

June 2023 Open Board Meeting Minutes

Woodlands Winding Brook HOA

June 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. Welcome / Recognition of Attendees (7:00-7:02pm) ~ Aran

Call To Order at 7:02

- 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 say or put disparaging/rude comments into the chat bar will be warned first 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 homeowner comment period of each meeting. **We will do our best to have 30 minutes of reports, 30 minutes of new board business, and 30 minutes of homeowner comments (as time permits).***
- d. Note: Homeowner comments have been moved back to the end of the meeting at board members' request, since we tried the start of the meeting previously and it wasn't what homeowners wanted.
- e. *For the minutes being taken: Please write the word for word motion by a board member for clarity.*
- f. Homeowners present: Cindy Johnson, Connie Smity, Kris Kuntz, Jeff Cupp, Peggy Billeck, Kristie LindbergJeanette Clausen, Peter Krstanovski.
- g. Board Members present: Aran Mordoh, Lisa Meuser, Shelley Taylor
- h. Professionals present: Jason from McAuley Law LLC, Garret Dowdy (Ashley from Jamar), SRMA Assistant
- i. Notetaker for the meeting: Lisa Meuser

2. Land Acknowledgement (7:02-7:03pm) ~Shahana

Introduce

- As we work to build and repair our community, we must honestly and humbly confront the uncomfortable events in our past that have led us to where we are now
- It is important to start from the beginning, to know our origin stories. The uncomfortable truth is that we are inhabiting (and benefitting from) land that was illegally and violently taken from the indigenous peoples who cared lovingly for it.

History

- We must acknowledge and honor the myaamiaki, Lënape, Bodwéwadmik, and saawanwa people, on whose ancestral homelands and resources Bloomington is built. In a [report](#) by IU's Addie Keller and colleagues (2021), we learn that brother Tecumseh and Lalu Wasikowska made great progress in uniting indigenous tribes of the region and protected the land now known as Bloomington from White settlement, as was agreed in 1795 Treaty of Greenville. Yet, William Henry Harrison launched a surprise attack while Tecumseh was away, ultimately making a successful, but illegal, land grab that we now call the Treaty of Fort Wayne.
- We must admit that we are sustained by the sacred grounds that were cared for by the indigenous tribes and we benefit from their wisdom and respect for the land.

Action

- As we move into this meeting, at the very least, we owe one another honesty and humility, but we also owe to past present and future generations to care genuinely for this land — this sacred, life-affirming land from which we benefit off the backs of indigenous communities who have never experienced the healing power of justice for their communal traumas experienced at the hands of our Bloomington ancestors
- We strive to be a sub-community that makes a positive impact on the “at large” community, but honesty and humility is a necessary first step, so we start here.

Conclude

- Some may not think this is relevant to our current community conflicts, but if we fail to recognize the immoral and violent foundation on which our community was built, we can never claim full honesty and transparency.
- With this understanding, we set the tone to face critical feedback with humility and communal effort to uncover and confront truth so we may find healing in justice

3. Approval of Minutes (7:03-7:05) ~Aran

- Open Board Meeting (April 13th, 2023): **Action: Aran made motion, Lisa second. No discussion. Passes 3-0.**
- Special Meeting (May 11th, 2023): Action: Aran made motion, Lisa second. Aran clarified that Lisa took minutes for that meeting. We have checked with past protocol and were in alignment with past special meetings. Update to reflect a name misspelling/misnaming. No further discussion. Passes 3-0.
- Note: See meeting minutes for further details: Pursuant to Article XI, Section 1 of the By-Laws, “A member shall be deemed in good standing and entitled to vote at any annual or at a special meeting of members within the meaning of these By-Laws, if, and only if, he shall have fully paid all assessments made or levied against him and the unit owned by him.” There were seven (7) ballots cast by homeowners with assessments that were past due as of May 11, 2023. Those seven (7) ballots were not included in the tabulation of votes. Legal counsel, Jason McAuley, and Tonya Myles from Jamar Property Management, will send emails to these seven (7) homeowners on May 12, 2023, to advise them that because of their past due assessment balance, their ballots were not included in the tabulation of votes.

4. Report Board decisions made since the last monthly meeting (7:05-7:07pm) ~Aran

Discretionary Monthly Approval (DMA) ~ Property manager has \$1,000 per month per their contract.

“Action without a Meeting” (AWM) is business that is voted on by the board via the board email, which is standard practice for the board between meetings. Voting by email must be a unanimous vote by the entire board for the vote to pass. This is a standard and proper procedure and necessary for the large amount of maintenance that is required from a property as robust as The Woodlands.

- Board AWM: Weekly dog poop removal for 3 months ~ need to revisit in June (no open board meeting 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. Note that the B&G Committee’s plan to repair/restore dog stations has helped so far with this problem.
- Board AWM: \$1,800 for mulch from R&S (extra mulch required this year due to going years without mulching and needing to build us back up to regular standards)
- Board AWM: Cost \$1,299 for drain mediation near basketball court (excessive flooding and could jeopardize Woodlands and single home property east of the Woodlands). Approval was for up to \$2,600 ~ but the bill was only \$1,299.
- Board AWM: Approval of an adjusted payment plan for a homeowner’s arrearages & standard procedures for leans/foreclosures following the delinquency policy resolution (confidential)
- Property Manager DMA: Storm drains clean/trash area clean.
- Property Manager DMA /dog bag refill/trash areas clean (bill monthly ~ see what overall yearly cost would be and hopefully move into landscaper contract next year).
- Property Manager DMA: Other misc. items ~ reference property management report for details.

5. Executive References, Aran (7:07-7:10pm) ~ Aran

- a. Executive session meeting: 04/11/23: Proper procedures for the upcoming special meeting. Approval of donation to Sherwood Oaks Church to allow us to use their meeting space and approval of sheriff deputies for security concerns (board members being harassed to the point that one board members has been granted a protective order against a homeowner).
- b. Executive session meeting 6/5/23: Confidential board procedures and legal matters
- c. Executive session meeting: 6/13/23: Legal updates, Arrearages, Leans/foreclosures, Delinquency Policy Resolution implementation, confidential homeowner request items, technology logistics, Hoosier Water Away (drainage in 2018), frivolous disability discrimination cases costing all homeowners funds, special meeting request follow-up (very costly ~ around \$5,000 for homeowners).
- d. The board cannot comment publicly on pending legal. Homeowners may look up any public info:
- e. Link: mycase.in.gov or <https://public.courts.in.gov>
- f. Case #'s current: 53C06-2206-CT-001096, 53C01-2105-PL-001157
- g. Case #s: resolved 2023: 53C06-2212-PL-002665 (items in common area)
- h. Case #s: dismissed 2022: 53C06-2205-MI-001071 (2022 ~ trees) & disability discrimination case.
- i. Legal expense (The HOA estimated to spend nearly **\$20,000** in response to legal cases/action against the board in 2023). *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.***
- j. Helpful link to see up-to-date info in your neighborhood: <https://monroein.elevatemaps.io/>
- k. Legal clarification: Any internal unit needs are homeowner responsibility.

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

New/Updated Items:

- a. Special Meeting: A special meeting was held on May 11th with a vote to retain board member Aran Mordoh 26-22 and board member Shelley Taylor 25-22. All proper procedures were taken for this meeting, presided over by board member Valerie Grim. All homeowners and board members were given 3 minutes each to speak. Confidential ballots and proxies were counted by three independent parties (board member Shahana Ansari, Tonya from Jamar Property Management & Jason with legal counsel). Detailed information is provided in these meeting minutes. Votes have been sealed by legal counsel and will be held by the financial manager with all current HOA documentation until such time as it is appropriate to move the 2023 documents over to the locked HOA storage (2 years later). The board conducted a fair process for this meeting to facilitate important homeowner concerns and voting.
- b. 2021 financials being picked up from financial manager by board member Lisa Meuser and will be locked in the HOA garage secure filing system.
- c. YMS ~ Yearly Maintenance Schedule (ready to implement with help from the admin assistant & RSI data included).
- d. None currently ~ please read standard items below to familiarize yourself with the correct procedures happening at The Woodlands.

Standard Items:

- e. Yearly calendar for 2023 on the homeowner Google drive & website
- f. Financial balances (FM statement) ~ Assets overall & operation fund within acceptable range
- g. Property Management has indicated that YMS is the most important piece moving forward.

- h. More items will be moved to professionals (on a schedule) to reduce board burnout/turnover.
- i. Working on total 2023 budget expenses and aligning correct categories for 2024 budget with FM
- j. **Top priorities for 2023 board:** Neighborhood drainage project, front of units foundations/footer drains, landscape plan & schedules:
- k. 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.*
- l. **A Homeowner has called 3 special meetings in the last year. Cost: PM/Mail/Legal (will likely cost all homeowners \$4,000-\$5,000 per meeting)** and possibly more if homeowners keep up with legal action (In 2022, legal cost to all homeowners was approx. **\$15,000**). *If our shared goal as a community is to stop having special assessments, homeowners should 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).*
- m. The 2022-2024 board has made a lot of progress towards getting on a consistent maintenance schedule, repairing relationships with vendors, and making sure our responsibility of repairing and maintaining the common area is achieved. We have repaired areas that were in disrepair for *many* years. We are prioritizing the advice from professionals to move our neighborhood in a positive direction, while also prioritizing areas of repair that need to be conducted (in a systematic and fair manner).
- n. We are still having some issues with 2020/21 previous board members inappropriately contacting vendors and creating unnecessary conflict in the neighborhood. If you want your neighborhood to move forward and not fall into disrepair as it did previously, please take an active & positive approach in our neighborhood. **Working together is important** to avoid the contentiousness that leaves us all vulnerable to costly litigation. The more energy spent on conflict leaves the board with less time for productive projects around the neighborhood. Please get actively involved by joining our spring/fall volunteer days, and/or consider joining the Buildings and Grounds Committee and/or running for the board elections in 2024.
- o. The 2022-2024 has been working diligently with the property manager to negotiate with contractors and save money wherever possible. We have worked to move more items to standard/streamlined processes, which will save us time and money in the long run. One example of this is how we have been moving more items into the landscaping contract (storm drains, dog poop bags, wood chip trails, cedar mulch). (Note: The Financial Manager's monthly report.)
- p. *The board has stated many times that we are happy to converse with homeowners about your concerns (Homeowner Request on the website).* 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.
- q. 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). We need strong leadership for these elections, so we don't default back to old procedures (which did not work and left our neighborhood in disrepair).

7. Treasurer's Report ~ currently sharing tasks (Aran/Shahana) (7:12-7:15) ~ **Shahana**

New/Updated Items:

- a. The notes on the running budget document. Please read the Standard Items below to familiarize yourself with the correct financial procedures in place to ensure funds are being tracked and spent correctly. Please check the “current financial manager procedures” for data sources and all correct procedures being taken by the board to ensure financial safety.
- b. Acting treasurer Aran Mordoh created a tentative 2024 budget for the financial committee to start with now (going off financial data from 2022 & 2023). This gives the new financial committee 4 months before the October annual meeting to make recommendations on how to improve our financial situation for next year and how to avoid things like special assessments in the future.

Standard Items:

- a. Quarterly internal audits ~ to be reported at the annual meeting in October.
- b. 2023 Fees on website: Units without a garage-\$385, units with 1 garage-\$400, units with two garages-\$415
- c. 2023 Special Assessments: \$750 payment postmarked by March 1st and \$750 payment postmarked by July 1st (\$1,500 total for 2023 Capital Replacement Projects)
- d. Delinquency Policy Resolution (DPR) for arrearages ~ All homeowners have a 90-day grace period.
- e. 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)
- f. DPR maximizes our assets & limits our liabilities. Fair for all homeowners. Lowers arrearages.
- g. Funds put into the reserves for larger capital replacement projects (allocated to the 2023 budget).
- h. Most financial procedures and safeguards explained with the Financial Manager Procedures
- i. Monthly update of the running budget (internal board only, helps for new business)
- j. 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/>
- k. 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).

8. 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 in writing (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. Each month the financial statements are reviewed by the board before the financial manager sends them out. Board members make sure the expenditures are matching what had been approved and the invoices/contracts that correspond with them. Board members also double check with the financial manager that items are ending up in the correct categories per our 2023 budget. The acting treasurer adds the expenses of the month to the running budget, for the board to review and present at the next month’s meeting.

- 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.

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

10. Special item: Sustainability of the board into the future: including more tasks to professionals and more homeowner involvement (7:20-7:25) ~ Valerie

- a. Purpose of committee creation: Committees are being created to encourage participation and to get all members involved in this community. Broad participation will help us get to know each other and will help this board provide the best services in addressing the needs of the WHOA as per policies and practices. The committee structure is designed to improve community and strengthen stakeholder relationships by engaging homeowners to ensure the work of the WHOA gets done on behalf of the homeowners. We want to encourage homeowners to contribute to their association.
- b. Current committee: **Buildings & Grounds Committee** (B&G Committee)
- c. Possible new Committees: 3 committees (descriptions and voting to ratify the committee)
- **Finance Committee**: Members of this committee will play a role in helping the board plan a year-long budget. This committee will not determine the budget but will represent homeowners' thoughts to the board regarding financial matters. It will be useful to have members on this committee who are familiar with financial matters.
 - **Inclusion & Engagement Committee (I&E Committee)**: This committee will be responsible for speaking to members of the community to gather data concerning their thoughts about proposed developments and changes that are projected for the community, especially regarding needs and work that may affect property values. They will share this information with the board to ensure that the Board has broad input from the homeowners. This committee will work with the board in familiarizing new members with the duties of the HOA as well as its rules and processes.
 - **Outreach, Welcoming, Recreational & Social Gathering Committee (OWRS Committee)**
This committee will be responsible for welcoming new people and families to the community. They will, in concert with the board, determine what kind of welcoming will be appropriate. Members will make recommendations regarding social gatherings and the kinds of activities that will take place at these gatherings. Members may also define recreational activities in which the community may engage collectively. Members can choose to conduct polls to find out which events homeowners are interested in engaging.

- d. Vote on one homeowner who requested to be on a committee. Lisa made a motion to create the committees. Aran second. Please put in a homeowners request noting which committee they are interested in serving on. Passes 3-0.

Aran made a motion to approve for Ashish Gupta to join the Finance committee. He has financial experience, and has put in a home owners request to be a part of this committee. No further discussion. Passes 3-0.

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

- a. See in Google Homeowner Drive.
- b. Bring up YMS ~ The Woodlands Yearly Maintenance Schedule

12. Communications Report ~ Shelley (7:30-7:32pm) ~Shelley

New/Updated Items:

- a. None currently ~ please read standard items below to familiarize yourself with the correct communication process to allow the board and professionals who partner with us to respond in a fair manner to all homeowners and continues to ensure our internal tracking system.

Standard Items:

- b. **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 (please remember that requests can be submitted via a computer or smartphone ~ if a homeowner is having any trouble with this, they can call the Property Manager):
 - 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 submit your homeowner request on the website <https://www.woodlandshoa.net/homeowner-requests/>:
 - 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. You must follow the above information to fill out a homeowner request form to receive a response from us. Please note: a reasonable time frame could be 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, homeowners may request a personal zoom meeting with the board (all board members will be invited to these meetings).
 - vii. **Reminder: Special meetings and/or anything involving litigation costs all homeowners money.** Please use the above process(es) first.
 - viii. Please note: The professionals the board hires (The Property Manager / Financial Manager / other contractors) respond to homeowner requests. Both the PM & FM respond quickly to homeowner areas of need. The board replies to homeowners in written digital response *after* the issue has been taken care of by the appropriate paid professional. Our volunteer board responds to homeowner requests in many instances weeks to months later (especially if it isn't an urgent or emergency situation). Please understand: It is better to give homeowners the correct response, rather than a quick response. Please also be patient and civil with the board. We are your neighbors and fellow homeowners who are *volunteering* our time to serve you to the best of our ability. We have very busy lives outside of our volunteer board service.

And as board members our *first* responsibility is to work with our professionals to ensure that the common areas / external building items are repaired and maintained property.

- c. If you are not receiving our communication, please check your spam folder for both board announcements & google group messages.
- d. 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).
- e. The Woodlands HOA Website: <https://www.woodlandshoa.net/>
- f. Homeowner Google Drive Access: <https://drive.google.com/drive/folders/0AINrl5OycSUwUk9PVA>
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.
- g. 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).
- h. "Woodlands Announcements" are sent by email from the board/property manager to all homeowners ~ check your email regularly for our updates.
- i. HOA board communication is always via USPS mail and email *only*.
- j. **Homeowner Conversations Google Group: January 2023, the board 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 13 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.
- k. **Uncivil or Abusive email(s) from homeowners:**
 - i. Please don't do this ~ as it costs all homeowners money and time spent towards other things
- l. 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.
- m. 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.*
- n. 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.
- o. **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.

- p. 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.
- q. Additional Monthly Communication Report Info (if needed).

13. Operations Report ~ Aran (7:32-7:35pm) ~Shahana

New/Updated Items:

- a. **Since January 1st we have had 151 homeowner requests**
- b. Homeowner request: education to show how to use this on computer & cell phones (if time)
- c. **Homeowner Request Spreadsheet** (show): increase in online requests, permanent data collection.
 - Thank you for using the website homeowner request page. We have a documented spreadsheet that we will have forever and we are fairly responding to the enormous amount of requests that we receive with the help of our admin assistant and property manager.
 - Reminder: requests are responded to in order of urgency/severity. For items not taken care of by professionals, it may take the administrative assistant (with board member guidance) anywhere from weeks to months to respond accurately, which is still a reasonable amount of time (*after* the professionals like our property manager and appropriate contractors have already responded to the issue). Please wait for a response and don't put in multiple requests or email the board for the same item. This will *delay* our response. Please call Jamar if you need assistance over the phone to put in a homeowner request on the website or your cell phone.
- d. **Updates since last open board meeting:**
 - Trash areas are the cleanest we have seen in years, new lids are coming for the trash areas to help keep raccoons and other wildlife away, trash cans on dog stations helping with the issue of people not picking up their dog poop, new plants in strategic areas to help keep young people from climbing onto roofs, still mitigating water intrusion into buildings with heavy rains, lots of landscaping work has been done (cedar mulch in common areas and front of units, getting plants into the ground to help with erosion and water intrusion, removing invasive burning bushes, removing invasive ivy, removing invasive honeysuckle and removing invasive pear trees next).
 - Homeowners called the police on our landscapers twice in the last month while they were doing their job removing invasive ivy. Please stop calling the police on our contractors as it doesn't help anyone and strains relationships with our professionals. It also costs all homeowners extra funds to mitigate the situation. If you have a complaint or concern regarding standard contracted landscaping work, the appropriate action is to put in a homeowner request on the website.
 - The common areas are looking great! Restored picnic tables, hammock area, dog stations with poop bag receptacles and benches. Sadly, one of the new benches added to the property during the Community Volunteer Day was moved and placed behind a garage. We were able to retrieve it and benches have since been locked in place. Please do not remove items from the common areas. They are for all homeowners to enjoy and homeowners themselves built them during the recent Community Volunteer Day at The Woodlands.
- e. Wood chip trails being worked on today ~ last two buildings planned to be restored.
- f. Please read the agenda to familiarize yourself with the updated and standard operations items.

- g. **Townhall meeting survey for 2nd Quarter June 2023** (new survey link): <https://forms.gle/62311o25W88NAVQYA> Please fill out before June 7th. We will send (non-confidential items) in a report to all homeowners before the June Townhall meeting on June 15th 7-8pm on Zoom. Any individual homeowner conflicts will be confidential and not put onto this report, especially if someone mentioned a homeowner by name. Special thanks to board member Shahana for making this comprehensive and objective survey for The Woodlands.

Updates made to the 2nd quarterly townhall survey:

- Incorporated feedback from the last townhall survey for the 2nd quarter's townhall survey: Added feedback we got from several homeowners in it already:
- Moved question from short answer to paragraph form so it is easier to put in responses on the computer and smart phones.
- Increased the character length from 300 to 1800 since some homeowners found it to be too restrictive.
- Added a question where homeowners can put in kudos for other homeowners to be used in the newsletters.
- added some questions about mail in voting, costs for legal and special meetings.

Results from the 2nd quarterly townhall survey:

- The quarterly townhall survey was sent out to all homeowners. Please look over it before the quarterly townhall meeting.

Standard Items:

- a. 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

b. Community Building Items

i. Homeowner Conversation Google Group (run by the board) Now has 14 homeowners in it. Link to be added: <https://forms.gle/wYs8443ZVokpf2x7>

ii. 2 yearly volunteer events: spring & fall (run by Buildings & Grounds Committee)
Link to sign up for spring event: <https://forms.gle/5UtbRdNpSguftey29>

iii. Facebook Group: search 'Neighbors of the Woodlands' (Homeowner run)

c. Board volunteer work priorities: fall in this order (from the governing documents):

i. Repairing & maintaining the common areas and some external building items

ii. Responding to legal action

iii. Responding to the needs of our professional partners (PM/FM/tech/other professionals)

iv. Reviewing and safeguarding our financials & financial procedures

v. Responding to homeowner requests (otherwise not already taken care of by professionals)

vi. Reminder: When homeowners submit legal or homeowner requests multiple times before we respond, this only delays the process of board members being able to do volunteer work on these items in service to the community.

d. Homeowner Grounds Maintenance Schedule (GMS)--in the works (Administrative Assistant).

e. Common Areas Repair & Maintenance (CARM)-- in the Works (B&G Committee).

f. 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).

g. Online payment option on the website now!!!!

b. Other:

- Site Drainage Design Update: In progress: \$5,800 (50% now, 50% upon completion).
- Project Management Update (Phases 1 & 2a) \$4,000 (50% now, 50% upon completion).
- 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).
- Meetings with the City of Bloomington ~ PM/Engineer/Aran/Shelley/B&G Committee.
- Covenant violations: excessive rule breaking currently. The Board will be looking into updating and enforcing Covenant violations with property manager and legal, in 2023.
- 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).
- Chimney inspections conducted in December 2022 (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.

- Technology update: Homeowner Google Drive (documents access), google sheets for tracking requests, google forms for homeowner surveys, Homeowner requests on website.
 - New standard board transfer process to keep materials safe: new garage pad with code, board member email password changes upon board member leaving, new password for website upon board member leaving (website changed & had to be fixed).
- c. Pond Area Investigation (please reference the 2022 Drainage Report)
- Information: Engineer, City officials, PM, B&G recommend repairing this area to a modified bioretention area (which according to the engineer, the area has changed into, over time.)
 - 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.
 - 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.
 - Investigating possible grant for pond area from the City of Bloomington
 - Important aspects to consider from our engineer: Consider the original intent of the pond.
 - 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 modified bioretention area 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.
 - Pond Area: Modified Bioretention Area option: We are working on gathering more data to give additional information on this option that we are considering. The modified bioretention area is what the engineer and City of Bloomington recommend. 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.
- d. 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.

- e. 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

14. Buildings and Grounds Report ~ Aran/Blair/Kriste/Susan (7:45) ~Aran/Committee Members

New/Updated Items:

- a. Restoring & Repairing Common Areas: Buildings & Grounds Committee doing an amazing job of this with their yearly volunteer day recently. Lots of invasive removals, new plants in the ground to help with erosion, restored picnic tables, benches, hammock, and more! 20 homeowners showed up at the volunteer day to plant new vegetation and assemble benches and picnic tables items for The Woodlands-Huge thanks to all who participated in helping beautify our neighborhood!

Our neighborhood was awarded a \$11,000 Neighborhood Improvement Grant that board members Aran Mordoh and Shelley Taylor wrote along with help from the Buildings and Grounds Committee. There will be another neighborhood Improvement Grant meeting on June 14th.

Aran will (again) present the grant proposal to the committee and homeowners and grant committee members will be free to ask questions. **We are at serious risk of losing this funding.** The city is requiring a 2nd meeting and presentation due to the many homeowner inquiries to the city regarding the HOA receiving this grant. This meeting will be hybrid (in-person and over zoom). Meeting Details: June 14th 6:30pm at the Showers Building. Meeting

invitation: [https://bloomington.in.gov/sites/default/files/2023-](https://bloomington.in.gov/sites/default/files/2023-06/Invitation%20to%20all%20Woodlands%20HOA%20members%2C%206-14-23%20meeting.pdf)

[06/Invitation%20to%20all%20Woodlands%20HOA%20members%2C%206-14-23%20meeting.pdf](https://bloomington.in.gov/sites/default/files/2023-06/Invitation%20to%20all%20Woodlands%20HOA%20members%2C%206-14-23%20meeting.pdf)

grant application: <https://bloomington.in.gov/sites/default/files/2023-06/Woodlands%20application.pdf>

- b. Invasive management: The B&G Committee successfully removed 12 burning bushes and a huge amount of invasive ivy with the help of our landscapers. We will be meeting with a company to look at taking over our invasive management and possibly a native planting plan. Thank you to all B&G Committee members for your hard work on this!
- c. Onboarding documents: Committee working on onboarding documents to help new board members in the future. We want to make sure there is a smooth transition for homeowners who wish to be on the board in the future.
- d. Look out for next year’s Community Volunteer Day, it will be the same link for sign-ups ~ The Woodlands Community Volunteer Day! <https://forms.gle/2HZkb8uavRtrZjYy5>
- e. Education on native & invasive plants by MC-IRIS for Spring Woodlands Community Volunteer Day was great ~ check out the vide on the homeowner run Facebook group “Neighbors of The Woodlands Bloomington.”
- f. Applied for small and simple grant to repair common area ~ This grant was denied.
- g. 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).

- h. Weed Wrangle 2nd Sunday of the month April-October, 10am-noon & 1-3pm (meet at the HOA garage). The next weed wrangle proposed for Sunday June 11th will be delayed until next month due to a forecast of rain (see below).

Updated/Standard Items:

- a. Weed Wrangle 2nd Sunday of the month April-October (skip June) , 10am-noon (meet at the HOA garage)
- b. 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)
- c. Need to follow up with the 2020/2021 board sign grant ~ was never completed & could lose funds.
- d. 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!
- e. Working on planting schedule for this year (trees/bushes/flowers & grasses).
- f. Working on invasive burning bush removal ~ to correspond near the spring clean-up day.
- g. Huge involvement with the drainage/pond area project (comments from B&G members).
- h. See documents in Homeowner Google Homeowner Drive.

15. 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)
- f. Request from homeowner to review key policy ~ currently the property manager holds the keys to all units (in-case of emergency and to go in to do the yearly chimney inspections). This how it has always been done. Some homeowners uncomfortable with this and asking for other options.

16. 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. Tree Report Bluestone Tree (scheduling in May)
- n. Engineer updated drainage/pond area reports (helpful for possible grant funding from the city)
- o. Rule Updates (last 2018): Items up from proposal (*board vote only to update*)
 - a. Board updating document. Sending to legal for review. Providing homeowners for feedback (feedback given via survey, open board meeting & town hall meeting).

17. 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: McAuley Law LLC, signed on 04/05/2023 (ongoing).
- 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 (2023 with Bluestone)
- 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
- l. Invasive management pond (2023/2024/2025 with bluestone, until such time as a major repair happens to that area).

18. Postponed Business

Note: Will move to new business or Action Without a Meeting when ready.

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: (Engineer project manager gathering bid for report from structural engineer ~ prelim reports from homeowners on history of front doors sinking)

b. Deck and common areas repair bid

- Data: Reviewing all common areas to repair: common area fences, common area railings and original front fencing (note: updated fencing & decks by homeowners excluded)
- Reason for Action: External building item needed before power washing and staining
- Professional Advising Provided
- Cost/Benefit Analysis (budget)
- Discussion:

Action: (postponed due to larger job than first expected ~ Aran met with Jamar & Lane Maintenance for initial assessment and getting more details for the bid)

c. Deck power washing & staining bid (and possible repair of common area items first)

- 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)
- Reason for Action: External building item needed every 5-10 years (it has been 6 years)
- Professional Advising Provided
- Cost/Benefit Analysis (budget)
- Discussion:

Action: (postponed due to larger job than first expected ~ Aran met with Jamar & Lane Maintenance for initial assessment)

d. Rules and Regulations Updates

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

Action:

e. Drainage bids for phase 1

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

Action: (Engineer project manager gathering bids)

19. New Business (7:55) 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. Chimney inspection bid and schedule for fall 2023. ~**Shahana**

- Data: \$3,300 bid (\$50 for 66 units). Same contractor as last year. Julie Todd LLC. Cleanings will be \$115 and will be required and conducted at the time of the inspection (if needed or if the fireplace has been used at all). Item allocated in our budget for chimney inspections for \$3,500. This fee will be assessed and added to the homeowner's bill. Standard chimney inspections that are required by our insurance to be conducted each year on every unit. The inspection fee is covered by the HOA. If a chimney requires cleaning, it will be cleaned at the time of the inspection and the owner will be assessed the cleaning cost by our financial manager (to their account). This follows the governing documents and keeps all units safe. We were made aware in 2022 that units had not been cleaned for some time and sadly current homeowners had to make up for the cost of past cleanings being overlooked
- Reason for Action: Required action for external insurance that keeps units safe, as fire safety for buildings is extremely important.
- Professional Advising Provided: Our property manager recommended Julie Todd Cleaning LLC in 2022, when there weren't enough viable and affordable chimney cleaning options. Last year she was extremely in-depth with her fire safety knowledge and detailed inspection of each unit.
- Cost/Benefit Analysis (budget)
- Discussion: The reason we are approving this now, is so that there is plenty of time to confirm scheduling in October. Last year there was a huge amount of homeowner pushback on a very standard item, and we want to prevent that misunderstanding from happening. We hope to utilize one of the new committees to facilitate scheduling for us (a homeowner suggestion).

Action: Lisa made a motion to accept \$3,300 for inspections of all units. Aran second.
Discussion: We're looking at a week in October to give homeowners time. Passes 3-0.

b. Common Area Fences: Repair, power washing & staining bid ~ **Valerie**

- Data: \$3,500 to repair common areas and power wash / stain areas. expense item 8 "cleaning grounds and Grounds Maintenance Other" \$5,000 per year, roughly \$2,000 left. We will save money in our tree budget that we can allocate for this. This bid includes repairing the common area fence near the pond area, in-front of building 1 and the privacy fence at the entrance of The Woodlands. It also includes power washing these areas and staining them. They will also do a spot check of some siding on units/garage and power wash what they can to save that area. Mike with Lane Maintenance (our trusted and current handy man) will conduct this work.
- Reason for Action: These area are falling apart. Rather than wait and have to replace them, repairing is the most cost-effective option. Some of these common area fences haven't been repaired or stained in at least 10 years.
- Common area items that are deteriorating and don't appear to have been repaired, power washed or stained for a long time.
- Professional Advising Provided: Jamar helped us secure a huge amount of work to be done at once by Lane Maintenance, more cost effective than one at a time. Includes Privacy fence, common area fences, trash corrals, new railings put up by HOA.
- Cost/Benefit Analysis (budget):
- Discussion:

Action: Aran made a motion to approve \$3,500 to repair common area and power wash needed areas (see above), shelly second. No discussion. Passes 3-0.

c. Yearly Tree report with action items for tree injections, tree trimming & tree removals. ~ **Aran**

- Data: \$15,063.52 tree report & bid for tree injections, tree trimming & tree removals. Standard yearly tree work to keep the trees and entire neighborhood healthy (from Bluestone, premier arborists with a forestry background ~ identified by B&G committee as important). Budget line item fo4 \$35,000 this year for these services, so we are well under budget.
- Reason for Action: Yearly tree maintenance, standard to keep the neighborhood, budlings & people safe and healthy. It is standard in an area with our wooded common grounds for yearly tree maintenance to be conducted (including tree injections, tree trimming & tree removals). Need to schedule the injections as soon as possible, the trimmings need to be scheduled for the fall and the tree removals should be scheduled right away to prevent any invasive trees from spreading further. Invasive pear trees in the report to be removed. Any other trees sited for removal on danger of falling and hitting the building or over a roof (causing danger to the structure and specifically new roof). Most trees indicated for removal this year are smaller and towards the tree line. Since are caught up with removals and trimmings last year, we are on a much better schedule and should continue this routine tree maintenance every year (according to the professional arborist we work with). Doing this work every year helps to keep the trees healthy, keep them away from roofs/cars/entrances, and helps to keep the yearly cost down. Last year we had to catch up on this deferred maintenance. We expect the cost to be lower this year.
- Professional Advising Provided: Bluestone tree, who is conservative in their estimates of any trees that need to be removed. Invasive pear trees (4) must be removed per our rules.

- Cost/Benefit Analysis (budget): \$35,000 in the budget this year for these items (while tree report bid for this year's recommended work is less than half of that).
- Discussion: Trees 19 & 20 ~ got options from the arborist & talked to the homeowner impacted (recommend removing tree 19 & trimming tree 20). 11 trees to be removed, 7 trees for injection, 2 trees to be monitored for the future & 2 large trees to be trimmed (with other trimming for smaller trees).

Action: Aran made a motion to approve \$15,063.52 for tree report & bid for tree injections, tree trimming & tree removals. No further discussion after Aran's presentation and clarification of which are at risk of falling and invasives. Shelly second. Passes 3-0

d. New/Updated RSI Study (last one done in 2018) Reserve Specialists Inc ~ **Shelley**

- Data: \$1,590 for updated RSI report , budget category under expenses 10 "Professional fees other" \$1,000 allocated. We aren't doing the termite study this year, so there is \$2,000 on that line item that can be deferred to this. Adding this line item to the 2024 budget it recommended.
- Reason for Action: Previous report in 2018. Updated report recommended every 3-5 years to clearly guide the board with data on what repairs need to be made and the cost for them.
- Professional Advising Provided: It appears that not much of the last reserve study was followed in terms of maintenance (it either wasn't on a schedule and/or the funds were not there to complete the items). We can consult with this company to indicate what work has been done since the last study and ask them what approach they recommend for the future. For example, the study recommended spacing out the roof replacements over many years (doing two roofs per year). However, the old roofs were replaced (primarily in 2021/2022) because water intrusion into buildings was such a substantial issue. We will need to consult with this company to establish work going forward that aligns with the work we have done in the past (i.e., new roofs will be needed again in 20-30 years). We might want to prioritize one or two big projects per year, versus trying to spread out projects over several years.
- Cost/Benefit Analysis (budget): Saves money in the long run to have professionals guide us for long term financial and repair planning. Rather than just try to fix things as they go bad or guess with some of our other professionals on how to plan out maintenance.
- Discussion:

Action: Shelly made a motion \$1,590 for updated RSI report , budget category under expenses 10 "Professional fees other" \$1,000 allocated. Lisa second. Aran spoke with them- they'll be able to help us to get on a manageable schedule and help us financially manage the big picture. Passes 3-0.

e. Updated drainage reports from Abrams & Moss (Drainage & Pond Area) ~ **Aran**

- 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, but individuals can....so we might be able to apply as groups of homeowners for each phase).
- Professional Advising Provided
- Cost/Benefit Analysis (budget)
- Discussion:

Action: Review only for now (if time permits ~ if not save for the next open board meeting)

20. Homeowner Comments 8:19 pm. *As time permits (30 minutes at the end of meeting)*

- a. Shahana or Lisa to keep time please (verbal and hand signal warning at 2:30 & 3:00)
- b. Logistics: Homeowner comments are for questions and feedback to the board only
- c. No disparaging comments of board members or property manager (considered meeting disruption)
- d. 1st rule violation results in a warning, 2nd violation results in homeowner removal for disruption.
- e. Homeowners must limit their comments to 3 minutes per round & follow all board instructions.
- f. Board feedback will be given after each round of homeowner comments ~ no time limit, i.e., following procedures of city council meeting and response to multiple homeowners warrants it.
- g. We will allow multiple rounds of homeowner comments, as time permits, until 8:30pm.
- h. *Civil behavior must be conducted at all times, or you will be asked to leave the meeting.*
- i. If you have specific questions about items or data, please put in a homeowner request. Volunteer board members cannot be expected to keep all the answers to the neighborhood always in their minds. All board members have access to this data and can look up the information with a reasonable time and we will respond when we are able.

21. 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.

22. 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 ~ Aran
- c. Homeowner Request data review & report out ~ Admin Assistant & Aran
- 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 / Administrative Assistant
- j. Homeowner request replies ~ Administrative Assistant
- k. Newsletter ~ Aran / Administrative Assistant
- l. Documentation proofing ~ Shelley (as time permits)
- m. Project manager ~ 1st point of contact, Aran. 2nd point of contact, Shelley.
- n. Financial Manager year end budget review ~ Aran/Shahana / Financial Committee
- o. Budget creation ~ Aran
- p. Quarterly internal audits ~ Aran/Shahana
- q. Set and create agenda for meetings ~ Aran
- r. Tech work on systems ~ Aran.
- s. Update website ~ Aran/Lisa
- t. Upload meeting minutes and documents to website ~ Aran
- u. Buildings & Grounds Committee Chair ~ Aran
- v. Update and upload documents to the homeowner Google drive~ Aran
- w. Meet with contractors (landscaping, handyman, engineer, city officials) ~ Aran/Shelley B&G
- x. Correspondence and meetings with legal ~ Board members
- y. Respond to homeowner requests via board decisions and rules ~ Admin Assistant

23. Announcement of Next Meeting

- a. Quarter 2 Townhall on Zoom: June 15th 7-8pm on zoom

b. Next open board meeting is July 13th 7pm on zoom

24. Adjournment Time: 8:36. Aran made a motion to adjourn. Lisa second.

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. Meeting Minutes for review

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>