOA

May 12th, 2022 @ 7:00 pm

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

Zoom Meeting ID: 751436210 (no password)

*(Time frames below are approximate and for efficiency purposes)*

*Please note: Secretary Julie, Mirise, 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 (7:06pm) / Welcome / Recognition of Attendees (7-7:05pm)**

- a. Logistic update reminder ~ chat bar for homeowners to ask clarifying questions
- b. Rules: No disparaging comments of board members or property manager
- c. 1st rule violation results in warning in the chat bar & removal of text, 2nd warning homeowner will be removed from the meeting for disruption
- d. Attendees: Board members Brian Dahlberg, Aran Mordoh, Shelley Taylor & Julie Mirise. Property Manager James Eiarman, Financial Manager Laurie Miller. Homeowners: Jeanette Clausen, Connie Beckwith, Kristie Lindberg, Donna Davis, Peter Kristanovski, Jeanette Schuler, Randy West, Lillian Golzarri, Blair Beavers, Peggy Belleck, Jean Piatt, Alessandra Ferrerio, Lisa Meuser.

## **2. Executive References, TBD (7:10-7:15pm)**

- a. Executive session on 4/21/22 & 5/12/22
- b. Upgrading HOA technology infrastructure to Google workspace & board access to documents
- c. Homeowner access folder for document requests, embedded link for tracking requests
- d. Legal updates
- e. Community communications, delegating board tasks, arrears (outstanding past due amounts, some sizeable). Working on a rough framework for an arrearage policy. In the future the financial manager working to implement.

## **3. President's Report ~ Brian (7:15-7:25pm)**

Brian reads a letter with his resignation from President on June 12<sup>th</sup>. Brian resigns from the board, July 7<sup>th</sup>, 2022. Brian already submitted this letter of resignation to the board via email and is now reading it to the community. He will also later email his letter of resignation to the community with the board's permission. Brian commends current board members Aran, Shelley, and Julie for their work on the board and commitment to volunteerism on the board.

**4. Financial Manager's Report ~ Laurie Miller (7:25-7:35pm)**

- a. Financial policy for dues in arrears in discussion ~ Brian
- b. End of April total cash on deposit \$166,000, remind everyone that if you chose to divide your insurance payment into two payments that your second insurance payment is due June 1<sup>st</sup>, remind everyone that the second special assessment payment is due July 1<sup>st</sup>, and she is happy to hear from anyone that has any financial questions about their account. ~ Laurie Miller

**5. Property Manager's Report ~ James/Jamar (7:35-7:45pm)**

Roofs done, chimneys done, inspected all, walked the area of the trees (property management recommends the current tree plan), the lawn care team was out and have taken away some of the green plastic mesh and dug for a French drain. Steve's roofing multiple conversations about gutters and downspouts (supposedly gutter guards under warranty, but it is only a very limited no clog warranty that doesn't cover general cleaning or any cleaning where downspouts are buried, and the past property management company buried many of the downspouts). James and Aran working on this for a while, the helmet gutter guards aren't working (Steve's roofing put them on about 10 years ago) and past board can't get the current the board paperwork on this. James talked to Steve's roofing multiple times to look up what this warranty may be. Supposed 'no clog warranty' very hard to use. There has been a lot of time spent on this. Clogs in gutters aren't functioning with the gutter helmets and are having to be paid for from the current budget (taking a lot of time and money). ~ James from Jamar (See attachment)

**6. Operations Report ~ Aran (7:45-7:55pm)**

Please look at the 10-page operations report. Shows homeowner requests and larger scale projects (roofs, trees, landscaping to name just a few). Please reference this report sent to all homeowners in the neighborhood and if you have any questions, please just let the board know. (See attachment)

## 7. Buildings and Grounds Report ~ Blair (committee member) (7:55-8:05pm)

- a. B&G met about tree trimming and neighborhood cleanup day on June 18<sup>th</sup> from 10am-2pm. Please sign-up to help on the sign-up genius.
- b. Invasive species removal in the morning and tree planting in the afternoon. Possible wood chips on paths. Neighborhood Social that same evening from 5-7pm.
- c. MC-IRIS organization removing bush honeysuckle from the property because it is an invasive species that is harming our native habitat. Planting trees that the community worked together to get *for free* from Arbor Day events.
- d. We received 40 free trees from homeowners working together on Arbor day (many thanks)!
- e. Working with the city to know where to plant those trees. Arborist recommended that we have a tree planting as part of our regular work with the neighborhood (20-30 ft away from the building for safety procedures).
- f. B&G working on a grounds calendar with the free tree opportunity every year and have the clean-up day every spring going forward. Note: Invasive species are very bad in our neighborhood. We have been informed that they are strangling our healthy trees and causing erosion (see report from MC-IRIS about our invasive problem in our neighborhood).
- g. Blair Beavers has a lot of expertise: Education coordinator of Johnson County soil and water (teaches natural resources education to adults and kids ~ including habitat restoration). Blair is going to do a landowner species on our property (so we can have a larger management plan for some of these invasive species going forward). Invasive species do not provide the baseline support for our ecosystem (a huge difference there and why we want to restore native habitat). To protect our native species, we need to remove the invasive species that are hurting our environment.
- h. Committee provided list of trees that we had questions about (Blair identified them all). This helped us expedite the process so that the arborist could give their professional opinions about what tree work might need to be done going forward to protect the buildings and community as a whole.
- i. Thanks to the Buildings and Grounds Committee for their work on these projects.
- j. See attachment.

**8. Tabled Business** (*researching, will move to new business when ready*)

- a. Unit keys ~ being researched
- b. Signature stamp for board member
- c. 3 Boxes of documents from Mackie & storage unit documents (board documents)
- d. Entrance wall stone damage

**9. Old Business** (8:05-8:25pm)

- a. Technology updating: Google workspace, Google Meet, director email update~ Brian
  - 1. Brian & Aran have been meeting with IT contractor to upgrade technology to Google Workspace. (Consolidating our technology services, with monthly paid fee to Google Workspace). Simplifies emails for homeowners to reach out to board, financial manager, and property manager.
  - 2. Short blackout this weekend while we upgrade to the new system.
  - 3. Better future access to documents for homeowners and board members (future requests for documents from homeowners accessible from the homeowner Google drive).
  - 4. Future Google forms for homeowner requests will go to a Google sheet that the board will own (PM/FM will use) and our HOA will own homeowner requests that will come in chronologically and never be lost.
- b. Updated officer roles ~ Brian
  - 1. No treasurer, soon to have no president as Brian is resigning
  - 2. Aran - Vice President
  - 3. Julie Mirise -Secretary
  - 4. Shelley Taylor - at-large member
  - 5. Duties being split up by board members where appropriate. No volunteer board member can be forced to take a specific role. Task lists for all board members is very long. Working to make this easier for board members in the future and transition more work to paid professional partners with the board.
  - 6. 1 current vacancy on the board (3-year term) and soon Brian's position will be open as well (term until the end of the year). Importance of getting more board members to serve.

- c. Election of final board member ~ We need homeowners to volunteer (3-year seat open Jan 2022- Dec 31st, 2024)
- d. Election of Treasurer ~ Board members are overseeing these duties until a replacement is found.
- e. Neighborhood roof plan/progress 2022 ~ Aran
  - 1. All roofs now finished (the entire neighborhood has now moved from Cedar Shake roofs to asphalt roofs). Hopefully some benefit in our external insurance policy (possibly being less). Roofs and chimneys prioritized, following the priority of the 2021 board. Property manager inspected all new roofs and chimneys after they were finished.
  - 2. McCoin roofing worked with us to spread out the roofing payments for us, so we could wait until we get the special assessments from homeowners to pay for these roofs and chimneys.
  - 3. Aran still waiting for Brian to provide Aran documents on which roofs in the neighborhood were done previously by RCV or McCoin, so we can get a plan together for 20-30 years down the line (when we would need new roofs again).
  - 4. Roof documentation will be an important tool for the property manager and board to adequately address any roof needs in the future (replacement of roofs again in 20/30 years and/or any roof shingles that need replacing under warranty in the future). There is a lifetime warranty for the roof shingles (know the appropriate process for this ~ note that trees and tree debris must be clear and free from the roofs to be in warranty and not have future costs to replace the roofs sooner than needed in the future).
  - 5. Roofing company indicated that trees need to be cut back and/or removed that are too close to the roofs and hinder the warranty of the new roofs. The roofers recommended that we look into the trees that need work so that our roof warranties aren't invalid and future costs don't fall to homeowners--helpful to protect homeowner value and avoid possible future cost.
  - 6. Aran also needs a list from Brian of what chimneys have been repaired and what chimneys might still need to be repaired going forward.
- f. Quarterly Newsletter (Spring, Summer, Fall, Winter. (Newsletters to begin June 2022) ~ Shelley.
  - 1. Re-institute a newsletter in the neighborhood every season. Starting with the summer newsletter.

- g. Landscaper Clean-up Day (trash, limbs, debris, etc.) ~ Aran
  - 1. Did a good job of deep cleaning the trash corrals that were very dirty.
- h. Water intrusion mitigation in progress (#2297 and #2391) ~Shelley
  - 1. At last month's open board meeting (April) we discussed at length and then voted with an action without a meeting via email, about temporary water mitigation in building 1 & 14. Board members that lived in buildings recused themselves from voting so there was no conflict of interest (units with water complaints are not owned by any current board members).
  - 2. Units 2297 complete with French drain and unit 2391 is in progress. These homeowners had repeated problems with water intrusion from drains and it was becoming costly. Board also working with the property manager and with insight from the city on larger methods to address the neighborhood water intrusion issues from drainage. Units above have reported drainage issues from drains in the fronts of the buildings for years. Brian gave his opinion that with the repeal of the special resolution in December about basements, our board may not be responsible for water intrusion, but also mentioned that preventing water intrusion is a reasonable service to provide for our homeowners (drainage and grading projects). Aran respectfully disagreed, saying that a responsibility of the board is to repair and maintain common areas, which may include external shared utilities (drainage, roofs, foundations). She also mentioned that while the governing documents are vague on some items about what is and isn't covered by the board, our property manager is helping us get on a consistent schedule and get advice from the city on how to properly address these larger problems that are impacting our entire community. While much contention has been brought up in the past by different interpretations of what is covered by the governing documents, it benefits the whole community to get on a consistent and equitable plan to address our larger external issues via advice from professionals on how to properly do this with correct oversight. Project management should be a key part of any large plans going forward, to make sure large repairs are conducted correctly, with the required permits and proper oversight.

3. Solutions to exterior buildings items are being investigated. Larger systematic solutions are preferable and recommended by the city of Bloomington. The City of Bloomington professionals recommended we ask for an engineer to bid to do a report about neighborhood drainage issues (and other items) to help move this process forward with the best guidance possible (which will also help us move forward with the bond we have with the city for erosion issues at The Woodlands).

## **10. New Business (8:25-9pm)**

- a. Annual Neighborhood Clean-up Day, June 18<sup>th</sup>, 10am-2pm. Neighborhood Social (June 18th) 5pm-7pm
  1. B&G Committee: removal of invasives, tree planting, woodchips
  2. List of items for the annual clean-up day ~ Brian asked B&G to get a list to the board and they will do an action without a meeting for those items fall within our current 2022 budget.
- b. Address communication norms. Best way to communicate with the board.
  1. Brian moves to consider this item and Aran seconds.
  2. Certain emails went out to a large group of homeowners from a homeowner (not a current board member). Brian states that critique of the board is good and that we want homeowners who want to engage with the board. However, there is a certain way that we can do this constructively and that doesn't include homeowners sending out mass emails to other homeowners. Constructive critique is welcome, but a correct format is needed for the respect of all homeowners. The board provides forums for homeowner engagement. Please see the list for best practices of communication with the board (for homeowner concerns):
    - i. Quarterly townhall meetings.**
    - ii. Social events (annual cleanup day and social)**
    - iii. Homeowner comments that were brought back at open board meetings (previously closed by the 2020/2021 board).**
    - iv. Chat function open at the board for homeowners to ask board members questions.**
    - v. Direct email to the board**

3. Try to be polite with emails and give constructive criticism in a nice way. We want everyone to be heard in a way that is the best protocol. Anyone welcome to reach out to the board in the formats listed above.
4. Note that our property management, Jamar, has been working to get our neighborhood on a regular schedule -- some major maintenance needs for areas that need a lot of work.
5. Homeowners have given feedback that they are frustrated by certain homeowners sending mass emails out to the neighborhood—it continues to be contentiousness in the neighborhood. Please stick to the appropriate format for board feedback and respect to your neighbors.

c. Tree Injections ~ Aran

1. We are going to wait until after tree trimming and removal to get a bid on tree injections (arborist said time frame is alright with the neighborhood need).
2. Need a bid from an arborist for this work. Documentation from last year shows that a contract was in-place for 2021's work, but not yet for 2022.
3. Working on a calendar for tree trimming, removal and injections yearly.
4. Brian showed the cost/contract from last year (2021) where tree trimming was recommended, but the 2021 board opted not to do that work (reasons unknown). Last year 5 ash trees injected to protect them. Cost was \$4,500. Brain unsure if we can re-execute this contract, and that we should then get a new bid for this work.
5. Aran commented that we have had multiple contractors showing up at The Woodlands claiming that they have a long-standing contract to do work but we are not aware of paperwork to back that up. Jamar is working with the board to make sure the proper process is in place to get a bid every year for work, vote on it, then sign contract for the work for that year. That would be best practice (bringing bid/bids depending on the situation), unless in situations of urgency, we should stick to that.
6. 2021 tree work contract was signed in July 2021. We need to figure out from the Arborists what the time frame needs to be for tree injections going forward. Also, the arborist mentioned we have



some time that we can stretch out injections (if needed, for cost purposes) and the trees would still be alright.

7. Tree injections will be reviewed at a later date when we have a new bid(s) for the work.

d. Tree trimming/removal bids ~ Aran

1. Roofers were very concerned about the new roof work and many trees surrounding the new roofs.

They mentioned that roofs can last 20-30 years, but if some trees remain in place some of our new roofs may need to be replaced (again) in 2-3 years and may not fall under the new roof warranty with trees overhanging the roofs and constant tree debris falling on roofs.

2. Large concerns are mainly pine/spruce trees close to the buildings (a few garage roofs primarily).

Shingles are at great risk from trees that are too large and hanging over the buildings. Roofer and property manager expressed concerns to us over this issue. Because of this, the board took extra time to investigate this issue in order to keep the buildings safe, the value of the buildings sustained, and limit potential future cost to homeowners (if these issues aren't addressed).

3. The roofer, property manager and drainage specialist walked around with the PM & board members. Main purpose: To avoid more special assessments for future roofs due to trees.

4. Buildings and Grounds committee came up with a list of trees of concern (after hearing input from the property manager, roofing company and drainage expert). Provided list of areas of concern to tree companies/arborists and let these professionals give us their recommendations for tree trimming, tree removal and invasive species removal. Board members and PM met with multiple companies. All in agreement that action needs to be taken. B&G recommends forestry background, as well as arborist for comprehensive tree planning work.

5. Tree professionals said we need to get on a regular tree trimming plan (yearly at least - in the fall) and look at needed removal and replanting yearly to sustain a healthy neighborhood (keeping trees healthy, protecting structures and preventing invasive growth).

6. Two bids solicited, one bid was acquired due to time constraints. Another company was in the middle of their busy season. Other options considered as well, but the board decided to get bids only from arborists or someone with an arborist background previously. One company that the

board could have gotten a third bid from was declined, due to the fact that they didn't have any past history with arborist certification or forestry background.

7. Last year \$25,000 spent on tree removal and trimming. Items for tree trimming and removal falls within this year's budget, and we have landscaping funds that we are saving money on.
8. One garage roof with a large branch that has fallen on it ~ example of work that needs to be done.
9. Review large bid by company that worked with us in the past through the city on our neighborhood cleanup day in the spring of 2021. They bid for this work and suggested a yearly schedule for tree work. Their company can also chip trees and leave woodchips for the neighborhood paths.
10. Person's safety, structures, and then trees ~ approach that the tree professionals said we should take in-terms of priority. Roofer brought this item to our attention as urgent.
11. Note: Shelley & Aran attended the CONA meeting (about trees specifically) this month.
12. Bid includes stump grinding, prevent re-growth treatment, and pond grinding to take out invasives in the pond (greatly needed and first step to help restore the retention pond).
13. Bid includes 12 trees for removal with map of specific trees, 5 for trimming. Total \$22,776.
14. Aran motions to vote to approve the contract for tree trimming and removal (multiple services included) of \$22,776, Julie seconds. Discussion: Julie thinks that 12 trees in not a lot to remove ~ she had 8 trees removed from her personal property when she owned a house. Not a new item, we have been discussing it for months with concerns about the roofs. Motion passes 3-1-0.

e. Gutter Cleaning Schedule ~ Shelley

1. Tabled until the next meeting

## **11. Announcement of Next Meeting**

- a. The next open meeting will be held June 16<sup>th</sup> at 7:00pm, on Zoom
- b. Quarter 2 Neighborhood Town Hall Meeting June 23<sup>rd</sup> at 7pm, on Zoom

## **12. Homeowner Comments (9pm-9:30pm)**

As time permits. Unless otherwise directed, homeowners should limit their comments to 3 minutes and follow instructions from the presiding officer.

## **13. 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 Tree Bids (Bluestone & Bloomington Tree Service)
2. Open Board Meeting Minutes previous from Brian

**Working Board (Tracking) Documents:**

1. Working Yearly Budget Tracking Document 2022