

October 2022 Open Meeting Minutes

Woodlands Winding Brook HOA

October 13th, 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)

Unofficial version of meeting minutes to be ratified at the October 2023 Annual Meeting

1. Call To Order / Welcome / Recognition of Attendees (7:00-7:05pm)

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

Board members: Aran Mordoh, Shelley Taylor, Valerie Grim

Professional Partners: Tonya from Jamar (property management), Laurie Miller (Financial Manager)

Homeowners: Malcom, Alessandra Ferrerio, Cindy, Kris, Jeff Cupp, Peter Krstanovski

Jeanette C, Jeanette S, William, Connie Beckwith, Susan Frew

Meeting minutes taken by Shelley Taylor and Aran Mordoh (as the secretary had a planned absence from this open board meeting).

2. Approval of Minutes (7:05-7:09pm)

Open Board Meeting/s: (September 8th, 2022)

Special Meeting/s: (September 15th, 2022)

Annual Meeting (October 14th, 2021)

Aran motioned to approve all three meeting minutes above. Shelley Seconded. Action passes 3-0-0

3. Report out of any board decisions between meetings (7:09-7:10pm) *Discretionary Monthly Approval (DMA)*

Action without a meeting ~ approved \$459.43 for office supply items for moving the file to the HOA garage

Action without a meeting ~ approved disposal of all but 5 speed bumps (to remain in the HOA garage)

Property Manager DMA: Move pine tree from trim to removal via Bluestone recommendation

Property Manager DMA: Purchased & moved additional metal filing cabinet for HOA files

Property Manager DMA: Extended privacy fence on the entrance of The Woodlands

4. Executive References, TBD (7:10-7:11pm)

- a. Executive session meeting: 10/13/22

Legal updates, Arrearages, Delinquency Policy Resolution, Technology Logistics, Budget Presentation Format

We cannot comment publicly on pending legal, but homeowners may look up any public info themselves:

Link: mycase.in.gov or <https://public.courts.in.gov>

Case #: 53C06-2205-MI-001071, 53C06-2206-CT-001096, 53C01-2105-PL-001157

Helpful link to see up-to-date information in your neighborhood: <https://monroein.elevatemaps.io/>

5. President's Report ~ Aran (7:11-7:20pm)

1. Fall newsletter: Property Manager now mails this out to all homeowners

1. I hope everyone will come participate in the Annual Neighborhood Garage Sale this Saturday, October 15th from 8am-12pm (in front of your unit/garage or on the circle)
2. Neighborhood social this Saturday, October 15th 5-7pm at the HOA Garage (garage 1 near the entrance). It is a pitch in, so bring a dish to share and the board will provide some light food and drinks.
3. The repairing of the common property HOA garage has taken a lot of work from a lot of staff and homeowner volunteers, so we really hope you will come out and celebrate with us this weekend.

2. We have accomplished some big projects this year:

1. Established great procedures with our property manager and financial manager
2. Tackled big projects (just to name a few): tree trimming, tree removals, tree planting, removing invasive species, removing gutter guards that weren't working, cleaning gutters, water intrusion mitigation, working with the city on our erosion bond, starting the process of restoring the pond, working with a structural engineer on our drainage issues (and also grading, foundations, sidewalks and pond in the future hopefully).
3. We are working very hard as a board to streamline our process, move more items to the professionals we partner with (financial manager / property manager), and get on a regular schedule of maintenance for The Woodlands.
4. Account balances:

1. Operations Checking Account: \$51,327.46
 2. Debit Card Account: \$9,539.95
 3. Long Term Account: \$52,230.56
 4. Special Assessment 2020: \$17,575.45
 5. Special Assessment 2021 \$41,788.77
5. The SA 2nd account should be moving funds back to the long-term account because we have spent all the special assessment money (and more) on the roofs and chimney capital replacement projects for 2022.
 6. We changed the debit card account and the special assessment account to regular checking accounts as to not incur fees on them (they most likely won't hold high balances regularly).
 7. The property manager's report details the work we have been doing in 2022 to reduce costs and be more cost-effective with our long-term planning, overdue maintenance items (trees, gutters, drains) and initiating long term planning.
 8. Internal Audits (Q1 & Q2):
 1. Aran acquired data from Laurie and reviewed the expenses/budget from quarter 1 & 2.
 2. Laurie provided Aran with all line items spent and a profit & loss budget vs actual report. Upon a homeowner request, Laurie will add the budget vs actual report to the monthly financial statements provided to homeowners.
 3. Aran finds that sufficient protections are in place to assure that all checks being written from the board account are being used appropriately (signed contract / invoices / receipts / two board verification before payments and board votes at meetings, action without a meeting or property manager DMA on certain items).
 4. Aran finds sufficient evidence that funds are being spent within the appropriate budget categories thus far for 2022. It is recommended that yearly items (such as board hosted socials, fall garage sale, spring clean-up day, cleaning of roofs, organizational management) be added to the budget to create clearer delineation of categories in the future. Aran and other board members will continue to make sure items that are needed for the neighborhood and are being approved, fall within the

budget line items currently. The board members will continue to communicate clearly with Laurie on which category in the budget items should fall into if it isn't intrinsically clear from an invoice.

5. Items of concern I noticed in the internal reviews: the master insurance collection numbers (will double check with the insurance company), money spent on extra legal due to special meeting requests and lawsuits, larger amount than budgeted spent on building repairs (although expected, as we completely repaired the HOA garage after 40 years, to make it functional for the property manager and maintenance crew to utilize when performing tasks for the neighborhood), the board electric bill was higher (possibly due to cars being worked on in garages and electric cars). We may need to examine updating our governing documents to more appropriately allocate for these changing fund items in the future that couldn't be known in the 1980s, when The Woodlands was built.
6. The 2022 actual expenses budget (review for the year) will be reviewed and delineated to homeowners in January of 2023 (once all items billed for have been paid and accounted for).

6. Financial Manager's Report ~ Laurie Miller, Financial Manager (7:20-7:30pm)

- a. Venmo for homeowners to make payments ~ Laurie
 - a. 1.9% of fee and 10 cents per transaction ~ for business account
 - b. Try to set up as a personal account, no fees (try to start off with)
 - c. You must have a phone number associated with your venmo account (use your office phone number)
 - d. Aran Motioned to set-up a free venmo personal account for the board to allow homeowner to pay fees digitally if they would like to through our financial management. Shelly seconded.
Action passed 3-0-0
- b. Delinquency Policy Resolution (for collecting arrearages) ~ Aran
 - a. Aran motioned to adopt the Delinquency Policy Resolution, with Laurie initiating the policy for any homeowner 90 days late on any funds owed and to send out two late notices by written mail (one each month), after two notices (via the DPR document), the account will be handed over to

Eads Murray and Pugh to attempt fund collection via lien and court action. Shelley seconded.

Motion passes 3-0-0

c. Financial Procedures (information only):

- a. Financial manager emails out allowed financials to all homeowners monthly & puts them (and invoices/receipts) on the homeowners Google drive for homeowners to review at their convenience
- b. Board members continue to add signed contracts to the homeowner Google drive as completed (provided to financial manager as well for checks and balances of approved/allowed payments to contractors)
- c. Board members continue to add new reports and studies to the homeowner Google drive
- d. All payments sent out have a corresponding signed contract and/or invoice and two board members must approve via email that the funds are authorized before the check is sent

7. Property Manager's Report ~ James & Tonya with Jamar Property Management (7:30-7:35pm)

- a. See in Google Homeowner Drive.

8. Communications Report ~ Shelley (7:35-7:40pm)

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>

Demonstration given on how to use the website homeowner request and how to access documents on the homeowner Google Drive.

9. Operations Report ~ Aran (7:40-7:40pm)

- a. See in President's Report.

10. Buildings and Grounds Report ~ Aran/Blair/Kriste (7:40-7:45pm)

- a. Weed wrangle 2nd Sunday of the month April-October, 10am-noon (meet at the HOA garage)
- b. Fall Neighborhood Garage Sale ~ Saturday October 15th 8am-noon, social pitch-in 5-7pm pond deck
- c. Applied for grant to replace invasive bushes and tools for planting
- d. See in Google Homeowner drive.

11. 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. Entrance wall stone damage ~ being researched
- d. Updating the governing documents ~ being researched
- e. Technology update: homeowner Google Drive, Google Meet/Workspace, embedded link for tracking requests, Homeowner requests on website: <https://www.woodlandshoa.net/homeowner-requests/>
- f. Election of Treasurer ~ All board members are overseeing these duties until a replacement is found.
- g. Quarterly Newsletter (Spring, Summer, Fall, Winter. Newsletters to begin July 2022) ~Shelley
- h. Internal Quarterly Audits (reported at annual meeting in the fall) ~ Aran
- i. Woodlands Communications ~ Shelley
- j. Meeting with the City ~ Aran/Shelley
- k. Neighborhood roof plan/progress 2022 & warranty document (payment is complete ~Property Manager working on getting written warranty document to the board) ~ Aran
- l. Tree Watering Schedule (new trees planted on property) ~ Aran (add to GM schedule)
- m. Grounds Maintenance Schedule (in progress) ~ B&G Committee
- n. Common Areas & Property (repair & maintain) Document (with inventory list) ~ B & G Committee
- o. Systematic procedures document (informed on booklets provided to board members) ~ Aran
- p. Property Management Jamar Contract 9/1/22-9/1/23 ~ Implemented (review & sign in August 2023)
- a. Monthly trash corral cleaning/hose/mend bid 12/31/2023~ Implemented (review & sign in Dec 2023)
- q. R & S Landscaping 10-month Contract March – December 2022 (review & sign in December 2022)
- r. Technology allocation (up to \$500 per month) 12/31/23 ~ implemented (review & sign in December 2023)

12. Old Business *(read items below for information)*

- a. 3 Boxes of documents from Mackie & storage unit documents (33 bins) ~ Moved to HOA Garage
- b. Flashing (metal wrap) for gutters ~ Work finished & paid; gutter guards disposed of via board vote
- c. Gutter/Downspout Cleaning (May/October schedule future ~ current August) ~ pending for fall
- d. Air rooting Bid for drainage issue in front of building 1 ~ on hold
- e. Wood Chips purchase for October ~ B&G committee working on map for woodchips, Aran/PM order
- f. Sign removal (falling nuts) ~ Completed
- g. Native plant sale \$170 Pollinator Native Plant Kit & \$330 for bushes (\$500 total) ~ B&G ongoing

- h. Small and simple grant \$500 for picnic tables ~ B&G committee still in progress (Jan 2023)
- i. Bid to extend building 2 mold remediation ~ Invoice sent, being paid
- j. 2020 Air scrubber bill ~ PM monthly discretionary, invoice sent to FM ~ signed and paid
- k. Cell phone ~ FM closing this account (Phone number not linked to any current board accounts)
- l. HOA Board owned nonfunctioning laptop ~ Need to pickup from Laurie (find out about secure disposal)
- m. Board Debit Card Account ~ Account acquired, use for board office supplies and social so far
- n. The Woodlands Entrance Sign Grant from City (\$500 allocated for lights, bushes and permits) ~ pending
- o. Structural Engineering Report ~ external drainage first then larger report bid to follow (In progress ~ scheduled) ~ PM

13. New Business (7:45-8:15pm) *same procedure as homeowner comments for 3 minutes each*

- a. Board Elections Update ~ Aran
 - a. Many votes coming in. Homeowners can still put their votes in the mail tonight (Oct 13th)!
- b. Social Event ~ \$100 for food/water/paperware ~ Aran

Aran motions to approve \$100 for food/water/paperware for the neighborhood social event Saturday, October 15th. Valerie Seconds. Motion passes 3-0-0
- c. Bid/s for chimney inspection/cleaning in the fall (required for external insurance) ~ Aran /PM (postponed to next meeting)
- d. External Insurance policy for renewal ~ Aran / PM (postposed to next meeting)
- e. 2023 Proposed Budget (details mailed to all homeowners prior to the annual meeting)
 - a. Board Review, Comments, possible adjustments
 - b. Homeowner special comment period (3-minute time limit still applies)
 - c. Board Comment period (possible adjustments if needed)
 - d. Amend budget item Expenses 4 category to change “Property manager Minor Building Maintenance” category to “ Roof Cleaning” category
 - e. Board Voting

Aran motions to approve the proposed 2023 budget with the one adjusted item category update (this budget includes a \$20 increase in monthly fees and a \$1,500 special assessment for 2024). Valerie Seconds. Motion

passes 3-0-0 Note that homeowners were sent out this proposed 2023 budget via postal mail several weeks before the annual meeting.

Note:

- Next year's increase in fees (base unit fee of \$365 that is increasing to \$385)
- A special assessment of \$1,500 to be paid: \$750 March 1, 2023, and \$750 July 1, 2023
- The board will have the financial manager send out a notice about the fees for next year

p. **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 ~ Aran/Shelley
- c. Put September Meeting minutes on the website and homeowner Google Drive ~ Aran/Lisa

q. **Announcement of Next Meeting**

- d. The next meeting will be the Open Board Meeting held November 10th at 7:00pm on zoom

r. **Homeowner Comments** 8:15pm-8:45pm.

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. Logistic 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

s. **Adjournment**

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. Agenda

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

1. Multiple bids (other misc.)
2. Open Board Meeting Minutes

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>