

September 2022 Open Meeting Minutes

Woodlands Winding Brook HOA

September 8th, 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 (7:01)

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, Valerie Grim

Professional Partners: James/representing Jamar

Homeowners in attendance: Shahana Ansari, Kenneth Shafer, Kris Kuntz, Jeff Cupp, Jeanette Schuler, Kriste

Lindberg, Linda, Jeanette Clausen, Connie Smith, Malcolm Webb, Alessandra Ferrerio, Blair Beavers, Peggy

Billeck, Malcolm Webb

Aran calls the meeting to order at 7:01pm

2. Approval of Minutes (7:05pm)

Open Board Meeting/s: (August 11th, 2022) Aran made motion, Shelly made second

Special Meeting/s: (August 31st, 2022) Aran made motion, Lisa made second

3. Executive References, TBD (7:06pm)

a. Executive session meeting: 9/8/22

Legal updates, Arrearages, Technology Logistics

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

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

Case #s: 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/>

4. President's Report ~ Aran (7:08pm)

Operations Checking account: \$39,224.12

Reserves Fund Checking Account: \$52,224.12

Checking Account SA 1 \$17,574.01

Checking Account SA 2 \$41,778.77

Accounts receivable: -\$24,847.45

Total current balance: \$145,543.60 (need to check with financial manager on SA 2 account with \$\$ spent on roofs)

All new members of the board (and current board members) reviewing the educational documents given to us by legal, for proper board procedures on all matters.

The board is working very hard with current professionals to get caught up on a back-log of needed grounds items and getting into a schedule.

5. Financial Manager's Report ~ Laurie Miller, *Laurie cannot attend this meeting (7:10pm)*

- a. Venmo for homeowners to make payments ~ Laurie (postponed until next meeting)
- b. 2022 \$2,400 special assessment ~ final payment of \$800 due on October 1st ~ all funds used towards new roofs and chimneys ~ Aran
- c. 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
- d. 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)

6. Property Manager's Report ~ James/Jamar (7:12)

- a. See in Google Homeowner Drive.

7. Communications Report ~ Shelley (7:15pm)

- a. See in Google Homeowner Drive.

8. Operations Report ~ Aran (7:22pm)

- b. See in Google Homeowner Drive (differed to next month with large projects ~ info given in new business).

9. Buildings and Grounds Report ~ Aran/Blair (7:25pm)

- a. Weed wrangle this Sunday September 11th 10am-noon (meet at the pond deck)
- b. Fall Neighborhood Garage Sale ~ Saturday October 15th 8am-noon, social pitch-in 5-7pm pond deck

- c. See in Google Homeowner drive (meeting happening next week ~ deferred to next month).

10. Tabled Business (*being researched, will move to new business when ready*) 7:27pm

- 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: homeowner Google Drive, Google Meet/Workspace, embedded link for tracking requests, Homeowner requests on website: <https://www.woodlandshoa.net/homeowner-requests/>
- 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 at annual meeting in the fall) ~ Aran
- j. Woodlands Communications ~ Shelley
- k. Meeting with the City ~ Aran/Shelley
- l. Neighborhood roof plan/progress 2022 & warranty document (payment is complete ~Property Manager working on getting written warranty document to the board) ~ Aran
- m. Tree Watering Schedule (new trees planted on property) ~ Aran (add to GM schedule)
- n. Bid/s for chimney inspection/cleaning in the fall (required for external insurance) ~ Aran /PM
- o. External Insurance policy for renewal ~ Aran / PM
- p. Grounds Maintenance Schedule (in progress) ~ B&G Committee
- q. Common Areas (repair & maintain) Document ~ B & G Committee
- r. Systematic procedures document (informed on booklets provided to board members) ~ Aran

11. Old Business (*read items below for information*) 7:28pm

- a. Flashing (metal wrap) for gutters ~ Aran signed contract, gave to PM/FM, work in progress
- b. Gutter/Downspout Cleaning (May/October schedule future ~ current August) ~ Aran
- c. Property Management Jamar Contract 9/1/22-9/1/23 ~ Aran signed contract, gave to PM/FM
- d. Monthly trash corral cleaning/hose/mend bid ~ Aran signed contract, gave to PM/FM (end of month)

- e. Deck post behind units staining bid ~ Aran signed contract, gave to PM/FM, work completed
- f. Air rooting Bid for drainage issue in front of building 1 ~ on hold
- g. Ongoing technology allocation (up to \$500 per month) ~ no action needed. Invoice as needed.
- h. Wood Chips purchase for October ~ B&G committee working on map for woodchips, Aran/PM order
- i. Sign removal (falling nuts) ~ Aran talked to resident, will complete on their next availability
- j. Native plant sale \$170 Pollinator Native Plant Kit & \$330 for bushes (\$500 total) ~ B&G with FM
- k. Cisma conference ~ was already full. Blair went through work and will report back.
- l. Small and simple grant \$500 for picnic tables ~ B&G committee still in progress (hold until Jan 1 cycle)
- m. Bid to extend building 2 mold remediation ~ Invoice sent, being paid
- n. 2020 Air scrubber bill ~ vote & invoice sent to FM ~ signed and paid
- o. Cell phone ~ FM closing this account (Phone number not linked to any current board accounts)
- p. HOA Board owned nonfunctioning laptop ~ FM putting with the board files for now
- q. Debit Card Report ~ Account applied for, in progress with the bank. Mid-September projected.
- r. Financial policy for dues in arrears with Legal ~ Aran signed contract and sent to FM/Legal
- s. Special meeting of the members was held August 31st at 8pm (homeowner discussion only, no voting) ~ thank you to all homeowners who showed up and gave their input (in addition to homeowner input that was given at the June 2nd meeting and via other board correspondence with homeowners). The board continues to welcome homeowner feedback on all neighborhood items.

12. New Business (7:28) same procedure as homeowner comments for 3 minutes each

- a. **Election of Vice President** ~ Aran motioned to elect Shelley. Aran made a motion, Lisa second. No discussion. Unanimous. 4-0
- b. **Common Area HOA Garage Repair Bid** (& trailer haul fee/garage storage) ~ Aran

In August the board approved of \$2,184.24 for repairs to the HOA garage and maintaining that common area / common property.

The original contractor for \$616.11 of the labor has decided not to continue with us, due to some homeowner interference. We would like to update this approved work to change that approved amount for labor over to contractor Mike Lane with Lane Maintenance (our handyman), who will already be helping us with this job. He said that he would be able to build the larger shelving and other storage items in the garage, along with the garage cleaning and hauling away of items to the dump.

Motion to approve the \$2,184.24 for HOA garage work and hauling away of items no longer usable or in use to dump:

1. \$500 lane maintenance for garage cleaning
2. \$500 to lane maintenance for garage work / building shelves, board for tools, vertical brackets for larger items, resetting the garage code and other items in the garage
3. \$684.24 for parts for the garage listed on the original bid
4. \$500 for additional items needed by our professionals to do jobs at the woodlands and garage item organizations

Total: \$2,184.24

Aran made a motion to repair the garage for \$2,184.24. Lisa second. No discussion. Unanimous. 4-0

c. Sidewalk repair bid building 2 ~ Aran motioned to repair the sidewalk in front of building 2 for \$2,565.

Shelley second. No discussion. Unanimous. 4-0

1. Sidewalk repair bid building 2 (bid from Jamar for board members to review)
2. Building 2 (unit 2390) concrete moving away, rebar exposed ~ contributing to massive water intrusion and black mold in basement (sidewalk, gutters and drainage issues).
3. Property Manager recommends doing right away (mitigation) ~ can't wait for larger fix with drainage via structural engineer.
4. \$2,565: from bid "estimate includes: machine time, labor to remove old sunken sidewalk, truck time, disposal of old concrete, labor to form new concrete sidewalk, steel dowels to pin new concrete to building, labor to install steel dowels, concrete for new sidewalk, labor to pour and finish new concrete to sidewalk."

d. The Woodlands Entrance Sign Grant from City ~ Aran motioned to approve \$500 for items in the grant

requirements for the entrance signs (lights, bushes, permits and any other required items). Lisa second.

No discussion. Unanimous. 4-0

1. 2021 board did not finish out the paperwork required for the grant we were awarded for \$4,500 towards new signs to The Woodlands
2. 2022 board will need to complete this work, so we don't have to give these funds back.
3. Permits were not requested for the sign, need to do asap.
4. Up to \$500 needed to purchase solar lights, bushes, permit fees and any other items needed to close out this grant.

e. Engineering Report Bid ~ (7:38pm). external drainage (In progress ~ Engineering firm bid for report) ~ Aran

motioned to approve the engineering bid for a drainage assessment. Shelley second. No discussion.

Unanimous. 4-0

1. Engineering (Abram-Moss Design Group LLC) local company in Bloomington
2. Start with Drainage and will add more later for other needs (grading, sidewalks, pond, foundations). Drainage asked for right away, given our continuing water instructions issues for many units, due to bad drainage work done by Hoosier Water Away in 2017.
3. Following city's instruction to get a report done by engineer. Met with multiple engineers to bid on the project, who recommended a report would likely indicate "industrial level drainage" to fix our current issues.

4. From the bid "Project Approach: 5 sequential phases for full improvement project (planning assessment, data collection, analysis & design, review & edits, project solicitation/ procurement, and construction management). Planning assessment phase only ~ proposal for subsequent phases will be provided following the planning assessment phase."
 5. Money in the current budget for engineering plans
 6. \$Bid for Drainage Assessment \$3,250.
- f. **Tree trimming/removal/pond invasives bid** (7:43) ~ Aran motioned to approve \$37,937.64 for tree trimming, removal and pond invasive work by Bluestone Tree. Shelley second. Discussion clarifying the report listed in the drive. Unanimous. 4-0
1. Bid from Bluestone tree (certified arborist)
 - a. **\$15,252.17 for tree trimming in the fall** (comes out of \$10,000 in the budget for trimming, with extra from landscaping contract)
 - b. **\$2,500 for pond invasive removal** and treatment to prevent regrowth (will likely have to do treatment portion for 3 years)
 - c. **\$20,185.47 for removing 10 trees** (less than 2021 budget of \$25,000 spent to remove 6 trees. Current budget of \$15,000 for tree removal, but \$20k savings on landscaping contract will cover the difference).
 - d. BPG Inspection: "The abundance of mature trees around buildings 5,6 and 3 (garages) are creating conditions that will shorten the lifespan of the roof structure due to multiple factors: Excessive shade, heat for shingles to to properly adhere, limbs in contact with the roof surface, trees dropping debris, trees over crowded).
 - e. Updated tree map shows removal of 10 trees by units and buildings, one invasive tree removal by pond with forestry mower for all pond invasives, large amount of tree trimming throughout The Woodlands.
 - f. Tree map and redacted bid from Bluestone shows tree removal and trimming. Bluestone tree shows detailed report for why specific trees needs to be removed. All send to homeowners weeks ago via USPS.

Note: Bluestone wants to schedule tree trimming in September (very dry summer and leaves will come down earlier this year ~ it is best to trim the trees while they can still clearly see any dead branches or areas without leaves). ***(bid includes tree map and arborist report with detailed descriptions of why specific trees need to be removed).***

Matt from Bluestone Trees wants to get on a regular schedule with of us tree trimming and examining trees for any needed removal (checking for invasive removal and keeping the invasives in the pond treated). He says the cost is more up front, but with a professional who is trimming the trees correctly, in the future they will be healthier and the cost will go down. He would put us on a yearly schedule to trim trees in the fall Sept/Oct, and look at trees in the spring (any invasive removals/treatment/other).

We can still do a yearly tree report and both arborists said it would be alright to stretch out tree injections until next year. Since we need to spend more on tree trimming at this time, we will need to follow that recommendation. Especially since more than \$5,000 in tree trimming was recommended in the 2021 tree report, but the 2021 board never conducted the work (reason unknown). It should be noted that in 2021 the board spent \$25,000 to remove 6 trees.

\$37,937.64 Total ~ schedule with Bluestone now for September tree trimming and pond invasives & other tree removal as soon as bluestone is able to schedule.

- a. **Election of new board members information** (7:58pm) (2 seats for terms 2023, 3-year terms) ~ Aran.
Ballots sent out/received via paper mail, through Oct 13th. Counted at the meeting and then announced.
- b. **Candidates for the board to speak** (8pm): Valerie Grim, Shahana Ansari.
- s. **Follow-up items from the meeting**(8:14pm) (**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
 - c. Put August Meeting minutes on the website and homeowner Google Drive ~ Aran/Lisa
- t. **Announcement of Next Meeting**
 - d. The next meeting will be the Annual Open Board Meeting held October 13th at 7:00pm on zoom
- u. **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
- v. **Adjournment 8:45pm** Aran made motion, Lisa Second. Unanimous.

Announcement: The next Town hall meeting is September 15th 7pm

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. Operations Report
4. Buildings & Grounds Committee Report
5. 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>