

February 2023 Open Meeting Minutes

Woodlands Winding Brook HOA

February 9th, 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. *Note: This open board meeting is for board members to conduct board business. Homeowners may participate during the homeowner comment period *at the end of the meeting only* which we include as a courtesy for homeowner involvement and feedback. Please hold all homeowner questions and comments until the end of the meeting. **We will do our best to have 30 minutes of reports, 30 minutes of new board business and 30 minutes of homeowner comments (at which time we can amend board business if needed).**
*Civil behavior must be conducted at all times, or you will be asked to leave the meeting.**
- d. *For the minutes being taken: Please write the word for word motion by a board member for clarity*
- e. Homeowners present: Donna Davis, Donna Sembroski, Kenneth Shaffer, Jeff Cupp, Caroline Alomar, Connie Smith, Jeanette Schuler, Jeanette Clausen, Randy West, Peggy Billeck, Kristie Lindberg, Kris Kuntz, Alessandra Ferrerio.
- f. Board Members present: Shahana Ansari, Valarie Grim, Aran Mordoh, Lisa Meuser, Shelley Taylor
- g. Professionals present: Ashley Dowdy from Jamar
- h. Notetaker for the meeting: Lisa Meuser

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

- a. Open Board Meeting (January 12th, 2022):
Action: Aran made motion, Valarie seconded. All in favor. No abstain or oppose.
- b. Special Meeting (February 8th, 2022):
Action: Aran made motion, Valarie seconded. All in favor. No abstain or oppose.

3. Report Board decisions made since the last monthly meeting (7:07-7:08pm)

- Discretionary Monthly Approval (DMA) ~ Property manager has \$1,000 per month in their contract. Action without a meeting (AWM) is business that is voted on via the board email, which is standard practice for a board between meetings. Voting by email must be unanimous vote by the entire board.*
- a. Board AWM: Weekly dog poop removal for 3 months ~ need to revisit in May ~ \$75 per month. Trying to reimburse HOA for homeowners breaking these rules, if possible. Past instances cost us \$60 per session for pick-up, so we are trying to save money, while addressing the problem.
 - b. Board AWM: Tree Report Bluestone Tree \$325 (scheduling in May)
 - c. Board AWM: Engineer updated drainage/pond area reports \$125 per hour, up to \$1,000.
 - d. Board AWM: Approved payment some plan requests (information confidential)
 - e. Property Manager DMA: Storm drains clean/dog bag refill/trash area (bill monthly ~ see what overall yearly cost would be and hopefully move into landscaper contract next year).
 - f. Property Manager DMA: Gutter check from roofer, front area water intrusion area.
 - g. Property Manager DMA: Caulk front area to prevent water intrusion.

- h. Property Manager DMA: Replace rotting wood on decks.
- i. Property Manager DMA: Repairing holes on downspout & securing downspout extensions.

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

- a. Executive session meeting: 02/09/23: Legal updates, Arrearages, Leans/foreclosures, Delinquency Policy Resolution implementation, confidential homeowner request items, technology logistics, Hoosier Water Away (drainage in 2017), frivolous disability discrimination cases costing all homeowners funds, special meeting request (very costly ~ around \$5,000 for homeowners).
- 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. Please think twice before signing any petitions (especially if you haven't already tried to work with the board on the issue you are worried about). Special meetings are costly for **all** homeowners. Please (legal cost, PM projects, paperwork, mailing). **Please ask for a meeting with the board before litigating.***
- 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.

5. President's Report ~ Aran (7:10-7:12pm)

New/Updated Items:

- i. Drainage/Pond special meeting called by homeowners via petition & held on February 8th.
- j. Detailed legal on the **drainage repairs & pond area options** emailed to all homeowners.
- k. **Cost: PM/Mail/Legal (will likely cost all homeowners \$4,000-\$5,000)** and possibly more if homeowners keep up with legal action (**In 2022, cost to all homeowners was approx. \$15,000**). *If our shared goal as a community is to stop having special assessments, homeowners must stop calling special meetings costing us all money if we are to meet this goal (put in a homeowner request on the website to get your questions answered, ask for a meeting with the board instead).*
- l. *The board has stated many times that we are happy to converse with homeowners about your concerns. We are working hard to keep costs down and to reduce the need for special assessments. Litigation and special meetings are expense. Please request a meeting with the board before launching into litigation and/or special meetings.*

Standard Items:

- a. Yearly calendar for 2023 on the homeowner Google drive & website
- b. Financial balances (FM statement) ~ Assets overall & operation fund within acceptable range
- c. Property Management has indicated that GMS is the most important piece moving forward.
- d. More items will be moved to professionals (on a schedule) to reduce board burnout/turnover.
- m. Working on total 2023 budget expenses and aligning correct categories for 2023 budget with FM
- n. **Top priorities for 2023 board:** Neighborhood drainage project, landscape plan & schedules: Current plan is to pay for capital replacement items with special assessment and grants/loans.
- o. Reminder of large issue that many HOA's face: People 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 then fight these baseless claims. If you don't have a legitimate discrimination claim, please refrain from litigation and instead, request a meeting with the board. *Litigation costs all homeowners.*

- p. Fall 2024 next board member election cycle. Homeowners in good standing (up to date with HOA fees) may run for the 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. Three board seats will be open for 3-year terms ~ (Aran, Shelley, and Lisa).

6. Treasurer's Report (7:12-7:15pm) ~ currently sharing tasks, no treasurer elected (Aran/Shahana)

New/Updated Items:

- a. FM providing financial sheet to homeowners with board balance & PM helping us save money.
- b. Monthly update of the running budget (internal board only, helps for new business) ~ Shahana.
- c. New online payment method (Stripe) will be coming soon to the new payment section of the website! (Homeowners pay online fee for convenience): <https://www.woodlandshoa.net/payment/>
- d. Clarification: Past assessments for Capital Replacement Projects ~exactly the same reason as current assessment (i.e.; check budget for items in the "capital replacement" category).
- e. Financial Manager Contract:
Action: (postpone until next meeting)
- f. New Mileage reimbursement form created for board member education events.
Action: Motion to approve new mileage reimbursement form for board members to be reimbursed for gas cost to attend approved educational events.
Aran made motion, Lisa seconded. Clarification: It likely be for Indy events. Reiterated that it would have to be for events already approved. All approved.
Action: Motion to approve spring and fall education with Eads Murray & Pugh (Legal firm provides HOA governance education series twice a year). Voting on Mileage costs only. Cost of education is free to contracted board members. Aran made a motion. Lisa seconded. There is no virtual option for attending. All approved.

Standard Items:

- g. Quarterly internal audits ~ to be reported at the annual meeting in October.
- h. 2023 Fees: Units without a garage-\$385, units with 1 garage-\$400, units with two garages-\$415
- i. 2023 Special Assessments: \$750 payment postmarked by March 1st and \$750 payment postmarked by July 1st (\$1,500 total for 2023 Capital Replacement Projects)
- j. Delinquency Policy Resolution (DPR) for arrearages ~ All homeowners have a 90-day grace period.
- k. DPR notice: 1st notices mailed after arrearages are 90 days late. 2nd notices mailed the following month. Arrearages of more than 90 days late, with two notices sent will be turned over to our legal (contract to oversee arrearages/leans/foreclosures)
- l. DPR maximizes our assets & limits our liabilities. Fair for all homeowners. Lowers arrearages.
- m. Funds put into the reserves for larger capital replacement projects (allocated to the 2023 budget).
- 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.
- b. FM puts the financials in "Financial Statements Public." *Homeowner Google drive*
- c. FM puts the invoices/receipts once a month in the "Invoices & Receipts." *Homeowner Google drive*
- d. FM puts the signed contracts once a month in the "Contracts." *Homeowner Google drive*
- e. FM adds any insurance information for new contractors with contracts. *Homeowner Google drive*
- f. Board members continue to sign contracts and email them to the FM/PM/Board.
- g. Board members continue to add reports and studies to the homeowner Google drive as received.

- h. Other Documents: Homeowners, if you think there are other documents you are allowed to view, that you don't see in the drive, please put in a homeowner request. (The Board is currently checking our external insurance policy documentation).
- i. All payments have a corresponding signed contract and/or invoice. 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). Debit card purchases or bills paid direct to vendors must be approved by the board first before use and have a corresponding invoice or receipt.
- j. Request for external insurance policy: At the January 2023 Open Board meeting a homeowner asked if they could see the external insurance policy. During the meeting board members volunteered to ask our insurance company and legal if this was a document that we were allowed to share with homeowners. Instead of waiting until the next meeting for a proper response from the board, this homeowner reached out to other homeowners, and to our insurance contractor (FIG) in addition to the board for the insurance document. *These group actions by homeowners who are not on board only serve to slow down proper business methods that your **volunteer board** members work hard to conduct and follow.*
- k. To our knowledge, a list of documents that homeowners were allowed/not allowed to see was never provided to homeowners before 2022. We have created this list from scratch to transparently report to you each month (in this agenda) this detailed list for all homeowners to view. *We always check in advance to see if a document can be released to homeowners for confidentiality reasons. This is the standard/accurate procedure.* Please note: Legal has verified that the external insurance policy between the board and our external insurance provider FIG *is not required to be shared with the homeowners.* However, we shared it on the homeowner Google drive anyway, for homeowners to view as there aren't any confidential items for us to be concerned about in this case.

8. Financial Manager's Report ~ Laurie Miller, Financial Manager (7:15-7:20pm) ~ Laurie

9. Property Manager's Report ~ James/Tonya with Jamar Property Management (7:20-7:25pm)

- a. See in Google Homeowner Drive.

10. Communications Report ~ Shelley (7:25-7:27pm)

New/Updated Items:

- a. **Homeowner Conversations Google Group: Last month, we set-up a "Homeowner Conversations" Google group for homeowners to converse with each other. Any homeowner can "opt in" and agree to join this group with their email.** Simply fill out the 2-1question survey (basically your name and email) to join: <https://forms.gle/eVZTDwAwP9PF6oSf9> So far, only 12 homeowners have joined. At the homeowner's request, we provided this group for you (that is not monitored by the board) so please stop using our official board email list for your conversations with your neighbors and use the appropriate Homeowner Conversations Google Group, which the board has authorized.
- b. **Recent abusive email(s) from homeowners:**
 - i. From: HOASUCKS@gmail.com "This board is full of sh*t...and we all know it."
 - ii. A homeowner pounding on a board member's door and incessantly ringing the doorbell
 - iii. After last night's special meeting 2/8, a homeowner emailed our legal, made *extremely* rude comments to him and attempted to tell him how to do his job. Incidentally, every time a homeowner emails our legal (or any of our contractors) it costs all homeowners money. **Uncivil behavior will not be tolerated by this board. Our safety matters** and because some homeowners in this neighborhood cannot seem to exhibit civil behavior (and therefore

could be potentially dangerous) the board is not willing to take the risk of communicating with homeowners who approach us in-person about anything HOA related. We appreciate your understating on this issue

- c. **Homeowner Request/Communication with Board/Property Manager:** If you have a question or concern, please submit a homeowner request form via our website: Requests will be responded to in a reasonable amount of time and based on need and/or severity. Please include only **ONE item per request**, as this is a better process for tracking purposes and responding:
- i. Photos and/or documents cannot be sent via the homeowner request form and therefore, must be emailed to both the board and property manager after you putting in your homeowner request
 - ii. board@woodlandshoa.net
 - iii. manager@woodlandshoa.net
 - iv. If you email the board using our official homeowner email list and you include other homeowners with your email, we will NOT reply. Please follow the above information to fill out a homeowner request form and we will respond to you in a reasonable time frame. Please note: a reasonable time frame could e weeks or months depending on what the board is dealing with at the time.
 - v. If you feel that your homeowner request was not answered to your liking, please attend our open board meetings or our quarterly town halls (see Calendar in the homeowner google drive).
 - vi. As a last resort, request a personal zoom meeting with the board (all board members will be invited to these zoom meetings).
 - vii. Reminder: Special meetings and/or anything involving litigation costs all homeowners money. Please use the above process(es) first.
- d. If you are not receiving our communication, please check your spam folder r for both board announcements & google group messages.
- e. Board members check their board email several times per week. Homeowners should not expect an immediate response from the board. We deal with important HOA issues, and we prioritize our volunteer work accordingly. That said, if you have a true emergency, we will do our best to respond as quickly as possible (and we have a very good property manager, who responds to homeowner emergencies quickly as well).

Standard Items:

- f. The Woodlands HOA Website: <https://www.woodlandshoa.net/>
- g. 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. **The Homeowner Google Drive is for viewing documents only.** Homeowners who give us their email to access this drive are NOT consenting to have their email shared. Do not use the drive email list to converse with your neighbors.
- h. The Quarterly Newsletter (Spring, Summer, Fall, Winter) will be mailed to homeowners by our property manager, Jamar (and emailed by the board when/if we have time).
- i. "Woodlands Announcements" are sent by email from the board/property manager to all homeowners ~ check your email regularly for our updates.
- j. HOA board communication is always via USPS mail and email *only*.
- k. The board is open to communicating with homeowners (via email or Zoom meeting) and finding positive solutions together. Please send your emails *to the entire board*: board@woodlandshoa.net. If homeowners email individual board members, *all content* will be shared with *all* board members for transparency.

- l. 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 note: We cannot communicate with homeowners involved in litigation about their litigation. All litigation communication must go through legal.*
- m. Homeowner suggestions/feedback: We welcome homeowners who suggest concrete ideas/solutions to the board in a respectful manner. Please do not communicate with bullying, abusive, inconsiderate language. Homeowners who communicate using legal language will be sent to our legal team. *Please note: All homeowners pay for our legal services. Before using legal language and/or filing a lawsuit against the board, please keep in mind how much it will cost you and your homeowner neighbors.* We encourage homeowners to try and resolve your conflict by attending our open board meetings and/or town halls to give us your respectful feedback or as a last resort, email us to request a meeting (on Zoom) with the board.
- n. **We are a *volunteer* board working on your behalf.** We spend *our personal time* working for the HOA. Expecting us to spend our time 24/7 discussing HOA matters with each of you is unrealistic. *Please note:* For our safety please do not approach board members in person with your HOA questions/concerns. Some homeowners have approached board members in person (and on email) in inappropriate ways using verbal threats and physically threatening gestures. Therefore, board members will only engage with homeowners about HOA matters *if it is initiated by the board and the board has deemed that there is an immediate need to do so.*
- o. Homeowners, please don't engage with our contractors. The proper procedure is to submit a homeowner request to our website (listed above) if you have a concern. If a contractor cancels their contract with us because of a homeowner interruption, the homeowner could be held responsible.
- p. Additional Monthly Communication Report Info (if needed).

11. Operations Report ~ Aran (7:27-7:30pm)

New/Updated Items:

- a. Homeowner Request Spreadsheet (show): increase in online requests, permanent data collection.
 - Thank you for using the website homeowner request page ~ this is great!
 - Since January 1st we have had 44 homeowner requests that have come in
 - Reminder: requests are responded to in order of urgency/severity. For items not taken care of by professionals, it may take board members anywhere from weeks to months to respond accurately, which is still a reasonable amount of time. Please wait for a response and don't put in multiple requests for the same item. This will *delay* our response.
- b. Reminder that board volunteer work priorities fall in this order (from the governing documents):
 - Repairing & maintaining the common areas and some external building items
 - Responding to legal action
 - Responding to the needs of our professional partners (PM/FM/tech/other professionals)
 - Reviewing and safeguarding our financials & financial procedures
 - Responding to homeowner requests (otherwise not already taken care of by professionals)
- c. Homeowner Grounds Maintenance Schedule (GMS)--in the works (B&G Committee).
- d. Common Areas Repair & Maintenance (CARM)-- in the Works (B&G Committee).
- e. 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. We are getting an updated report to better understand our true drainage repair costs and to better examine the different pond area options. This was recommended once we found out that we couldn't apply for the City of Bloomington drainage grants because HOA's aren't eligible. We might be eligible for funding for the pond area. Our goal is to get the pond area funded by grants and/or city funds. B&G Committee working very hard on this, and we could use your help!!!

Shelley wrote and emailed the required "Letter of Intent" for the City of Bloomington neighborhood improvement Grant.

- f. We must examine our true drainage repair cost and fund it through multiple areas (roughly \$174k):
 - Projected Special Assessment 2023: \$99,000
 - 2022 Special Assessment: \$2,000
 - Arrearages: \$25,000
 - Reserves: \$25,000
 - Yearly budgeted line items: \$13,000 (expense item 7 ~ Pond Area Management)
 - Other budget items that will fall into this work: \$10,000 (expense item 7 ~ Sidewalks)
 - Deferment of other budget items we can't do until drainage is fixed (i.e. roads): \$5,000
 - Note: we have \$18,000 in SA from 2020 for any foundation work we may need
- g. It is our goal to avoid a special assessment in 2024, but we will need help from all homeowners to do this (help with our spring volunteer day, help us write a grant, be on a committee, stop legal actions or special meeting requests to keep our costs low, follow proper board procedures and stop holding current board members up with conflict and unnecessary requests for documents already on the drive).
- h. Meetings/items happening with Operations.
 - i. PM: meeting with all our contractors & city officials, negotiated bids/contracts.
 - ii. FM: improving procedures for streamlined processes, all financial procedures.
 - iii. FIG (external Insurance): Met with FIG in fall, approve all new procedures, 2023 set. Full Policy Documents received 01/23/2023 (previous standard documents sent out to all homeowners in December). Please ignore homeowners creating conflict with this contractor where none exists. Board is checking with legal & FIG to see if this document is allowed to be shared.
 - iv. Tech: Online payment option, new google group for homeowners, website
 - v. Legal HOA: Rules updates/enforcement, arrearages/DPR, prevent new lawsuits, HWA.
 - vi. Legal (insurance for 2 open cases from 2020): Proceed as usual.
 - vii. 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 (burning bushes). Items for monthly bill until the end of the year and then see if we can work them into next year's contract based on average cost: storm drain clean, dog bags refill, dog station trash.
 - viii. Tree Professional (Bluestone): Walk through and scheduling for May tree report.
 - ix. Engineer (Abrams & Moss): updated drainage & pond area reports to help with city of Bloomington possible funding, drainage design, schematic for rain garden (pending), foundation report (pending).
 - x. Project Management (Abrams & Moss): soliciting bids for phase 1 of drainage & other.
 - xi. Handyman (Lane Maintenance): Monthly trash area cleaning, gutters/downspouts, misc.
 - xii. Trash: Changing to trash dumpsters with lids (easier to keep wildlife out).
 - xiii. City Officials: working with PM & engineer on drainage & pond area recommendations.
 - xiv. Chimney inspections (Julie Todd Cleaning LLC): Working on chimney report for units. Contractor is building this specific document from scratch, which shows where each chimney is located (units have 0-2 chimneys) and the state of all of them and when last cleaned. Board pays inspection fee, homeowner pays cleaning (assessed & billed HOA FM). Plan to schedule for October 2022 (well ahead of time for homeowners)
 - xv. Unit Keys ~ Property manager has (homeowners must provide them a copy) ~ homeowners must give a copy of their keys to the property manager.

- xvi. Permits: set-up a board civic access account for online permit applications:
https://energov.bloomington.in.gov/energov_prod/selfservice#/home
 - 1. Applied for the permit for two new neighborhood signs that the board put up in 2021 and did not get permits for. Grant data still being completed by the current board, as previous board member responsible for this project has been unresponsive (must get in asap or we might have to pay the city back for the funds they gave us for the signs and might be ineligible for future grants that we need this year).

Standard Items:

- b. Site Drainage Design Update: In progress: \$5,800 (50% now, 50% upon completion).
- c. Project Management Update (Phases 1 & 2a) \$4,000 (50% now, 50% upon completion).
- d. 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).
- e. Meetings with the City of Bloomington ~ PM/Engineer/Aran/Shelley/B&G Committee.
- f. Covenant violations: excessive rule breaking currently. The Board will be looking into updating and enforcing Covenant violations with property manager and legal, in 2023.
- g. 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 – Approved for 3 months for weekly pick-up by our handyman).
- h. 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. From now on we will have a comprehensive document to work on and better procedures on this item. Future procedure on this item, HOA pays for inspections and if a cleaning is needed it will be completed as required and the homeowner involved will be billed by our FM (added to homeowner's account as an assessment). Please note: A Homeowner used the Homeowner Google drive to email the entire neighborhood which created unnecessary conflict. Please do NOT contact other homeowners in this manner.
- i. Technology update: Homeowner Google Drive (documents access), google sheets for tracking requests, google forms for homeowner surveys, Homeowner requests on website.
- j. New standard board transfer process to keep materials safe: 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).
- a. Pond Area Investigation (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 has changed into, over time.)
 - ii. Please note: Previous boards have attempted to restore/repair the pond at great expense and with no success. Even if we go this route (largely over budget), our professionals have advised us that they don't think it will be successful.
 - iii. Action needs to be taken on this item. The pond area is an eye sore and could lower property values, this 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 has cited this area and the unacceptable erosion around the property.
 - iv. Investigating possible grant for pond area from the City of Bloomington
 - 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 well.

The retention pond/plastic liner option will provide less 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 habitat enrichment, just as the original intent of the pond area was supposed to, as well as regulate the storm water (which impacts not only our neighborhood, but also the stream and 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 an artificial wetlands type of approach.

12. Buildings and Grounds Report ~ Aran/Blair/Kriste (7:30-7:35pm)

New/Updated Items:

- a. Education on native & invasive plants by Blair for Spring Woodlands Community Volunteer Day
- b. Apply for Neighborhood Improvement Grant ~ \$10,000 (letter of intent sent)
- c. Apply for small and simple grant to repair common area ~ can do both, waiting on Neighborhood Improvement Grant first.
- d. MC IRIS help request: Community Tree Planting (to help with our May 13th tree/bush/flowers planting, a big part of Woodlands Community Volunteer Day & remove plastic green mesh).

Updated/Standard Items:

- e. Weed Wrangle 2nd Sunday of the month April-October, 10am-noon (meet at the HOA garage)
- f. 2023 Calendar:
 - i. Spring Neighborhood Clean-up Day Saturday May 13th 10am-12pm social 12-1pm
 1. Mainly planting trees/bushes/low level flowers/grasses & removing green plastic netting
 2. Removing burning bushes & weeds with help from landscaper
 - ii. Fall Neighborhood Garage Sale Saturday September 16th: 8am-12pm. Social: 12-1pm
 - iii. Sign-up link from the HOA with google forms / google sheets (will email soon)
- g. Need to follow up with the 2020/2021 board sign grant ~ was never completed & could lose funds.
- h. Apply for funding from the city.....HOA's not eligible for the City of Bloomington Stormwater Drainage Grant in 2023 ~ we need grant writing help-writers, please volunteer to help us!
- i. Working on planting schedule for this year (trees/bushes/flowers & grasses).
- j. Working on invasive burning bush removal ~ to correspond near the spring clean-up day.
- k. Huge involvement with the drainage/pond area project (comments from B&G members).
- l. 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. Funds for Spring Clean-Up Day, Fall Garage Sale & Weed Wrangles (\$4,000) ~ B&G
- c. The Woodlands Entrance Sign Grant from City (\$500 allocated for lights/bushes/permits) ~ pending.
- d. Grounds Maintenance Schedule (in progress) ~ B&G Committee
- e. Common Areas & Property: repair & maintain~ Document (with inventory list) ~ B & G Committee
- f. Systematic procedures document (informed on booklets provided to board members) ~ Aran.

- 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 in progress (Jan 2023)
- i. Landscaper dates for invasive burning bush removals ~ B&G Committee
- j. Updating Rules and Reg's document ~ Aran/Shelley with legal
- k. Phase 1 & 2a drainage approved & bids being acquired by engineer (project management)
- l. Structural engineering report bid for foundations.
- m. Rule Updates (last 2018): Items up from proposal (*board vote only to update*)
 - a. Board updating document. Sending to legal for review. Providing to homeowners for feedback (feedback given via survey, open board meeting & town hall meeting).

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 2023 \$6,500
- 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 (7:35-8:00pm) Same procedure as homeowner comments, limit comments for 3 minutes each.

Note: Board members are volunteers who were voted in by the homeowners and/or other board members. We listen to professional advice, consider homeowner input, and ultimately make the decision that we think will be best for the entire neighborhood.

- a. Foundation Report Bid
 - Data
 - Reason for Action: Front doors reported to be sinking for years (possible foundation work that could be done while we do drainage work in the fronts of these buildings that could save us funds in the long run). This was suggested to us as a good approach by our engineer.
 - Professional Advising provided: Abrams & Moss to provide.
 - Cost/Benefit Analysis (budget)
 - Discussion:

Action: (postponed due to homeowner special meeting request for drainage & pond area)

- b. Deck power washing & staining bid (and possible repair of common area items first)
 - i. Data: Reviewing all common areas to repair & stain: common area fences, common area railings and original front fencing (note: updated fencing & decks by homeowners excluded)
 - ii. Reason for Action: External building item needed every 5-10 years (it has been 6 years)
 - iii. Professional Advising Provided
 - iv. Cost/Benefit Analysis (budget)
 - v. Discussion:

Action: (postponed due to homeowner special meeting request for drainage & pond area)

c. Chimney inspection bid and schedule for next year.

- Data
- Reason for Action: Yearly required item from our external insurance policy
- Professional Advising Provided
- Cost/Benefit Analysis (budget)
- Discussion:

Action: (postponed ~ receiving report now from December, need to review first)

d. Rules and Regulations Updates

- Data
- Reason for Action
- Professional Advising Provided
- Cost/Benefit Analysis (budget)
- Discussion:

Action: (postponed due to homeowner special meeting request for drainage & pond area)

e. Drainage bids for phase 1

- Data
- Reason for Action
- Professional Advising Provided: Abrams & Moss Project Manager
- Cost/Benefit Analysis (budget)
- Discussion:

Action: (postponed due to homeowner special meeting request for drainage & pond area)

f. Updated drainage reports from Abrams & Moss (Drainage & Pond Area)

- Data
- Reason for Action: Need to clearly show the costs for Drainage and Pond Area separately, in order for us to try and obtain funding from the City of Bloomington (both in grant form and possible other fund ~ as we found out that HOA's cannot apply for the drainage grant).
- Professional Advising Provided
- Cost/Benefit Analysis (budget)
- Discussion:

Action: Just reviewing for now and will give to homeowners to review. Please come with your questions at the March open board meeting, march townhall meeting, submit them to the quarterly townhall survey when the board sends it out and submit a homeowner request on our website if there is something you want the answer to right away.

g. Data & Responses to homeowner questions about pond and drainage area at the special meeting

- Data
- Reason for Action: Some items we ran out of time to address
- Cost/Benefit Analysis (budget)
- Discussion:

Action: No action needed ~ only discussion for the board (homeowners had respond or ask more questions at the homeowner comment period).

Addressing Comments and Concerns from the special meeting on drainage & the pond area:

- **Why does the drainage need to be done, if it was done in 2018?** The drainage work that was done in 2018 was not successful and it made some areas of the drainage worse (which is why we must repair it now the proper way). HWA didn't get permits for the job in 2018 (city verified to the board in 2022). By board email records from past board indicate that the previous board fired HWA after informing them that the drainage work wasn't working midway through the contractor job. Drainage needed to be repaired in 2018 & it needs to be repaired now. Some homeowners experience horrendous conditions with the HWA box in front of the unit (where the drain goes to) not only NOT feeding the water away from the unit properly, but backlogging it towards the building. This is not the current approach the 2022/2023 board is taking. We want to be proactive to protect our buildings from water intrusion by having a drainage REPAIR that gives us the 'industrial level strength' drainage we need to move the old obsolete drainage system into a repaired and functioning system that keeps our buildings safe. We can only do this by following the engineer's recommendation of the drains being put in a downward angle away from the building, with the shortest path possible to move the water out.
- **Previous earthquake, so we can't bring the retention pond back:** Correct. Our engineer has told us that no matter how much money we spend to try and bring the 'retention pond' option back, it will likely be unsuccessful. However, this doesn't mean we can just leave the area the way it is now. Standing water and invasives are harming our property and our health. That is why we must look to the professionals to what other options we have, to keep the unacceptable erosion areas away (cited by the city and we must resolve this issue). Only one homeowner at the special meeting expressed wanting to bring the retention pond back and a few others said to leave the area the way it is, and we are wasting money dealing with it. We are wasting money not dealing with it, because the severe invasive growth we took care of last year, WILL COME BACK if we don't do something now. The recommendation by the professionals, isn't such a big change as people make it out to be. As a homeowner at the special meeting pointed out, it is basically making sure the invasive plants don't grow back and making sure native plants are put in instead. Also, the drainage pipes and swales that lead out to the pond (under drainage items) must be repaired, just as unit drainage must be repaired or it will eventually erode away under you and your whole unit could be at risk of the ground eroding away from it. We have a responsibility as board members to repair and maintain the common areas and external building areas ~ so when it comes to drainage and the pond area, we can't just do nothing. We will however continue to research all areas of this pond area to make sure all options are considered before a decision is made.
- **The Artificial wetlands / rain garden pond area option :** We are working on gathering more data to give additional information on this option that we are considering. The large rain garden / artificial wetlands is what the engineer and City of Bloomington recommends. Basically, we would be controlling the invasive species and trying to replace that overgrowth with native plants (which would help with this water runoff system throughout our pond area and restore this eyesore of an area to something beautiful and functional for the area ~ once again becoming what it was intended to be, a water system that goes out to the stream below and a wildlife habitat). We are working very hard to secure grant funding and other funding for this project, since the building drainage needs come first, and it is outside of the budget this year beyond what we need to allocate for that.
- **Sidewalks & Drainage:** Some homeowners at the special meeting inquired about sidewalks and drainage. The sidewalks sloping back towards the units aren't the main cause of the water

intrusion issues, but they are a symptom of the drainage problem. The drainage in front of the units isn't working and water is going under those front sidewalks, which has caused them to sink and retrograde back towards the units. This has been happening over many years, just as our drainage has needed a proper repair over many years. In 2022 the property manager, a sidewalk contractor and two board members walked the property looking at the sidewalks. If you walk the property yourself, you can see holes in the backs of some of the sidewalks, where it is evident that previous boards drilled holes into them and filled them underneath, to lift them up and deal with the sidewalks that are tilting back towards the unit. These professionals told us that if we didn't get the drainage done first, before lifting these sidewalks up again, they would eventually sink again, and we would be right back where we started and just be wasting money. The drainage plan includes many sidewalks and would be addressing these issues in a larger, more cost-effective, fair, and systematic approach (recommended to us by many professionals).

- **How many units have had water intrusion:** The 2019 list has 9 units with water intrusion, but if you look at email complaints from homeowners, insurance claim attempts by homeowners (which failed because it is flooding and not covered) and receipts for water mitigation efforts over the last few years, it is obvious that at least 20 of the 66 units in The Woodlands have been impacted by water intrusion (if not more). As a board, we have a duty to address these drainage issues in the most cost-effective way possible (which isn't trying to fix one unit at a time but done a large-scale phase approach to the neighborhood).
- **The board is listening to homeowner questions and concerns** when it comes to our common area. But you must go to our website and put in a homeowner request, so we can respond to you with the proper data.

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 & Website ~ Aran.
- c. Put new meeting minutes on the board only homeowner Google Drive ~ Lisa.

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

- a. Updating the homeowner google drive yearly with 2023 categories ~ Aran
- b. Monthly Financial Tracking Live Budget ~ Shahana
- c. Homeowner Request data review & report out ~ Shahana.
- d. Quarterly surveys & additional needed surveys for homeowners ~ Shahana
- e. Adding people to the google groups, homeowner google drive (email updates) ~ Shahana
- f. Email FM with updated emails for the contact list updates
- g. Meeting Minutes ~ Lisa
- h. Communication ~ Shelley
- i. Board Announcements ~ Shelley
- j. Newsletter ~ Aran (Shelley find quote)
- k. Documentation proofing ~ Shelley (as time permits)
- l. Project manager ~ 1st point of contact, Aran. 2nd point of contact, Shelley.
- m. Financial Manager year end budget review ~ Aran
- n. Budget creation ~ Aran
- o. Quarterly internal audits ~ Shahana (Aran mentor, review & report out)
- p. Set and create agenda for meetings ~ Aran.
- q. Tech work on systems ~ Aran.
- r. Update website ~ Aran
- s. Upload meeting minutes and documents to website ~ Aran
- t. Buildings & Grounds Committee Chair ~ Aran
- u. Update and upload documents to the homeowner Google drive ~ Aran

- v. Meet with contractors (landscaping, handyman, engineer, city officials) ~ Aran/Shelley B&G
- w. Correspondence and meetings with legal ~ Aran & Shelley
- x. 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 on Zoom: March 9th from 7-8:30pm, on Zoom.
- b. Quarter 1 Townhall on Zoom: March 16th 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: 8:38pm adjourn

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>