

February Open Board Meeting Agenda

Woodlands Winding Brook HOA

February 20, 2025 @ 7:00 pm

Location: Zoom (<https://iu.zoom.us/j/9202320239>)

Zoom Meeting ID: 9202320239 (no password)

- Homeowners present: Connie Beckwith, Susan Seitzinger, Jeanette Clausen, Shelley Taylor, Shahana Ansari,
 - Board Members present: Valerie Grim, Cathy Brown, Kris Kuntz, Keith Mize, Donna Davis
 - Professionals present: none
 - Notetaker for the meeting: Cathy Brown

 - **Call To Order / Welcome / Recognition of Attendees ~ Kris + Other Board Members**
 - *Recognition of attendees (homeowners, board member, professionals and notetaker)*
 - **We will do our best to have 30 minutes of reports/guest speakers, 30 minutes of new board business, and 30 minutes of homeowner comments (as time permits).**
We may deviate from this schedule based on the needs of items and time.

 - **Rules of Conduct**
 - Racial, homophobic, gender or any discrimination words or actions will not be tolerated
 - We value the racial, gender, age, and other types of diversity in this board and community.
 - Current ADA accommodation: closed captions turned on in Zoom meetings, microphones checked before Zoom meetings
 - Strive to adopt a good will approach

 - **Approval of Minutes Kris**
 - Open Board Meeting minutes from previous meeting. **Action:** No minutes available from the November meeting so no action was taken. Postponed to the April meeting.

 - **Report Board decisions made since the last monthly meeting**
- Discretionary Monthly Approval (DMA) ~ Property manager has \$1,500 per month per their contract. Please note:*
- Board AWM:
 - *None*
 - Executive meeting decisions:
 - 11-20-24 Accepted quote for Service Solutions \$10,325 to remove most of wood chip trails and put down multiple seeded erosion blankets between building and at south end of basin area. -- 4 Yes, 1 Absent
 - 12-11-24 Voted to accept Jamar Property Management 1 year contract with full property and financial management for 2025. \$36,000 -- 5 yes
 - 12-30-24 voted to accept C&H contract for snow removal for Jan. – March/April 2025. – 3 Yes, 2 Absent
 - 1-21-25 Voted to accept contract with Kelley Pest Control & Termite Services for \$2346 plus optional warranty extensions at \$300 per year for termites around Building 6. – 4 yes, 1 Absent

Notes:

“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.

- **Guest Speaker**
- *None this month.*
- **Executive References**
 - Executive meetings**
 - 11-20-24 (Board Only)
 - 12-11-24 (Board Only)
 - 12-30-24 (Board Only)
 - 1-17-25 Legal Meeting (Jason Mcauley, Board, Admin)
 - Tuesday Weekly Meetings (Board, Admin, Jamar)
 - 2-20-25 Board Only Executive Meeting

Note: The board cannot comment publicly on pending legal

- **Lawsuits/Legal Updates:** You can look up the public legal cases online
 - mycase.in.gov , or <https://public.courts.in.gov>
 - **Currently NO legal cases outstanding against the HOA.**
 - Helpful link to see up-to-date info in your neighborhood: <https://monroein.elevatemaps.io/>
 - Cases that are private and can't be shared with homeowners: Bloomington Human Rights Commission, Indiana Civil Rights Commission and Protective Order Cases.
 - Please consider meeting with the board and then mediation before filing cases like these, as legal costs are shared by all homeowners.

- **President's Report**

New/Updated Items:

- - 2025 Projects Large:**
 - Finalizing drainage requirements to appease City
 - Replacement of Siding on all buildings (7+ years to complete)
 - Foundation drain & Stormwater drain repairs for all buildings & waterproofing based on need (7 years to complete)
 - **2025 Projects Medium:**
 - Governing documents re-recorded (no changes), PDF document put onto the HGD & Website. More ADA compliant version, easier to read for homeowners who use assistive reading technology (old version scanned in and hard to read).
 - **Looking at all contracts & vendors to see where changes should be made to preserve funds but also keep stable/upgrade the community.**
 - Yearly Maintenance Schedule (YMS)
 - Committee structures and procedures
 - **Board Positions:**
 - Welcome Cathy Brown, Keith Mize and Donna Davis as our new Board members from 2025-2027.**
 - 2 open board seats for 3-year terms starting in 2026.
 - Please submit candidate nomination form on the website: <https://>

- **Calendar:** Please check the calendar regularly for updates and events (Homeowner Google Drive)
 - Spring Clean-up Event?
 - Summer Town Hall Get-together in July
 - Chimney inspections
 - Fall Community Volunteer Event
- **Operations Report ~ Kris**
 - Property Manager Report – none given
- **Treasurer's Report ~ (Kris)**
 - **Financial manager documents:** Emailed to homeowners and uploaded to the *Homeowner Google Drive* monthly
 - Working on finalizing 2024 documents. Basic totals were available at the meeting. Kris reported we had about \$35,000 more in income than we expected. Some was because of grants from the City and some because of arrearages collected. We also lowered administrative services costs. We have a new contract with Jamar to increase what they provide us, including financial services. The final report on 2024 will be available soon and distributed to homeowners.
- **HOA Payments:** can be made on the website: <https://www.woodlandshoa.net/payment/>
 - Please note that current fees and yearly costs to homeowners can be found on the website
 - Updated delinquency rules: At 60 days in arrears, late fees begin. At 120 days late, legal proceedings begin for collection.
- **Committee Reports: ~ Kris**
- **Current Committees (Committee Chair in bold):**
 - Grounds Committee: Susan Seitzinger, Jeanette Clausen, **Cathy Brown**
 - Finance Committee: Cindy Johnson, **Kris Kuntz**
 - Outreach Committee (*Outreach, Welcoming, Recreational & Social Gathering Committee*): Sam Troxal, **Cathy Brown**
 - Buildings Committee: Connie Beckwith, Jeff Cupp, **Jeanette Clausen**
 - Notes on how to get involved
 - Put in a homeowner request on the website indicating what committee you would like to join, and the board will vote on it.
 - Homeowners wanting to be more involved ~ this is a great opportunity!
- **Committee Reports:**
 - Grounds Committee ([Board Member Assigned or Committee Member]) - Susan Seitzinger reported on the application for a Neighborhood Cleanup grant from the City. She indicated the committee is creating a 5-year plan. The committee is also considering submitting a Small and Simple grant proposal to either 1) refurbish mailboxes and the deck furniture or 2)
 - Finance Committee: ([Board Member Assigned or Committee Member]) – see above report from Treasurer.
 - Outreach Committee: ([Board Member Assigned or Committee Member])-- no report, no

- activity. We need new members now that [Peggy Billeck](#) has sold.
- Buildings Committee: ([Board Member Assigned or Committee Member]) - no report, no activity

There was some discussion of needed working groups, such as a governing documents review group .

Quarterly Homeowner Feedback Survey

- No surveys yet for 2025. Suggestions?
- Homeowner Feedback Survey Link: <https://www.woodlandshoa.net/get-involved/>
- 2024 Q1 & Q2 Homeowner Feedback survey reports: <https://drive.google.com/drive/folders/1A4CHfGRqO-8uL7j1eCCDCf-Vsmnlw2XP>
- Next town hall meeting: Wednesday March 19th 7-8pm on zoom (meeting ID 9202320239)

• New/Ongoing Business

- New Business: **Landscaping/snow Removal contract for 2025**
 - The board voted 5 aye, 0 nay, 0 abstentions to sign a contract with C&H for both landscaping and snow/ice removal for 2025.
- New Business: **Bat issue**
 - Data: Bat prevention on the exterior is needed to prevent bat infestations on the buildings
 - Current bat infestation (with possible bat bugs): HOA taking care of external building item (all homeowners in that building responsible for the cost to do their attics)
 - Rough estimates of prevention \$2500-\$3000 per building.
 - Screens need to be put up on the chimney caps and ends of buildings (over soffits) to keep the bats from finding homes on the outsides of the buildings
 - Discussion: Board approved remediation on 2 buildings and is waiting for bid on additional buildings. As on Feb. 2025, we still aren't getting bids.
- New Business: **Deck repair, power washing, staining**
 - Data: Decks last inspected & cleaned in 2017
 - Reason for Action: Needed for preservation of the decks
 - Professional Advising provided:
 - Cost/Benefit Analysis (budget):
 - Discussion: Motion:
 - Next steps: Jamar is finalizing deck reports and marking them in order of issue safety/severity. We hope to start work as the weather gets better this spring.
- New Business: **Removal of Woodchip Trails per City of Bloomington Request**
 - We received approval to keep the trail between the Court and Circle, no others. A contract was signed at the end of November for removal of the remaining trails and the addition of seeded erosion blankets in between buildings.
- New Business: **Dog Cleanup Costs**
 - Data: Costs for 2023 = \$1715.00. costs for 2024 = \$5520.00

- Cost increase due to increase in labor cost for cleaning and restocking.
- Cathy Brown has offered to take over the monitoring and changing of the doggie containers. There was discussion about whether or not the dog bags and containers should be kept. It was agreed to keep them for now.

Motion:

- New Business: **HOA Cell Phone Requirements/Cost**
 - Data: An HOA cell phone has been contracted with Verizon for the last 2 years. The phone is used for the ever-increasing 2-party authentication requirements. We are currently paying \$35.00 per month.
 - Motion has been requested to change the phone company used to USMobile at \$8 per month. - Motion passed 5 aye, 0 nay, 0 abstention

Motion:

- New Business: **Discussion on trash area & pickup**
 - Data: Suggestion has been made that people outside the Woodlands are dumping and that Republic is the most expensive trash company in Bloomington.
 - Suggestion to put up signs on the trash corrals and check into other companies. There was discussion of using cameras and what recourse we have if someone who doesn't live in the Woodlands uses our dumpsters. There is reason to believe that we have no recourse..
- New Business: **Sink Hole Remediation**
 - Data: A largish sink hole has opened up near the driveway by the basketball court. Investigation is underway to see what the best way to handle it will be. Homeowners should be careful when walking in that area. We do have insurance coverage for sinkholes.
- Future Discussions:**
 - Changing website hosting services (due by June)
 - Do we need both Zoom and Google Meets? (due by June)
 - Moving majority of our bank accounts to a bank that will pay us a higher interest amount.
- Homeowner Comments. As time permits (15-30 minutes at the end of meeting)**
- Logistics: Homeowner comments are for questions and feedback to the board only
- No derogatory language in general or disparaging comments of board members or property manager/contractors (considered meeting disruption)
- 1st rule violation results in a warning, 2nd violation results in loss of speaking privileges during homeowner comments.
- Please save specific questions about items (i.e. detailed invoice questions) or data for a homeowner request. All board members have access to this data but can't be expected to know it off the tops of their heads.
- Announcement of Next Meeting**

- Next open Board Meeting Wednesday, April 16th from 7:00-8:30pm
- Next Town Hall Meeting Wednesday, March 19th 7-8pm on zoom
- Zoom information: Meeting ID: 9202320239 (no password)
- **Adjournment** Time:

Board Member Documents in Review (on the homeowner Google drive):

- Board Calendar (open board meetings/exec/town halls) ~ *subject to change*
- Property Manager Report
- Buildings & Grounds Committee Report (other committee reports as added)
- Agenda

Board Member Documents in Review (confidential ~ on board Google Drive)

- Multiple bids (other misc.)
- Meeting Minutes for review

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

Homeowner Request link: <https://www.woodlandshoa-requests.net/>

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