

## January 2023 Open Meeting Minutes

Woodlands Winding Brook HOA

January 12<sup>th</sup>, 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 (7:00-7:05pm)

- a. Logistics reminder: chat bar & homeowner comments are for questions & feedback *to the board only*. Board members cannot be expected to answer chat questions while the meeting is running.
- b. The chat bar is open as a courtesy for homeowner *technical issues only*. If you have a question or comment for the board, please reserve them for the end of the meeting (during the homeowner comments). **Note: Homeowners who put disparaging/rude comments into the chat bar will be warned and then removed from for disrupting the meeting.**
- c. Homeowners present: Ash Gupta, Sherry Jeffers, Petter Krstanocski, Peggy Billeck, Malcolm Webb, Kristie Lindberg, Donna Davis, Donna Sembroski, Kenneth Shaffer, Jeff Cupp, Jean Piatt, Brett Haviland, Caroline Alomar, Cindy Johnson, Jeanette Clausen, Connie Beckwith, Jeanette Schuler, Kris Kuntz, Karolina Serasin
- d. Board Members present: Shahana Ansari, Valarie Grim, Aran Mourand, Lisa Meuser, Shelley Taylor
- e. Professionals present: Laurie (Financial Manager), Ashley (from Property Management Jamar)
- f. Notetaker for the meeting: Lisa Meuser
- a. (Note: Write the word for word motion by a board member for clarity).

### 2. Approval of Minutes (7:05-7:07pm)

- b. Open Board Meeting (December 8<sup>th</sup>, 2022):  
**Action:** Aran motion, Valerie second, unanimous 5-0
- c. Townhall Meeting (December 15<sup>th</sup>, 2022):  
**Action:** Aran motion, Valerie second, unanimous 5-0

### 3. Report any board decisions between meetings (7:07-7:08pm) *Discretionary Monthly Approval (DMA)*

- Action without a meeting is business voted conducted via the board email, which is standard and normal practice for a board between meetings and must be unanimous vote by all board members.*
- a. Action without a meeting: Two requested payment plans approved for homeowners (confidential)
  - b. Property Manager DMA: Replaced rotted boards and deck post on unit

### 4. Executive References, Aran (7:08-7:10pm)

- a. Executive session meeting: 01/12/23: Legal updates, Arrearages, Leans/foreclosures, Delinquency Policy Resolution implementation, Confidential Homeowner request items, Technology Logistics, Hoosier Water Away (drainage in 2017).
- b. The board cannot comment publicly on pending legal. Homeowners may look up any public info:
- c. Link: mycase.in.gov or <https://public.courts.in.gov>
- d. Case #'s current: 53C06-2206-CT-001096, 53C01-2105-PL-001157, 53C06-2212-PL-002665
- e. Case #s: dismissed: 53C06-2205-MI-001071 (2022 ~ trees) & disability discrimination case
- f. Legal expense (The HOA estimated to spend nearly **\$20,000** in response to legal cases/action against the board in 2022). Please remember: Homeowner litigations are costly for **all** homeowners. Please find other ways to work with our neighborhood, so we can reduce this cost.
- g. Helpful link to see up-to-date info in your neighborhood: <https://monroein.elevatemaps.io/>
- h. Legal clarification: Any internal unit needs are homeowner responsibility
- i. Legal item mentioned in December town hall meeting ~ clarification

Clarification: After the board elections in October of 2021, the information the new board was given about the documents they requested, was that the 2020/2021 board documents were somewhere in the (1000's of) emails. In 2022, a former board member contacted the 2022 board from his legal counsel, stating that the 2022 board was not compliant because we did not have the 2020/2021 contracts/invoices on the homeowner Google drive for the homeowners to review. The 2022 board had to respond to this legal threat, and our HOA legal counsel informed the former board member that he would be held personally responsible for those missing documents (because he was on the board at that time, not us) and must provide them to the board. The former board member finally gave those documents to the current board, and our HOA president, Aran, put them on the homeowner Google drive. As you can see, this transition of leadership has been hostile and the current board has done the best we can, while past board members have threatened us with legal action. We are all one community, one neighborhood. When homeowners attack other homeowners, they are ultimately attacking themselves as well as the entire homeowner community. Please set differences aside and help our neighborhood. We have a lot of work to do, and we need everyone helping, not fighting.

#### 5. **President's Report** ~ Aran (7:10-7:15pm)

- a. Yearly calendar for 2023 on the homeowner Google drive & website
- b. Financial balances (FM statement) ~ Assets overall & operation fund within acceptable range
- c. 2023 fees & special assessments for larger projects ~ reviewed by FM (board adjusted in Dec)
- d. Working on total 2023 budget expenses and aligning correct categories for 2023 budget with FM
- e. Property Management has indicated that GMS is the most important piece moving forward
- f. More items will be moved to professionals (on a schedule) to reduce board burnout/turnover
- g. Top priorities for 2023 board: Neighborhood drainage project (includes pond area) & schedules: Current plan to pay for capital replacement items with special assessment and grants/loans
- h. Reminder of large issue that many HOA's face: People are abusing discrimination protection agencies by filing false disability discrimination claims over small board items (i.e., getting free legal help from these organizations) and the HOA's legal must fight these baseless claims. If you don't have a legitimate discrimination claim, please refrain from litigation and instead, attempt meeting with the board. **Litigation costs ALL homeowners.**
- i. Board elections info and voting ballots are mailed by our property manager (Jamar) with easy voting procedures for all homeowners: Homeowner ballots can be mailed, emailed, or delivered in person to the property management office. (No election voting will take place on Zoom meetings) Next election cycle Fall 2024 (3 board seats will be open for 3-year terms ~ Aran, Shelley, Lisa)
- j. Last minute item ~ 1/12/22 the board received a petition for a special meeting by homeowners about the drainage and pond area. The board has sent this to legal for review. We cannot comment on this while it is being reviewed by legal. The only comment I will make is that we had already planned on discussing many of the pond / 2<sup>nd</sup> phase drainage work at today's meeting and the board voting on it at the February meeting. This request is much like the tree work request in 2022, where we have to comply to hold a special meeting for homeowners within 30 days of receiving the petition. Please note that this type of action and any further legal actions on this matter will cost the board (and therefore all homeowners) a great deal of time and money. Much like it did last year ~ of around \$10,000-\$15,000 when you factor in the legal and time / special projects for our management.

#### 6. **Treasurer's Report** (7:15-7:20pm) ~ currently sharing tasks, no treasurer elected (Aran/Shahana)

- a. Monthly update of the running budget (can also be pulled when approving new items) ~ Shahana
- b. Quarterly internal audits ~ to be reported at the annual meeting in October
- c. Payment section updated on the website ~ clearer navigation to the payment information:  
<https://www.woodlandshoa.net/payment/>

- d. Reminder: 2023 Fees: Units without a garage-\$385, units with 1 garage-\$400, units with two garages-\$415
- e. 2023 Special Assessments: \$750 March 1<sup>st</sup>, \$750 July 1<sup>st</sup> (\$1,500 total for 2023 Capital Replacement Projects)
- f. Delinquency Policy Resolution (DPR) for collecting arrearages ~ All homeowners have 90-day grace period.
- g. Delinquency Policy Resolution notice: 1<sup>st</sup> notices mailed out after arrearages are 90 days late. 2<sup>nd</sup> notices mailed out the following month. Arrearages of more than 90 days late, with two notices sent out, will be turned over to our legal (contract to oversee arrearages/leas/foreclosures)
- h. Our Delinquency Policy Resolution & clear communication about arrearages has made an impact: More homeowners are paying their balances and avoiding large balances accruing in the future. Leas and foreclosures likely for a very small number of homeowners with very large balances. This policy (in which all homeowners are treated fairly) is helping to maximize our assets and limit our liabilities. It also ensures that no one is treated differently when it comes to arrearages and doesn't leave us liable for legal action. This will help move forward funds that are needed to repair and maintain our common areas and external building items.
- i. Arrearages: Lowering significantly from where they were 6 months to a year ago.
- j. Funds put into the reserves for larger capital replacement projects (allocated to the 2023 budget).
- k. Online fees: We explored Town Square (i.e., Town Sq: <https://www.townsq.io/>) ~ complicated.
- l. Online fee option: An example of **Stripe**: [www.lawncarebloomington.com/payment/](http://www.lawncarebloomington.com/payment/)  
Tech/FM can work together to set this up on our payment website page ~ linked to either bank account or our PayPal. (Homeowners can pay online & homeowner automatically pays the fee associated with it ~ possible auto calculate feature or flat \$20 fee per transaction, i.e., cost of business to use this feature for the homeowner ~ standard procedure).  
Stripe. Per transaction fee 2.9%, plus \$.30 per transaction no yearly or monthly fees.  
<https://www.forbes.com/advisor/business/software/paypal-vs-stripe/>  
Stripe is known as a better fit for businesses, as it has more payment customizations.  
We can customize Stripe to add in the fees when someone pays online, so that the homeowner pays those fees, and they aren't passed onto the HOA.  
**Action:** Aran made a motion, Valerie second. Unanimous 5-0
- m. Financial Manager Contract:  
**Action:** (postpone until next meeting)
- n. Most financial procedures and safeguards explained with the Financial Manager Procedures

## 7. Current Financial Manager (FM) Procedures (informational only) A/B/C uploaded/emailed monthly by FM.

- a. FM sends financials via email (monthly) to all homeowners. All financials' homeowners are allowed to view are placed in the homeowners Google drive for review by FM in "Financial Statements Public."
- b. FM puts the invoices/receipts once a month in the "Invoices & Receipts."
- c. Board members continue to add signed contracts to the homeowner Google drive as they are completed (and provided to financial manager for checks and balances of approved/allowed payments to contractors) Transferring this process to the financial manager.
- d. Board members continue to add new reports and studies to the homeowner Google drive as received and any insurance information for new contractors.
- e. All payments 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 and signed with board signature stamp (Signature stamp is also approved by two board members via email, before the check is sent out).

8. **Financial Manager's Report** ~ Laurie Miller, Financial Manager (7:20-7:25pm) ~ Laurie

9. **Property Manager's Report** ~ James/Tonya with Jamar Property Management (7:25-7:30pm)

a. See in Google Homeowner Drive.

10. **Communications Report** ~ Shelley (7:30-7:35pm)

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

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

Homeowners have access to all documents they are allowed to view; signed contracts, invoices/receipts, studies/reports, updated homeowner list (address only), financial reports, committee documents. This drive is for **viewing documents ONLY**. Homeowners who give us their email to access this drive are NOT consenting to have their email shared.

c. **(NEW!) Homeowner Conversations Google Group:** We have set up a "homeowner Conversations" Google group that homeowners can "opt in" and agree to join with their email. This group will be specifically for homeowners to converse with each other (separate from the board email list). Any homeowner can join this group and join in the conversations. We plan to send out the Survey on Friday, Jan. 13.

d. The Quarterly Newsletter (Spring, Summer, Fall, Winter) will be mailed to homeowners by our property manager, Jamar, and emailed by the board when convenient.

e. Woodlands Announcements are sent by email from the board/property manager to all homeowners ~ check email regularly for updates.

f. HOA board communication via USPS mail & email only.

g. Homeowner communication with the board and property manager (See steps 1- 4):

1. Fill out a Homeowner requests via our website: <https://www.woodlandshoa.net/homeowner-requests/> .The online homeowner requests go to both the board and property manager.

2. Email the board and property manager: [board@woodlandshoa.net](mailto:board@woodlandshoa.net), [manager@woodlandshoa.net](mailto:manager@woodlandshoa.net) (photos that go along with your homeowner requests must be emailed separately from the homeowner request link.)

3. Attend open board meetings or quarterly town halls (See Calendar in homeowner google drive).

4. As a last resort, request a personal Zoom meeting with the board. (All board members will be invited to these Zoom meetings).

h. The board is open to communicating with homeowners and finding positive solutions together as swiftly and inexpensively as possible. Please send your emails to the entire board. If homeowners email specific/individual board members, all content will be shared with all board members for transparency.

i. Litigation: Litigating with the board costs ALL homeowners. We encourage you to attempt to resolve any issues and concerns with the board via our other methods listed above and use litigation as a last resort. Please also note: We cannot communicate with homeowners involved in litigation about their litigation (in person, or otherwise). All litigation communication must go through legal.

j. Homeowner suggestions/feedback: We welcome homeowners who suggest concrete ideas/solutions to the board in a respectful manner. Homeowners who simply complain without offering concrete ideas/solutions will not be taken seriously. Homeowners who communicate with bullying, abusive, inconsiderate language will be ignored. Homeowners who communicate using threatening legal language will be sent to our legal team. *Please note: All homeowners pay for our legal services, so before filing a hasty or frivolous lawsuit against the board, please remember how much it will cost your fellow neighbors.* We instead encourage homeowners to try and resolve your conflict by attending our open board meetings and town halls to give us your respectful feedback or email us.

- k. We are a volunteer board working on your behalf. We spend our personal time working for the HOA. Therefore, please do not approach board members *in person* regarding HOA related matters. (Use the processes above if you have a homeowner concern or question). In addition, because of a few homeowners approaching board members inappropriately (verbal threats and physically threatening gestures), current board members will only engage with homeowners in HOA related matters if it is initiated by the board and the board has deemed that there is an immediate need to do so.
- l. *Homeowners, please don't engage with our contractors.* The proper procedure is to submit a homeowner request to our website (listed above). If a contractor cancels their contract with us because of a homeowner interruption, the homeowner could be held responsible.
- m. If you are not receiving our communications, please check your spam folder for both board announcements & google group messages.
- n. All board members are expected to check their board email once per day, (M-F).
- o. Additional Monthly Communication Report Info (if needed).

## 11. Operations Report ~ Aran (7:30-7:35pm)

- a. Homeowner Request Spreadsheet (show): increase in online requests, permanent data collection
- b. Grounds Maintenance Schedule (GMS)--in the works (B&G Committee).
- c. Common Areas Repair & Maintenance (CARM)-- in the Works (B&G Committee).
- d. Meetings happening with Operations Management: meetings with PM, FM, FIG, tech, legal, 2<sup>nd</sup> legal, landscaper, tree professionals, engineer/PM, handyman, trash collectors, city officials, JT.
  - a. PM: meeting with all our contractors & city officials, negotiated bids/contracts.
  - b. FM: improving procedures for streamlined process, all financial procedures.
  - c. FIG (external Insurance): Met with in fall, approve all new procedures, 2023 set.
  - d. Tech: website update (dates for all meeting for 2023 up already), new google group.
  - e. Legal HOA: Rules updates/enforcement, arrearages/DPR, prevent new lawsuits, HWA.
  - f. Legal (insurance for 2 open cases from 2020): Proceed as usual.
  - g. Landscaper (R&S): Wood chips, cedar mulch (natural bug repellent) watering/metal covering. plants, cut back overgrown areas, picking up tree branches/sticks, common area work. (edging), additional vinegar spray for weeds, neighborhood invasive removal help.
  - h. Tree Professionals: Walk through and bid for next year's work.
  - i. Engineer (Abrams & Moss): drainage design, foundation report.
  - j. Project Management (Abrams & Moss): soliciting bids for phase 1 of drainage & other.
  - k. Handyman (Lane Maintenance): monthly trash area cleaning, gutters/downspouts, misc.
  - l. Trash: Changing over to trash dumpsters with lids (easier to keep wildlife out).
  - m. City Officials: working with PM & engineer on drainage & pond area.
  - n. Chimney inspections (Julie Todd Cleaning LLC): working on chimney report for units.
  - o. Unit Keys ~ Property manager has (homeowners must provide them a copy).
- e. Site Drainage Design Update: In progress: \$5,800 (50% now, 50% upon completion).
- f. Project Management Update (Phases 1 & 2a) \$4,000 (50% now, 50% upon completion).
- g. Drainage Report ~ \$198,000-\$223,000 to do all the drainage and pond area work with project management from engineering firm Abrams & Moss to ensure correct permits and procedures.
- h. Engineer sourcing foundation report bid currently, for the board (front area foundation to be considered with drainage). Reports of multiple buildings with doors sinking in the front (foundation/drainage issue).
- i. Meetings with the City of Bloomington ~ PM/Engineer/Aran/Shelley/B&G Committee.
- j. Covenant violations: excessive rule breaking currently. The Board will be looking into tightening up, updating, enforcing Covenant violations with property manager and legal, in 2023.

- k. Last few months-teens/kids reported to have been climbing onto roofs, into the pond area and going into backyards. Homeowners, please talk to any young people in your unit or visiting your unit to let them know this is not allowed—it is dangerous for them and for our property.
- l. Multiple reports of dogs left unattended and off leash, and large amounts of dog poop left all over the property (this costs all homeowners money because our handyman bills to us pick-up).
- m. Break-ins and vandalism reported in January 2023. The board is *not* responsible for reporting details on this topic. Call the BPD if you wish to have more info.
- n. New garage pad with code, board member email password change upon board member leaving, new password for website upon board member leaving (website changed & had to be fixed).
- o. Chimney inspections conducted in December (required for insurance) by Julie Todd Cleaning LLC. Apparently, some units hadn't been cleaned in the past as required. Now we will have a comprehensive document to work on and better procedures on this item. A Homeowner used the homeowner Google drive to email the entire neighborhood which created unnecessary conflict. Please do NOT contact homeowners in this manner. Future procedure on this item, HOA pays for inspections and if a cleaning is needed it will be completed as required and the homeowner will be billed by our FM (added to homeowner's account as an assessment).
- p. Technology update: homeowner Google Drive (documents access), google sheets for tracking requests, google forms for homeowner surveys, Homeowner requests on website.
- q. **2022 Challenges:**
  - a. Ongoing litigation from previous boards
  - b. Hostile transition of leadership between boards
  - c. Unacceptable homeowner behaviors (verbal/physical threats to board members)
  - d. No current organization process or structure for board transitions or responsibilities
  - e. No internal tracking system for our common grounds
  - f. No written schedule of maintenance items or needed contracts for yearly grounds work,
  - g. Homeowner interference with contractors at such a level that *two* cease and desist letters had to be sent from legal to two former board members and at least one contractor was lost due to homeowner interference.
  - h. Massive invasive species takeover of grounds
  - i. Gutter & drainage challenges (water intrusion into units)
  - j. Trees hanging on roofs/cars/walkways
  - k. Erosion bond from the City of Bloomington originating years ago
  - l. Three board members resigned in early 2022
  - m. Immense Trash build-up issues
  - n. 2020 email: previous property manager identified issues: trees, gutter guards & drainage
  - o. Neighborhood rule violations
  - p. Trails unattended for years
  - q. Overall low neighbor/homeowner morale; conflicting neighborhood involvement, not much homeowner participation.
- r. **2022 Successes:**
  - a. Trails partially built back up with wood chips (and put onto landscaper schedule)
  - b. Rule violation enforcement began fairly for all homeowners equally
  - c. Reviewing and updating the rules and establishing correct procedures for enforcement
  - d. Implemented more trash pick-up days and homeowner suggested monthly cleanup of trash areas (considering dog trash cans as well for the spring clean-up day)
  - e. Currently have a full board of five members for the first time in a year
  - f. Set-up procedures to protect board members and hopefully lessen board turnover

- g. Worked with the City of Bloomington actively on our erosion bond and listened to their direction on the best procedures for drainage and the pond area work
- h. Large amount of tree work done to protect the buildings/cars/people and we are getting on a regular tree trim/injection/removal yearly schedule with arborist who has forestry experience
- i. Two frivolous legal actions from homeowners dismissed by courts or regulatory agencies (costing homeowners more than \$15,000 in unnecessary legal fees)
- j. Implemented regular gutter/downspout cleaning
- k. Removed non-functional/clogging gutter guards
- l. Conducted large drainage study from engineer who will also be conducting project management services for our upcoming drainage work
- m. Mitigated drainage needs at multiple units (including air rooting around a tree by a certified arborist, to save the tree and protect the building from water intrusion)
- n. Built a starter grounds schedule to implement with management
- o. Non-functional and pest infested HOA garage area – cleaned, organized, and repaired
- p. Removed invasive species around the pond area threatening our ecosystem
- q. Re-established the Buildings and Grounds Committee (responsible for much of the invasives and tree work ~ as well as the newly implemented fall garage sale and spring clean-up day)
- r. Implemented our own HOA internal tracking system (homeowner requests tracked and kept)
- s. Upgraded and organized our entire digital system of documentation ~ Homeowner Google Drive (for homeowners to view documents only)
- t. Secured digital meeting system (board account) Zoom & Google Meet
- u. Implemented Homeowner Conversations google group for homeowner to converse with each other as they wish. The board (as a whole) will not monitor this group.
- v. Complete overall of the HOA garage system into a functional area for our contractors
- w. Moved all old board documents into locked files in the HOA garage (eliminated paid storage)
- x. Increased homeowner involvement
- y. Starting to have litigation dismissed at a faster rate due to fair and streamlined processes that our professional managers recommended.
- z. Moved towards more friendly neighborly behaviors and collaboration between neighbors

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

- a. Weed Wrangle 2<sup>nd</sup> Sunday of the month April-October, 10am-noon (meet at the HOA garage)
- b. 2023 Calendar:
  - i. Spring Neighborhood Clean-up Day Saturday May 13<sup>th</sup> 10am-12pm social 12-1pm
    - 1. Mainly planting trees/bushes/low level flowers/grasses & removing plastic green netting
    - 2. Help from landscaper on removing burning bushes & weeds
  - ii. Fall Neighborhood Garage Sale Saturday September 16<sup>th</sup> 8am-12pm social 12-1pm
  - iii. Sign-up link from the HOA with google forms / google sheets (will email out soon)
- c. Apply for small and simple grant to repair common area ~ get picnic tables back.
- d. Need to follow up with the 2020/2021 board sign grant ~ never finished & could lose funds.
- e. Apply for funding from the city.....HOAs not eligible for the City of Bloomington Stormwater Drainage Grant in 2023 ~ we need grant writing help-writers, please volunteer to help us!
- f. Working on planting schedule for this year to catch us up (trees/bushes/flowers & grasses).
- g. Working on invasive burning bush removal ~ to correspond near the spring clean-up day.
- h. Huge involvement with the drainage/pond area project (comments from B&G members).
- i. See documents in Homeowner Google Homeowner Drive.

## **13. Tabled Business *(being researched/tabled for now, will move to new business when ready)***

- a. Entrance wall stone damage ~ being researched
- b. Updating the governing documents ~ being researched (renter restrictions high priority) ~ Shelley

- c. Election of Treasurer ~ Board members are overseeing these duties until a replacement is found.
- d. Neighborhood roof plan/progress 2022 & warranty document (warranty document) ~ Aran
- e. HOA Board owned nonfunctioning laptop ~ Need to pick up from Laurie (need secure disposal)

**14. Pending Business** (*being worked on, will move to new business when ready*)

- a. Internal Quarterly Audits (reported at annual meeting in the fall) ~ Shahana / Aran
- b. The Woodlands Entrance Sign Grant from City (\$500 allocated for lights/bushes/permits) ~ pending
- c. Grounds Maintenance Schedule (in progress) ~ B&G Committee
- d. Common Areas & Property: repair & maintain~ Document (with inventory list) ~ B & G Committee
- e. Systematic procedures document (informed on booklets provided to board members) ~ Aran
- f. Native plant sale \$170 Pollinator Native Plant Kit & \$330 for bushes (\$500 total) ~ B&G ongoing
- g. Small and simple grant \$500 for picnic tables ~ B&G committee in progress (Jan 2023)
- h. Landscaper dates for invasive burning bush removals ~ B&G Committee
- i. Updating Rules document ~ Aran/Shelley with legal
- j. Phase 1 & 2a drainage approved & bids being acquired by engineer (project management)
- k. Structural engineering report bid for foundations

**15. Yearly contracts to Review**

- a. External Insurance policy First Insurance Group 12-month contract (review & sign in Nov 2023)
- b. Landscaping R&S 10-month Contract March – Dec 2023 (review & sign in Dec 2023) 2023 \$35,000
- c. Legal Contract: Eads Murray & Pugh 12 month, 01/01/2023 ~ (review & sign in Dec 2023)
- d. Property Management Jamar Contract 9/1/22-9/1/23 ~ (review & sign in August 2023)
- e. Trash Corral: cleaning/hose/mend 14-month contract Sept 22- Dec 23 (review & sign in Dec 2023)
- f. Technology allocation (up to \$500 per month) 12/31/23 ~ (review & sign in December 2023)
- g. Gutter/Downspout Cleaning (Fall/Spring schedule & spot in winter) ~ completed 2022
- h. Tree Report spring
- i. Tree trimming/removal (fall), invasive removals/treat (spring), tree injections/care (spring)
- j. Decks power wash & stain (spring/summer every 5 years ~ last done 2017 summer)
- k. Chimney Inspections: Julie Todd Cleaning LLC ~ (cleaning homeowner responsibility). Completed 2022

**16. New Business** (7:45-8:00pm) *Same procedure as homeowner comments, limit comments for 3 minutes each.*

*Note: Board members are volunteers who listen to professional advice, consider homeowner input, and ultimately make the decision that they think will be best for the entire neighborhood.*

- a. Gutter/downspout cleaning bid for 2023 \$6,500
  - i. Spring and fall gutter/downspout cleaning with a spot clean in the winter
  - ii. Same contractor as last year and even giving us a better price
  - iii. Item in our budget ~ won't go over budget on this item
  - iv. A little over expense item 8: gutter cleaning \$6,000 (budget \$7,000 ~ last year).

**Action:** Aran made motion, Shelly second. The work will start in April/ May. Unanimous 5-0

- b. Rock removal from buildings 1/2/3, put down dirt bid \$2,400
  - i. Areas the past board put river rock down after work and promised to replace with dirt eventually. We are following up on that promise.
  - ii. Must have done before the spring clean-up day where homeowners are going to plant many items.
  - iii. The river rock makes it very hard to have weed control on these areas and many homeowners have complained about it.

iv. Within expense item 8 : grounds maintenance other (\$5,00 for the year)

**Action:** Aran made a motion. Valerie second. The dirt will go around buildings 1,2 and 3. Unanimous 5-0

c. Allocation of funds for spring clean-up day (weed wrangles) & fall garage sale

- i. \$4,000 allocated in the 2023 budget for this purpose
- ii. Excel file list of tentative items from the B&G Committee
- iii. Some items being researched for best prices
- iv. Finding local deals throughout the year (like last year) from local non-profits to help with native planting (invasive removal) and big supplies with deals (IU Surplus Store, Aldi & other)
- v. Will work with the financial manager as much as possible for direct purchase with the debit card (for more accurate accounting of these funds)
- vi. Purchasing dirt this month to start growing some of our own plants to save funds
- vii. Possibility: Purchase pitcher(s) to provide hot beverages for homeowners participating at social/garage sale

**Action:** Aran made a motion. Shahana second. Valerie confirmed that it's already in the budget. Vote was 5-0.

d. Rule Updates (last 2018): Items up from proposal (*board vote only to update*)

- i. Updating and enforcing our rules keep the neighborhood safe and protect property values
- ii. Fair enforcement to all homeowners/renters ~ regular oversight, notices, court if no comply.
- iii. Exp: One large issue this year (for 6 months plus) has been trash/property in the common area. Tree work and woodchip paths couldn't be done due to this rule violation. Time/money with legal spent to enforce this.
- iv. Information on current issues:
  - i. Kids/teens going into the pond area, getting on top of roofs, going into the back yard of units
  - ii. Dogs off leash and with their owner nowhere in sight (safety issue)
  - iii. Excessive amounts of dog poop being left all around the neighborhood (costing *all* homeowners money for removal)
  - iv. Dogs left outside, tied up to the back of the property unattended
  - v. Trash and other items being left in common areas (outside of fences)
  - vi. Large plant pots taking over landscaping areas that need to be worked on by our professionals
  - vii. Renter requirements (copy of lease each Jan. to HOA, proof of renter insurance, proof of HAND status)
  - viii. Unit areas (No longer possible to have landscapers leave surrounding unit areas for homeowners to tend on their own.)
  - ix. Grills left out
  - x. Bicycles and other items left on front areas
  - xi. Broken furniture and trash in back yards
  - xii. Furniture and electronics being placed in trash bins
  - xiii. Clear rules of financial payments on the rule document
  - xiv. Decks need to be stained a dark color to match the exterior siding
  - xv. No plastic netting used for erosion areas (only biodegradable)
- v. Feedback for rules: (other items we should consider)
  - i. Item 1:
  - ii. Item 2:
  - iii. Item 3:

**Action:** postpone vote until Aran/Shelley update the document & legal reviews

- e. Phases 3 & 4 drainage (please reference the 2022 Abrams & Moss Drainage Report)
  - i. Information: These are the last two phases of the needed drainage work based on severity.

**Action:** postpone action until Feb open board meeting

- f. Phase 2b option 1 or 2: drainage/pond (please reference the 2022 Drainage Report)
  - i. Information: Engineer, City officials, PM, B&G recommend repairing this area to artificial wetlands / rain garden (which according to the engineer, the area already started to have changed into, over time.)
  - ii. The board is allowed to vote to repair areas of The Woodlands. No homeowner vote for this item.
  - iii. Please note: The retention pond has been attempted to be restored/repared by previous board at great expense and with no success. Even if we spend the larger amount of money to go this route (very much over the budget), the professionals don't think it will be successful.
  - iv. Action needs to be taken on this item. This mud pit area cannot continue to be left on its own. The invasive species will (again) grow out of control and it will take extra funds and time to remove them again. The drainage impacts this area. It will erode and cause problems. The city of Bloomington has cited this area in our bond. They could be fining us daily on this issue. The only reason they are not currently fining us is because we are working with them.
  - v. Important aspects to consider from our engineer: consider the original intent of the pond.
    - 1) to regulate the storm water 2) to be a wildlife habitat feature as wellThe retention pond/plastic liner option will not provide much habitat and still may not be successful in repairing the area to a retention pond because the ground in this area and across the county is not formidable for ponds (many artificial ponds have issues). The artificial wetlands/large rain garden option will provide that habitat enrichment, just as the original intent of the area was supposed to do so, as well as regulate the storm water (which affects not only our neighborhood, but also the stream and the school nearby). We will continue to apply for funding that can help us with the pond area, but we'll likely have a better chance of getting funding if we go with a wetlands type of approach.

**Action:** Motion to approve up to 3k for a schematic bid for pond repair (educational purposes) for the recommended option by the engineer/city for a wetland /rain garden. Aran made a motion, Valerie second. Unanimous 5-0

Other action will be postponed action until February open board meeting

#### **17. 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. Approved meeting minutes uploaded to the board Google Drive ~ Aran
- c. Put new meeting minutes in the board only homeowner Google Drive & email ~ Lisa
- d. Next month's financial statements & Invoices/Receipts-See homeowner Google Drive ~ FM

#### **18. Current Board Task List: (what tasks can board members or community members take on)**

- a. Monthly Financial Tracking Live Budget ~ Shahana
- b. Homeowner Request data review & report out ~ Shahana
- c. Quarterly surveys & additional needed surveys for homeowners ~ Shahana
- d. Meeting Minutes ~ Lisa
- e. Communication ~ Shelley
- f. Board Announcements ~ Shelley
- g. Newsletter ~ Shelley
- h. Documentation proofing ~ Shelley
- i. Project manager ~ 1<sup>st</sup> point of contact Aran, 2<sup>nd</sup> point of contact Shelley

- j. Financial Manager year end budget review ~ Aran
- k. Budget creation ~ Aran
- l. Quarterly internal audits ~ Aran & Shahana
- m. Set and create agenda for meetings ~ Aran
- n. Tech work on systems ~ 1<sup>st</sup> point of contact Aran
- o. Update website ~ Aran
- p. Upload meeting minutes and documents to website ~ Aran
- q. Buildings & Grounds Committee Chair ~ Aran
- r. Update and upload documents to the homeowner Google drive~ Aran
- s. Meet with contractors (landscaping, handyman, engineer, city officials) ~ Aran/Shelley B&G
- t. Correspond to and meet with legal ~ Aran & Shelley
- u. Respond to homeowner requests via board decisions and rules ~ Shelley

### **19. Announcement of Next Meeting**

- a. The next meeting will be the Open Board Meeting held February 9<sup>th</sup> from 7-8:30pm on Zoom
- b. Quarter 1 Townhall March 16<sup>th</sup> 7-8pm.

### **20. Homeowner Comments 8:00pm-8:30pm. As time permits.**

- a. Logistics: chat bar & homeowner comments are for questions and feedback to the board only
- b. 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
- d. Homeowners must limit their comments to 3 minutes per round & follow all board instructions
- e. Board feedback will be given after each round of homeowner comments (also 3 minutes each)
- f. We will allow multiple rounds of homeowner comments, as time permits, until 8:30pm.

### **21. Adjournment Time:**

#### **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](mailto:board@woodlandshoa.net)

Property Manager Email: [manager@woodlandshoa.net](mailto:manager@woodlandshoa.net)

Financial Manager Email: [finance@woodlandshoa.net](mailto: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>

Adjourn at 8:49pm.