

Open Board Meeting Minutes

Woodlands Winding Brook HOA

August 11th, 2022 @ 7:00 pm

Location: Zoom (<https://iu.zoom.us/j/9202320239>)

Zoom Meeting ID: 9202320239 (no password)

(Time frames below are for efficiency purposes)

1. Call To Order / Welcome / Recognition of Attendees (7:05)

Update: Logistic reminder ~ chat bar & homeowner comments are for questions & feedback *to the board only*.

Board members in attendance: Aran Mordoh, Shelley Taylor, Lisa Meuser

Board Partners in Attendance: Tonya with Jamar (property manager), Laurie Miller (financial manager)

Homeowners in attendance: Connie, Peter K, Aran, Lisa, Shelly, Ken, Blair, Peggy, Tonya/Jamar, Laurie Miller/financial manager, Cindy, Donna, Jeanette S, Jeanette C, Jeff Cupp, Kris, Kriste, Randy West, Ken,

Aran calls the meeting to order, with Shelley Taylor, Lisa Meuser as board members present. Valerie Grim not present.

Homeowners' comments are at the end, with 3 min per homeowner.

Board members will also have 3 min sharing information/comments.

Chat function open for homeowners to contact co-hosts/board members only for clarifying questions or information.

2. Approval of Minutes (7:07 pm)

The current board has been adding board meetings minutes to the web site.

Aran made motion to approve board meeting minutes. Shelley second. No discussion. Shelley and Aran approved. Lisa abstained, for all open board meeting minutes from Jan 13, 22- June 23, 2022.

Open Board Meeting/s: (2022, Jan-June).

- a. Open board meeting 1/13/22
- b. Open board meeting 2/11/22
- c. Open board meeting 2/15/22
- d. Open board meeting 3/17/22
- e. Open board meeting 4/14/22
- f. Open board meeting 5/12/22
- g. Open board meeting 6/2/22
- h. Open board meeting 6/23/22

1. Executive References, TBD (7:10pm)

- i. Executive sessions 8/11/2: legal, arrears, confidential bill item approved for 4k from 2022 for building 7 for air scrubber after reviewing emails where a project had been approved, & homeowners interfering with contractors.
- j. Exec meeting minutes 8/11/22 old Jamar bill ~ to approve to pay it
- k. Legal updates: (in president's report, see below)

3. President's Report ~ Aran (7:12pm) See president's report, which will also including operation report.

President's Report: President's Report July 2022

1. Board Member Updates: Resignations and Appointments

- a. Brian Dahlberg and Julie Mirise resigned from the HOA board effective July 19th. We thank them for their service to the board.
- b. Valerie Grim and Lisa Meuser were appointed to the board on July 19th via written request and acceptance of appointment over email after Shelley Taylor and Aran Mordoh acted on "an action without a meeting" to vote the appointment through (as directed by our by-laws, if the board is left with two board members, they may vote to appoint new members. Appointment of new members had been planned to be conducted at the July monthly open board meeting. However, Brian Dahlberg and Julie Mirise were unable to attend the meeting, giving short notice to the board prior to the meeting.

2. Large Community Plan:

- a. The HOA board is working with Jamar & (with the City of Bloomington's help and guidance) to get bids from a structural engineer to get our neighborhood back on track and approach the very large, systematic issues we have in our neighborhood (primarily huge issues with drainage)
- b. James & Aran met with a civil engineering firm in July. Shelley, Aran, and James met with a structural engineering firm in August
- c. We will likely get a bid for items in this order:
 - i. **Assessment phase proposal**
 - ii. **Full Design proposal**

It should be noted that we are prioritizing a company who can provide **Project management** throughout the whole process of repairing the common areas and shared utilities that our neighborhood is struggling with.

- d. Project management with this process is very important to us, considering the failed attempts to fix some of our neighborhood issues with contractors in the past.
- e. We have asked for bids with order of priority in mind for larger picture items, but with a comprehensive approach and items to be done effectively and by order of priority for buildings/areas with greatest need:
 - i. Drainage/grading
 - ii. Sidewalks
 - iii. Pond
 - iv. Foundations
- f. The city of Bloomington has instructed us on when we need to get permits: digging in an area where we will remove grass, moving soil of 2,500 sq ft or more, structural items (foundations/decks). We do not need to get permits for tree removals or the removals of invasives in the pond.
- g. We hope this large-scale approach with a full design proposal plan is clear for current and future board members. Past board members may have attempted to do some reports, plans and/or work for grading/pond assessments, but not much was transitioned to the current board on this.

3. **Technology:** Board documentation access

- a. Homeowner Google Drive: Homeowners who wanted access, have been given access to the new homeowner Google drive through the HOA board's updated Google Workspace. Aran has worked to create an extensively organized system with 20 subfolders, which match the labels in all board emails. Each year the board will add a new folder current with the year that it was provided. Documents will be placed in this folder. This system will keep documents organized, easier to find and keep any one folder from filling up too full of documents after a period of time. Documents will be housed under:
 - i. Board only folder
 - 1. Confidential board documents
 - ii. Board and partner folder (financial manager and property manager have access)
 - 1. Where the homeowner request spreadsheet is located
 - iii. Board, partner & homeowner folder (all documents that homeowners are allowed to see)
 - 1. These items consist of signed contracts, financials (non-confidential items only), invoices, receipts, inspections/reports, committee public documents, property manager reports, meeting minutes, updated roster of homeowners (unit #/name/physical address only) and meeting agendas
- b. Meeting minutes: Unfortunately, January meeting minutes were never provided to the 2021 board and the March/April meeting minutes taken by the secretary at the time but were never provided to the board. Acting president Aran Mordoh then had to go back to her notes to recreate these meeting minutes. From now on whoever is tasked with and accepts the role of taking meeting minutes, will be asked to distribute them to all board members immediately following the meeting where the minutes were taken.

4. **Tracking Documents:**

- a. Homeowner request link: <https://www.woodlandshoa.net/homeowner-requests/>
This link goes directly to a google spreadsheet that our property manager Jamar and the board will monitor. It will keep incoming requests in chronological order and ensure that we never lose documentation of a homeowner request over time or if our management changes at any time. It is housed directly in the board google workspace. Board members and the property manager can input notes directly into the document and keep up to date with the progress on any homeowner request.

- b. Grounds Maintenance Schedule ~ is currently being worked on for implementation by the B&G committee (property manager wants us to work off this document directly with the B&G committee).
 - c. Repair and Maintain Common Areas & Common Property: The B&G Committee are creating This document to track the proposals and progress we plan to make on these areas that need attention.
5. **Proper board procedure:**
- a. Voting on board items:
 - i. Vote at an open board meeting
 - ii. Vote by an “action without a meeting” (vote over email, must be a “yes” vote from all current board members, can be for everyday items as they come up. (“Action without a meeting” doesn’t need to be for urgent or immediate need items only).
 - iii. Property Manager’s monthly \$1,500 discretionary budget (no voting needed from the board, although our property manager Jamar is usually good at checking in with us on this).
 - b. Proper vote procedure:
 - i. Board voting: A majority of board members at an open meeting needed to pass a vote (not a majority of all board members). If three board members are at a meeting, a vote would pass 2-1.
 - ii. Abstaining from a vote does not mean that your vote counts as a positive or negative, it is neutral. Therefore, it doesn’t move the vote in either direction. (The past board president informed the current board that it counts as a positive vote-this was a mistake).
 - iii. Voting on new board members at the annual meeting: Open voting over zoom was not a correct procedure and is not supported in our current governing documents. In the future we may investigate updating our governing documents. For now, we are moving forward with the most accurate procedure possible, given that the open board meetings are now conducted digitally (over Zoom). A nomination form will be sent out in the mail in August for any homeowner to send in their interest to run for one of the two board positions that will be open in the fall (3-year terms starting January 1st, 2023) and ballot forms will be sent in the mail along with the annual meeting notice in September. There will be no proxies needed this year for voting of board members, as every homeowner will have 3 choices to submit their signed ballot, 1) send their ballot via US postal mail to the property management, 2) email their signed ballot to the property management, or 3) hand deliver their signed ballot (in – person) to the property management. An audit of the votes will take place via assistance from our financial manager, Laurie, and the board working with our property management, Jamar, who will count the votes confidentially.
6. **Professionals helping the board:** We are moving towards a system that allows volunteer board members to rely more on the professionals we hire to do the work of the neighborhood. We have some amazing professionals working with us and they are helping to make sure the current board prioritizes correct and transparent procedures above all else. The professionals we rely on currently who have been helping us the most are:
- a. Financial manager
 - b. Property Manager
 - c. Legal Professionals
 - d. Technology Professionals
7. **The Special meeting of the homeowners:** rescheduled to August 31st at 8pm on Zoom-Discussion only-No voting will occur. Detailed meeting packets were sent via the US postal mail with the board’s updated tree plan (given the feedback from homeowners) a new bid from a certified arborist and inspections/assessments from an inspector and MC-IRIS about invasive species.
8. **Executive Meeting:** 8/11/22 ~ legal and confidential arrears, past due bill from 2020, homeowner interference with contractors

9. **Actions without a meeting:**

- a. The board voted in July to approve a professional zoom account for the board for one year at \$158.00 but the zoom special gave us 40% off when our financial manager set-up the account with the board PayPal.

10. **Current litigation:**

- a. ICRC Case file May 2021: Case # 53C01-2105-PL-001157
- b. Personal Injury Case filed June 2022: Case # 53C06-2206-CT-001096
- c. Emergency Injunction case to stop tree work May 2022: Case # 53C06-2205-MI-001071
- d. General link to public legal cases: www.mycase.in.gov
- e. City: Discrimination complaint ~ (pending) August 2022
- f. Case numbers listed above ~ homeowners welcome to look online at public data on cases
- g. We cannot comment on legal while it is still pending.
- h. The written notice of the special meeting and the accompanying legal fees has cost the HOA more than \$5000.00 to date and it is ongoing.

11. **Account Balances:** 2022 End of June Balance: \$163,623.76

- a. Accounts:
 - i. General: \$53,139.31
 - ii. Capital Reserve: \$52,114.03 (funds to be added back after final special assessment of \$800 to be collected October 1st, 2022)
 - iii. Special Assessment account basements: \$17,572.11
 - iv. Special Assessment account 2022 (roofs & other): \$41,784.21

12. **Treasurer:** We still do not have a board treasurer, so board members are sharing the duties appropriately.

- b. Aran is conducting the quarterly internal audits with report outs given from our financial manager. These will be reported at the annual meeting in October 2022.
- c. Aran is working on a budget for 2023, that will be proposed for review at the annual meeting.
- d. Aran is signing weekly checks. Shelley is the back-up board member for signing checks as needed.
- e. Aran is signing/dating contracts and sending them to the board and financial/property manager
- f. Our financial manager sends the monthly financials to all board members to review for any errors, before emailing them to homeowners and adding to the homeowner Google drive.
- g. All items are sent to the board before payment and two board members must "Ok to pay" the item via email before checks are written.
- h. Property Management is conducting inspections on applicable work before the board ok's payment from the financial manager.

13. **Arrearage policy:**

- a. We will review a bid to work with our current legal team's arrearage system that could help our financial manager move forward in a fair and systematic way.
- b. During the last two years (understandably with covid), we haven't had any late fees or actions against homeowners who owed payment to the HOA. While we understand this was a difficult time, we must move forward in a fair and objective way to collect some large amounts that are owed to the HOA from homeowners, or we will not be able to conduct the business of repairing and maintaining the common areas that we are responsible for.
- c. Currently arrearages are around \$30,000. However, with some homeowners paying ahead on their special assessments (or funds they got at close of sale), these arrearages are closer to \$50,000.
- d. The board will discuss an amount of money to start the arrearage, which will be applied to *all homeowners* fairly. It should be noted that our financial manager has been working for some time to inform and encourage homeowners to catch up on the funds they owe.

14. Transition of power:

- a. 2021 board to 2022 board was not a peaceful transition. It has been a struggle for new board members to know what the transition process is, how to conduct proper procedures, and get access to past board emails and documents. Even the most recent departure of two board members has been a difficult one, with requests for some meeting minutes (and other tasks) that those board members were responsible for and did not complete, resulting in extra work taken on by current board members to meet the legal obligations of the board.
- b. The 2022 current board members are committed to documenting and keeping all information as transparent as possible. Meetings with professionals (listed above) are shared with all board members and all items of business are emailed to all board members (all board members are instructed to add the board email when corresponding about any official board business).
- c. For any future board members, we are looking for homeowners who either have experience being on a board and/or professional committees, and an understanding how to follow proper group procedures. We want to make sure everything is done properly and that all decisions are made by the board (Our current view is that no one board member is more important than any other).

4. Financial Manager's Report ~ Laurie Miller (7:27 pm)

- a. Cell phone (Verizon) account action item ~ Laurie

Aran made a motion to close the cell phone account. No discussion. 3 votes for. No abstained. Motion passed 3-0.

- b. Laptop account action item ~ Laurie. Laurie will keep the broken computer in her office for now.
- c. Debit Card Report and action item ~ Laurie

Aran made a motion to approve a debit card for Laurie with a new account at the bank and the board will set a 10k limit on the account. Shelley second. No discussion. Motion passed 3-0.

- d. PayPal update ~ pays for Google workspace currently & new HOA zoom account ~ Laurie
- e. Financial policy for dues in arrears with Legal ~ Contract from our current legal team Eads, Murray, and Pugh to work with our financial manager. Suggesting \$2,000 owed in fees to move forward with their process.

Aran made a motion to approve to sign the contract on HOA legal arrearage contract. Shelly second. No discussion. Motion passed 3-0.

5. Property Manager's Report ~ James/Jamar (7:40pm)

- a. See in Google Homeowner Drive.

6. Communications Report ~ Shelley (7:44pm)

- a. See in Google Homeowner Drive.

Communications Report: July/August 2022 HOA Communications Report

General Communication Info:

Board Email: board@woodlandshoa.net

Property Manager Email: manager@woodlandshoa.net

Financial Manager Email: finance@woodlandshoa.net

The Woodlands HOA Website: <https://www.woodlandshoa.net/>

Homeowner Request link: <https://www.woodlandshoa.net/homeowner-requests/>

Homeowner Google Drive Access: <https://drive.google.com/drive/folders/0AINrI5OycSUwUk9PVA>

Board emails

To email the entire board: board@woodlandshoa.net

Lisa Meuser (at-large board member): Director1@woodlandshoa.net

Shelley Taylor (at-large board member) Director2@woodlandshoa.net

Aran Mordoh (Acting President/ Vice President) Director3@woodlandshoa.net

Valerie Grim (at-large board member) Director4@woodlandshoa.net

Currently Vacant Position: Director5@woodlandshoa.net

Best ways to communicate with the board:

Attend open meetings and give homeowner comments during the homeowner comments time at the end of the open board meeting.

Attend Town halls – these meetings are intended for homeowners to ask questions of the board.

Email the board directly board@woodlandshoa.net

Submit a request for services to our website: <https://www.woodlandshoa.net/homeowner-requests/>

Best Communication methods:

We are happy to communicate with homeowners and we encourage your participation. However, when we receive legal threats, in any way, we will continue to send these threats to our legal representative.

Instead of using threatening, insulting, harassing language and/or actions, we encourage homeowners to reach out and offer to have a conversation with us in a friendly manner on email. Every time we get a threatening email from a homeowner, we send it to legal to help us know how best to respond and how to best protect the HOA.

Board members want to live peacefully in the Woodlands just like other homeowners. We are happy to converse with our neighbors about topics other than of the HOA. However, for HOA related conversations we prefer that you discuss your concerns with us on email or meet with us on Zoom.

There is one exception to the above. If a homeowner is in litigation with the HOA or has had their lawyer contact the HOA lawyer for any reason, board members cannot respond to these homeowners directly. In this instance, communication would be done through the legal parties involved.

Best strategies moving forward:

When emailing the board, we suggest that you send your email only to the board and not include other homeowners. We have been advised to respond only to the initiator of the email and not “Reply All.”

You are welcome to forward your emails (and the boards email replies to you) to your Woodlands homeowner friends. However, please know that the board will *only* reply to the person who initiated the email as proper procedure.

If you receive an email from a homeowner other than a board member. Please understand; If that homeowner is not on the board, they do not have the most up-to-date information and they may even have incorrect information.

If you wish to know if something is factually accurate, feel free to contact the board, property manager, or financial manager. Your questions will be answered to the best of our ability.

We trust our property management and our financial management. Our managers are experienced professionals, and we are grateful for their willingness to work with us.

The Woodlands is a complex HOA. We have a lot of land and aging structures that have not always been maintained in the past, as recommended. The current board is doing our best to see that tasks that need to be done, will get done and it helps everyone involved, if homeowners work *with* us, rather against us.

Regarding transparency, we have shared everything with you that we have been provided (to the best of our knowledge and ability) that we are allowed to share on the homeowner Google drive.

Some of you have asked us questions or expressed your concerns over issues that have not yet been resolved. Please know that we are working to respond and resolve those issues in a timely manner.

Please also understand: We will always put the work that we are legally bound to do as board members, as our top priority.

Additional strategies moving forward:

Please do not request to the board (or our managers) to respond to you within a specific amount of time. All of us are professionals and we do things as we are able. We understand that this might not meet your desired timeline. We are lucky to have such great management, and we want to keep it that way, so please be polite in your requests.

We will response in a reasonable time frame to requests, which may be dependent on how many other requests and important board tasks that we currently have in line. Requests are responded to in chronological order to the best of our ability and are prioritized if a matter is urgent.

We encourage all homeowners, including past board members, to think carefully before sending emails or announcements to the community and to be respectful in your communications.

Please avoid sending emails that have a negative tone and think of how you can word your concerns or frustrations in a more positive, and productive manner.

Here are some ways that you can *help* the board:

- Email the board in a positive, respectful, and collaborative manner
- Attend open board meetings, special meetings, and Townhalls
- Submit requests through the homeowner Google drive and HOA website
- Offer friendly neighborhood outdoor gatherings for homeowner discussion
- Offer to join a committee to help the board.
- Familiarize yourself with the homeowner Google drive and check it before every HOA meeting to stay up to date.
- Offer to write neighborhood grants!

Elections: Elections are coming up in October. Our annual meeting will be on Thursday, October 13, at 7pm. This meeting will take place on Zoom and voting for board members will take place by mail via the US postal service, by email to the property management, or may be hand delivered to the property management office. Details on the annual meeting will be forthcoming.

Auto-response feature: We have implemented an auto-response feature with our board email. We hope this will help communications between the board and the homeowners move along faster. (If an additional response is needed after the auto response is sent, we will provide it when we are able).

The auto response is stated as follows:

“Thank you for reaching out to the Woodlands Winding Brook HOA with your questions and/or concerns. We take all homeowner requests and feedback very seriously and we will get back to you as soon as possible. Thank you.”

Please note that many answers to your questions can be found on The Woodlands HOA website:

<https://www.woodlandshoa.net/>

In addition, if you have any renter/homeowner requests for the property manager and/or the board, please submit them here: <https://www.woodlandshoa.net/homeowner-requests/>

If you have any document requests, click here to access our homeowner Google drive:

<https://drive.google.com/drive/folders/OAINrI5OycSUwUk9PVA>

Friendly reminder to homeowners: Any requests to the board for documents must be:

1. Documents that homeowners are allowed to review
2. Within the last two years
3. For specific documents only (not a wide range of documents)

This is an autogenerated response. Please don't reply to this email or it will bounce back.

7. Operations Report ~ Aran (already presented in the President report)

- b. See in Google Homeowner Drive.
- a. Annual neighborhood garage sale, Saturday, October 15th, 8am -12pm. Neighborhood Social from 5-7pm. The garage sale will take place on the Woodlands Circle.
- b. Testing out an informal weed wrangle - 2nd Sunday of every month, 10am-12pm.

8. Tabled Business (being researched, will move to new business when ready)

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

- e. Updating the governing documents ~ being researched
- f. Technology update: Google workspace, Google Meet, homeowner Google drive, embedded link for tracking requests, email update ~ Aran
- g. Election of Treasurer ~ All board members are overseeing these duties until a replacement is found.
- h. Quarterly Newsletter (Spring, Summer, Fall, Winter. Newsletters to begin July 2022) ~Shelley
- i. Internal Quarterly Audit (reported out at annual meeting in the fall) ~ Aran
- j. Woodlands Communications ~ Shelley
- k. Meeting with the City ~ Aran/Shelley
- l. Tree trimming/removal/pond invasives bid (Aug/Oct schedule, Spring/fall) ~ Aran/Shelley

9. Old Business (8pm)

- a. Water intrusion mitigation in progress (In progress ~ Engineering firm bid for report) ~ Aran
- b. Neighborhood roof plan/progress 2022 & warranty document (payment is complete ~Property Manager working on getting written warranty document to the board) ~ Aran
- c. Gutter/Downspout Cleaning (May / October schedule future ~ current mid/late July) ~ Aran
- d. Tree Watering Schedule (new trees planted on property) ~ Aran

10. New Business (8-8:15pm) same procedure as homeowner comments for 3 minutes each

- a. Election of President & Secretary ~ Shelley

Shelly made a motion to nominate Aran as HOA president. Lisa Second. No opposed, Aran abstained. Motion passed 2-0-1.

Shelly made a motion to nominate Lisa as HOA secretary. Aran second. No discussion. No one opposed, Lisa abstained. Motion passed 2-0-1.

- b. Flashing (Metal wrap) for the gutters ~ Aran

Bid: Roofer/McCoin company to put metal flashing against the wood on the gutters after removal of helmet gutter guards. \$15,423.

Aran made a motion to accept the bid by McCoin roofing for flashing of \$15,423 to start August 12th and as part of that bid, the board approves of the disposal of the helmet gutter guards (we can't utilize, as told by

professionals). Lisa second. Discussion. Shelley: the prior guards were installed improperly. Professionals have indicated that the pitch of the unit roofs was too steep for the helmet gutter guards. Water was running off the roofs, past the gutter guards and into the sides of the buildings. All in favor, no opposition or abstaining. Motion passed 3-0.

c. Property Manager bid Jamar ~ Sept 1, 2022 – Sept 1, 2023, ~ Aran

Bid for 1 year contract with Jamar. Similar contract to the 6-month contract ending Sept 1st, 2022. Added quarterly mailing of HOA newsletter. Increased monthly discretionary fund for property manager from \$1,000 per month to \$1,500 per month. Increased monthly property management fee from \$1,100 to \$1,500 (similar to monthly fee of last property manager Mackie). We are also going to allow Jamar to pay Lane Maintenance directly and then the board will pay Jamar directly (invoice spreadsheet provided) since as our repair person company they do so much work for us regularly. Jamar will oversee Google Doc/sheet of homeowner requests. Jamar will be sending voting documents for the neighborhood along with the annual meeting notice. Once HOA garage is corrected, Jamar may also be able to do some small tasks. (Couldn't add to the contract as the garage still needs to be fixed, cleaned out and organized).

Board member feedback: none at this moment

Aran made a motion to accept the 1-year contract as named above. Lisa will second. No discussion.

Motion passed 3-0.

d. Once a Month trash corral cleaning bid ~ once per month from Lane Maintenance with hose and check/repair minor issues with the wood trash coral area. 4 Trash corals in our neighborhood get very dirty quickly and full of trash (with 66 units in the neighborhood. This means that 16.5 units share one trash coral area). Scheduling this ahead of time will save time and trash build up for the board and make things more streamlined and scheduled for the property manager. Bid is for \$120 per month, suggesting we schedule now for 2022 & 2023. \$120 per month for four months in 2022 Sept-Dec and 12 months in 2023. Cost for

approval is \$120 for 16 months at \$1920. Will be paid out monthly through Jamar to pay directly through this contractor. ~ Aran

Aran made a motion to approve the bid from Lane Mtn \$120 for 16 months for a total of \$1920. Lisa second.

Discussion: Shelley: furniture has been going in the trash areas, which is prohibited. All in favor, no opposed or abstained. Motion passed 3-0.

e. Deck post staining bid ~ Lane Maintenance \$1,000 bid for multiple deck posts behind units that were added and/or replaced to get up to code in the summer of 2021 (2021 board never stained). Aran

Aran made a motion to accept a bid from Lane Maintenance for \$1000 for multiple deck posts. Lisa second. No discussion. All in favor. No opposed or abstained. Motion passed 3-0

f. Air rooting Bid for building 1 drainage issues ~ Aran/Shelley

a. <https://www.supersonicairknife.com/index.html>

b. <https://www.supersonicairknife.com/howItWorks.html>

c. \$3,100 bid from Trees PLE Inc

d. Needed asap as mitigation for drainage water intrusion issues for building 1(multiple units). Long term water issue made worse after the Hoosier Water Away drain work. This work will be done by a certified arborist to get the drain out into the street (as the city recommends), while working to not disturbing the oak tree in front of the building

Aran made a motion to accept the bid. Lisa second. No discussion. Aran abstained. Motion passed 2-0-1.

g. Ongoing Technology Services (Up to \$500 per month for approval) ~ 16 months (until end of 2023), up to \$8,000 allocated. Might not spend that much. Previous months have ranged from \$120-\$650 ~ Aran

Aran made a motion to approve up to 500 per month for tech services for 16 months up to 8k. Shelly second.

No discussion. All voted, no opposed or abstained. Motion passed 3-0.

h. Common Area HOA Garage Repair Bid (& trailer haul fee/garage storage)

Bid of \$1,184.24 for common area and common property HOA garage repair (\$616.11 for parts and \$525 for labor at a \$35 rate of 15 hours). This professional will source and purchase everything. Help us get vertical storage for all large items and, cork boards on the wall to hang and label/track tools and a large storage container to put all HOA documents in (lockable).

We also have a \$500 amount allocated for our repair person Mike and his team to come out and help us clean out the garage and haul away no longer usable items to the dump, as well as \$500 for additional items needed by our professionals to do jobs around the woodlands ~ larger shovels needed for spreading woodchips).

\$1,184.24 for contractor bid

\$500 for repair person bid to help volunteer board members clean out garage

\$500 for additional materials needed to repair & maintain common areas

Total: \$2,184.24 ~ Aran

Aran made a motion to repair the garage for \$2,184.24. Discussion: Aran, it's our responsibility to repair this area. All approved, no abstained or opposed. Motion passed 3-0.

i. Wood chips purchase for October ~ up to \$1,000 for woodchips (for the spring/summer we did a smaller area for around \$400). We plan to put spring and fall woodchips of the common area paths into the Building and Grounds Maintenance schedule. ~ Aran

Aran made a motion to spend up to 1k for woodchips for the fall of 2022. Shelly second. All in favor. No opposed or abstained. Vote passes 3-0.

j. Sign removal ('falling nuts' In-house anonymous donation of \$200 in free labor) ~ Aran

Aran made a motion to remove the signs from the common area for 0\$. Shelley second. No discussion. All in favor. No opposed or abstained. Motion passed 3-0.

- k. B&G purchase [Indianawildlife.org/native plant sale](https://indianawildlife.org/native-plant-sale) through Indiana wildlife federation \$170 Pollinator Native Plant Kit (shipped in the fall ~ delivery in between mid-sept and mid oct (correlate planting with neighborhood garage sale). MC IRIS native plant sale? Blair has some plants started and can donate stuff as well. We can collect seeds from the edge of the pond and grow. Shrubs to replace the invasive burning bushes? Native shrub as a replacement (has to be planted 10-15 ft away from a building). Removing and replacement of invasive bushes (primarily the burning bushes, some European cranberry bushes). \$300 max allotted for 5 bushes (but could be less). ~ Fund \$500 for the B&G committee to use on these items. Blair (B&G Committee) <https://indianawildlife.org/native-plant-sale>

Aran made a motion to spend \$500 to purchase bushes and the native plant sale kit. Shelley second. No discussion. All in favor, no opposed, or abstained. Motion passed 3-0.

- l. Cisma conference \$25 Invasive plant removal & how HOAs are doing this

<https://www.eventbrite.com/e/2022-indiana-cisma-conference-tickets-366119081027>

Aran made a motion for \$50 to pay for conference fee. Shelly second. No discussion. All in favor. No opposed or abstained. Motion passed 3-0.

- m. Small and simple grant \$500 ~ apply for two picnic tables for the common area by the garage

<https://www.lowes.com/search?searchTerm=black+picnic+table+bench+set> & grant link:

<https://bloomington.in.gov/neighborhoods/grants/small-and-simple>

- n. Bid to extend building 1 mold remediation ~ air scrubber (\$525 per week for two weeks) ~ Aran

Aran made a motion to pay for an air scrubber for \$1050 for 2 weeks. Shelley second. No discussion. All in favor. No opposed, no abstained. Motion passed 3-0.

11. Follow-up items from the meeting (timelines and items due by next open board meeting)

- a. Signing of contracts and distribution to financial & property manager ~ Aran

- b. Meeting minutes from today uploaded to the board Google Drive & board email ~ Lisa

12. Announcement of Next Meeting

- c. The next open meeting will be held Thursday, September 8th at 7:00pm
- d. Special meeting of the members will be held Wednesday, August 31st at 8pm (homeowner discussion only, no voting)

13. Homeowner Comments 8:41pm.

As time permits. Unless otherwise directed, homeowners should limit their comments to three minutes per round and follow instructions from the presiding officer (board feedback will be given after each round of homeowner comments).

- a. Logistics reminder ~ chat bar & homeowner comments are for questions & feedback to the board only
- b. Rules: No disparaging comments of board members or property manager (considered meeting disruption)
- c. 1st rule violation results in a warning, 2nd violation results in homeowner removal for disruption

Next open meetings Thursday September 8th at 7pm.

14. Adjournment

Aran made a motion to adjourn the meeting at 9:10pm.

Board Member Documents in Review (on the homeowner Google drive):

1. Board Calendar (open board meetings/exec/town halls) ~ *subject to change*
2. Property Manager Report
3. Buildings & Grounds Committee Report
4. Redacted Bluestone Tree Work Bid
5. BPG Inspection Report Garages 3,5, & 6
6. Agenda
7. Operations Report

Board Member Documents in Review (confidential ~ on board Google Drive):

1. Multiple bids (other misc.)
2. 2022 Property Management Bid

3. Garage Repair Bid
4. 2022 Air Rooting / Drain Bid
5. Arrears/Leans Bid
6. Air Scrubber Bid
7. Flashing Bid
8. Open Board Meeting Minutes (Jan 2022- June 2022)

Board Email: board@woodlandshoa.net

Property Manager Email: manager@woodlandshoa.net

Financial Manager Email: finance@woodlandshoa.net

The Woodlands HOA Website: <https://www.woodlandshoa.net/>

Homeowner Request link: <https://www.woodlandshoa.net/homeowner-requests/>

Homeowner Google Drive Access: <https://drive.google.com/drive/folders/0AINrI5OycSUwUk9PVA>