

November 2022 Open Meeting Minutes

Woodlands Winding Brook HOA

November 10th, 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 7:01pm

Update: Logistic reminder ~ chat bar & homeowner comments are for questions & feedback *to the board only*. Chat bar on zoom should only be used for technical questions (ability to get into the zoom meeting), as board members can't answer chat questions while the meeting is running. Those questions must be reserved for the end of the meeting when the board extends the courtesy of allowing homeowners to ask questions.

Board members: Aran Mordoh, Lisa Meuser, Shelley Taylor, Valerie Grimm

Management: Financial Manager Laurie Miller

Homeowners: Jeff Cupp, Kris Kuntz, Kristie Lindberg, Donna Davis

2. Approval of Minutes 7:05

Open Board Meeting/s (annual meeting): (October 13th, 2022) ~ Tabled until next month as the board reviews all the details, although the financial manager has sent out a summary. An official posting will ratify minutes at the next meeting.

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

Action without a meeting ~ None

Property Manager DMA: Clean out storm grates that were full of debris

Property Manager DMA: Extend external piping outside buildings from downspouts to 5 ft away from the buildings, in accordance with the engineer's recommendations.

Property Manager DMA: Worked to get some noise complaints resolved. Reminder to homeowners that common areas must be free of personal items and items in yards must be approved by the board and must not disturb fellow neighbors.

4. Executive References, TBD 7:07

- a. Executive session meeting: 11/10/22
- b. Legal updates, Arrearages, Delinquency Policy Resolution implementation, Confidential Homeowner request items, Technology Logistics
- c. We cannot comment publicly on pending legal, but homeowners may look up any public info themselves:
- d. Link: mycase.in.gov or <https://public.courts.in.gov>
- e. Case #: 53C06-2205-MI-001071, 53C06-2206-CT-001096, 53C01-2105-PL-001157
- f. Helpful link to see up-to-date information in your neighborhood: <https://monroein.elevatemaps.io/>
- g. Update: Case 53C06-2205-MI-001071: 11/10/2022 Case Dismissed
- h. Update: Case of discrimination against a homeowner from the HOA Board with the City of Bloomington Human Rights Commission: 11/07/2022 Case Dismissed
- i. Reminder that legal is expensive (\$10,000 spent in the last 3 months over the two dismissed legal cases). Please remember that these funds cost all homeowners money. Please try to communicate with your board via the many methods available, before costing the neighborhood these high legal costs. You can put in a homeowner request on our website <https://www.woodlandshoa.net/>, email the board, give homeowner comments at an open board meeting or quarterly townhall meeting. The board is very open to communicating with homeowners and finding positive community solutions together.

5. President's Report ~ Aran 7:09

1. Fall newsletter went out ~ displaying all the hard work put into repair and restore the HOA garage. Buildings and grounds committee working hard on an inventory process for the garage (to be as useful as possible to the property manager and homeowners for neighborhood/community events).
2. Neighborhood Garage sale was a great success. Many people visited our neighborhood and said they would return next fall. This will be an annual event from now on. Please send us any feedback.
3. Annual Board Elections Complete: Two new board members, Shahana Ansari & Valerie Grim (info emailed out and will be put on website).
 1. 18 mail in ballots

2. 3 Email ballots (1 not valid form, so not counted). Will update form next election cycle to clarify email ballots must have the form filled out and either scanned or a picture emailed in of the ballot
3. 20 valid ballots total. 19 for the two candidates, 1 against. 20% of the homeowners' votes collected successfully for a valid vote by mail/email process. 2023 Board members with 3-year terms are Shahana Ansari & Valerie Grim. Ballots only not counted if not sent in properly or arrearages owed.
4. Account balances: (reported out by financial manager)
5. Tree work nearly completed for 2022
6. Fall gutter cleaning just completed for 2022 ~ getting bid for spring/fall cleaning for 2023
7. 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 7:15pm

a. 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
- e. Delinquency Policy Resolution (for collecting arrearages) ~ Aran
 - i. Mailed out to all homeowners. First notices go out in November (Nov 17). Second notices go out in December. Arrearages of more than 90 days late then get turned over to the legal contract.
- f. Venmo doesn't seem to be a viable way for homeowners to send payments. The Board will look into PayPal and/or other options.

7. Property Manager's Report ~ James & Tonya with Jamar Property Management 7:20pm

- a. See in Google Homeowner Drive.

8. Communications Report ~ Shelley 7:25

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/0AINrl5OycSUwUk9PVA>

Monthly Communication Report Info

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

- a. See in President's Report.

10. Buildings and Grounds Report ~ Aran/Blair/Kriste 7:30pm

- a. Weed wrangle 2nd Sunday of the month April-October, 10am-noon (meet at the HOA garage)
- b. 2023 Calendar in the works: Spring Neighborhood Clean-up Day & Fall Neighborhood Garage Sale ~
- c. Applied for grant to replace invasive bushes and tools for planting ~ waiting on response
- d. Plan to apply for City of Bloomington Stormwater Drainage Grant in January/February 2023 ~ need help with grant writing!
- e. See in Google Homeowner drive.

11. Tabled Business: These items are currently being researched and will be moved to new business when ready according to the timeline.

- a. Signature stamp for board member ~ being researched
- b. Venmo for homeowners to make payments ~ Laurie
- 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

- a. 3 Boxes of documents from Mackie & storage unit documents (33 bins) ~ Moved to HOA Garage/locked
- b. Gutter/Downspout Cleaning (May/October schedule future ~ current August) ~ completed
- c. Air rooting Bid for drainage issue in front of building 1 ~ moving forward, being scheduled.**
- d. Wood Chips purchase for November ~ B&G committee working on map for woodchips, Aran/PM.
There will be paths behind most buildings.**
- e. Native plant sale \$170 Pollinator Native Plant Kit & \$330 for bushes (\$500 total) ~ B&G ongoing
- f. Small and simple grant \$500 for picnic tables ~ B&G committee still in progress (Jan 2023)
- g. HOA Board owned nonfunctioning laptop ~ Need to pick up from Laurie (find out about secure disposal)
- h. Board Debit Card Account ~ Account acquired, use for board office supplies and social so far
- i. The Woodlands Entrance Sign Grant from City (\$500 allocated for lights, bushes and permits) ~ pending

13. New Business 7:40

- a. Unit Keys ~ vote to move the keys from financial manager to property manager office ~ Aran made a motion, Valerie second. Pass 4-0
- b. Rental Conversation: It is a trend for rental companies to come in to buy large numbers of units within neighborhoods, which can shift the quality of a neighborhood as well as impact FHA and VA loans. We're looking at/researching what other neighborhoods are doing with regards to this trend, as well as our own neighborhood rules and regulations. Reminder that Airbnb's are not currently permitted.

- c. Bid/s for chimney inspection/cleaning in the fall (required for external insurance) will be coming in soon. Aran made a motion to approve up to \$5,600 for chimney inspections. Lisa second. Valerie asked what the bill was last year. The paperwork located from last year's board was unclear (a general report from units inspected was found, but it didn't display the price of the total invoice). Two years ago, Ye Old Chimney billed us \$2,600, but they are no longer in business. The prices have gone up a lot for this service a lot. The range we have found are \$65-\$110 is per unit for an inspection. The Board pays the inspection cost and homeowners are required to pay for any chimney cleaning or repair required. Need to approve this item soon so that we can get the required inspections done in 2022 for our external insurance policy.

All in favor 4-0.

- d. Engineering Report on Drainage / Pond Area. Abrams and Moss, Engineer, report will be on file in the homeowner's google drive, under reports and studies, for the board and owners to review. The board will also go out of there way to email homeowners this report and ask for feedback.
- e. Bid for Site Drainage Design/schematic/ pond area work for the entire neighborhood: \$5,800 with Abrams and Moss. Aran made a motion. Shelley second. No discussion. All in favor 4-0.
- f. Bid for Project Management (Phases 1 & 2a) for the oversight of the entire project: \$4,000 with Abrams and Moss. Aran made a motion. Shelley second. No discussion. All in favor 4-0.
- g. External Insurance policy for renewal ~ Aran / PM (postposed to next meeting)

j. 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
- b. Meeting minutes from today uploaded to the board Google Drive & board email
- c. Put September Meeting minutes on the website and homeowner Google Drive

k. Announcement of Next Meeting

- d. The next meeting will be the Open Board Meeting held December 8th at 7:00pm on zoom
- e. Townhall December 15th 7-8pm. Feedback on Pond: Repair to retention pond or wetlands area?

l. 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

m. **Adjournment**

8:36 Valerie made a motion to end the meeting. Aran second. All in favor 3-0.

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/>

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