

Windridge Co-Owners Association, Inc.
Board of Directors Meeting Minutes #2015-7
June 15, 2015

The meeting of the Board of Directors of Windridge Co-Owners Association, Inc. was held on June 15, 2015, in the Board Room of Laurel Hall at Phi Kappa Psi, Indianapolis, Indiana. Board President, Rick Alexander, presiding; Eleanor Keppler serving as Secretary.

ATTENDANCE

Directors Present:

Class of 2015	<u>X Ron Renner, Vice-Pres.</u>	<u>X William Pert</u>	<u>X Tom McNulty</u>
Class of 2016	<u>X Tom Eggers, Treas.</u>	<u>X Marion Dunson</u>	
Class of 2017	<u>X Rick Alexander, Pres.</u>	<u>X Eleanor Keppler, Sec.</u>	<u>X Jane Loiselle</u>

Staff Present: X Doug Beyers, Prop. Mgr. X Darcy Heyerdahl, Office Mgr.

OWNERS COMMENTS

Kathleen Roman asked if the board has made a decision regarding her request to spray the pine trees for bag worms. She expressed concern that the window of time for effectively treating the trees is passing. Beyers replied that he has had three companies look into the issue. There seems to be disagreement among the experts regarding the cause of the problem. Beyers will continue to gather information and determine the best course of action.

Tom Ulsas commented that residents have the responsibility to work with the association to make the neighborhood safer.

CALL TO ORDER

President Alexander called the meeting to order at 7:05 PM, and asked for approval of the Minutes of the previous Board Meeting. Renner moved, and Eggers seconded, a motion to approve the Minutes of the Board Meeting held on May 18, 2015 as submitted, which was approved unanimously by the Board.

ACKNOWLEDGEMENT OF PREVIOUS BOARD ACTION

None

OFFICERS' REPORTS

President's Report – Rick Alexander submitted a written report which is included with these Minutes. He reported upon the area meeting related to proposed traffic changes on Emerson Avenue. The purpose of reducing the number of vehicular lanes is to increase safety by slowing traffic. Topics which will be discussed in tonight's meeting include plans for the Neighborhood Watch program, new trash receptacles that the city will be delivering, rules and regulations related to overgrown foundation plantings, trash, pets and board approval for landscaping changes. Alexander announced that the ground breaking for the new community building will be at the June 27th picnic.

Vice President's Report – Ron Renner.

No report.

Secretary's Report – Eleanor Keppler. No report other than the previously approved Minutes of the May 18, 2015 Board Meeting.

Treasurer's Report – Tom Eggers. A written report was submitted which is included with these Minutes. In a verbal summary, Eggers noted that at this time we are under budget in all areas except siding replacement.

Manager's Report - Doug Beyers. A detailed written report was submitted, a copy of which is included with these Minutes. Please read for an update on the many activities.

Beyers requested that the board take a position related to the residents who have sprinkler systems. He explained that the city requires that the systems are inspected annually by a certified inspector and send the report to the city. Failure to do so will result in the disruption of water service. Since the twelve Windridge residents who have sprinkler systems receive their water service through the association, everyone's service is in jeopardy, if all do not comply with the inspections. Beyers reported that two notices of the need for inspections have been mailed to the twelve homeowners and only one has notified the office that they have complied. A third and final notice is being sent.

Pert moved and Loiselle seconded a motion that any homeowner with in-ground water systems be notified that if they do not comply with Citizens Energy requirement for inspection by June 30th, that Windridge will have the system inspected or disabled and pass on the cost to the homeowner. The motion passed unanimously.

COMMENTS FROM MAYOR'S COMMUNITY LIAISON

Gary Lovelace reported that Windridge is in the section of the city that is designated to receive new 96 gallon trash carts which will be delivered after July 13th. The city has a contract with Republic for all residents to transition to the trash carts over a five year period. Residents have received a post card and will be receiving a letter explaining the procedure. If residents do not need or want the large trash cart (96 gal.), they may call the Mayor's Action Center at 317-327-4622 and request a 65 gallon cart.

COMMITTEE REPORTS

Architectural – Marion Dunson.

The window replacement request at 5250 Whisperwood Lane was approved by the board and has been completed.

Residents at 5245 Whisperwood Lane request to replace four windows. The new windows will be the same type and color as the existing ones. Dunson moved and Loiselle seconded that the request be approved. The motion carried unanimously.

Budget & Finance – Eleanor Keppler.

Jim Higgs has agreed to chair the committee which will prepare the proposed budget for 2016. Three other residents who have served on the committee have agreed to continue. Two homeowners have indicated that they wish to join the committee and two additional committee members are needed.

Cathedral High School – Ron Renner.

Renner's report will be given under Old Business.

Human Resources – Rick Alexander.

No report.

Insurance – Ron Renner.

Residents were reminded to examine their insurance coverage to be certain that valuables are adequately covered. Renner recommended that residents take pictures of valuables and keep an inventory.

Landscaping – Jane Loiselle.

Residents at 5401 Greenwillow Road request approval for a landscaping plan from Andrea's Garden Center with all native plants that are approved. The work will be completed and paid for by the resident. Loiselle moved and Keppler seconded that the request be approved. The motion carried unanimously.

Residents at 5335 Whisperwood Lane submitted a request asking for permission to install a gas line. All landscape, concrete and/or asphalt disruption will be restored. Renner moved and Pert seconded that the request be approved. The motion carried unanimously.

Loiselle gave updates regarding the front gate beautification project and the work of the landscaping committee. She thanked residents who are volunteering to maintain corners and encourages others to help. She commented upon honeysuckle eradication, wildflower gardens, foundation plantings, and tree removal. Loiselle's detailed report is attached to these Minutes.

Long Range Advisory Planning – Tom Eggers.

No report.

Maintenance & Grounds – Bill Pert.

Pert shared with the board information from the National Wildlife Association regarding lawn reduction by the use of natural plant and plant species that attract birds and insects. Windridge is piloting these ideas in the natural areas along Hawks Point and Greenwillow Roads. For further information, Pert suggests the following articles from the National Wildlife Association website:

- Gardeners Pick Their “Gold Medal” Favorites
- Create a Certified Wildlife Habitat
- Pollinator Decline
- <https://www.nwf.org/pdf/Gardening%20Tips/Lawn%20Reduction-web.pdf>

Marketing/Communications – Tom McNulty.

Please visit the web site <http://www.windridgecondos.com>

We are ready to launch the new site as soon as the contact page is up and running. Special thanks to residents Rob Bohn, Tom Ulsas, Jane Loiselle and Karen Shepherd for their contributions. Once the site is launched we will continue to work on the photo gallery, cosmetics and information.

Phi Kappa Psi – Tom Eggers.

No report.

Rules & Regulations – Eleanor Keppler.

Please review Windridge's Code of By-laws and Rules & Regulations and be sure that you are in compliance and avoid punitive actions. If everyone follows the same expectations, Windridge will remain a desirable living environment for all.

Pets

Code of By-Laws, Article VII - Restrictions on Use, Section 7.1 (f), page 14:

.... Pets shall be taken outdoors only under leash and an Owner shall be fully liable for any damage to the Common Areas or Limited Areas caused by his pet.

Rules and Regulations – Number Seven, Pets, page 16:

... Pets may be taken outdoors only when on a sturdy leash and continuously under direct visual supervision. Pet owners are responsible for controlling their pets and for the removal and cleanup of any all waste created by a pet.

Trash

Code of By-Laws, Article VII – Restrictions on Use, Section 7.1 (n), page 16:

All trash or refuse shall be stored in appropriate containers inside the Dwelling Unit (including garage) or designated trash areas and made accessible for the programmed trash collection system established by the Board of Directors.

Windridge Owner's Manual, page 7: Trash should be placed at the curbside by 7:00 A.M. to ensure removal.

Please do not place any trash at curbside on Monday evening.

Landscaping

Rules and Regulations – Number five, Maintenance of Property and Grounds, page 12: Windridge Dwelling Unit Owner's Checklist – Owner's responsibility Landscape of the area adjacent to dwelling unit foundation, flower and landscape beds.

Windridge Owner's Manual, page 7: "The landscaping adjacent to the exterior walls of each home is the responsibility of the Homeowner." "Any alteration to existing landscaping must be submitted in advance to the Landscaping Committee and approved by the Board of Directors."

Security – Marion Dunson.

Dunson reported upon an incident that occurred at the gate during the day on June 11th. A resident was followed in by a truck. The driver of the truck talked to the resident rudely using profanity. It was recommended that victims call 911 in such incidents rather than confronting the perpetrator.

There have been additional units broken into during the past couple of weeks. The break-ins seem to be happening in the evening by the same person or persons who wear(s) gloves and enter the homes from the back or the side which is obstructed from view by trees or shrubs. The board discussed several ideas to increase security such as security guards, fencing, changing gate codes, and motion detector cameras. The board agreed to continue to explore these options and new ideas.

Residents need to continue the following safety guidelines:

- Be aware of your surroundings.
- Communicate with their Watch Captain and neighbors when you will be gone.
- Make arrangements for someone to pick up mail and newspapers when gone.
- Trim shrubs located near the house to 2 – 3 foot.
- Leave on outside lights; install additional outside lighting where needed.
- Report to the office when outside bulbs are out.
- Use timers for inside lights and radios.
- Close shades and draperies.

Neighborhood Watch – Jim Loiseau

- Captains are in place for all areas except one which Jim Loiseau will take.
- Captains are to talk to all residents in their area to share information and listen to concerns.
- The next step is to have a Town Hall meeting for Mr. Gerardo Becerra to train the community.
- When a date is set for the meeting, residents will be notified.

Social – Tom McNulty.

The summer picnic is scheduled on Saturday, June 27th at 5:00 PM across from the tennis courts. The picnic is a great way to meet your fellow neighbors and socialize. Chicken will be provided by the association, please bring a side dish or dessert, a chair to sit in, and your favorite beverage. Please call Vicki Eident @ (317) 679-5386 or email her vicki@eident.net so we know how much chicken to order. Any donation will help offset the cost of the meal.

Wine Time on June 5th was hosted by Lynn Rinehart and attended by 49 residents. The next Wine Time will be hosted by Bonnie Chastain on July 10th. Please note the date has been moved to the second Friday of the month due to the 4th of July. Thanks to all our Wine Time hosts!!

Anyone interested in learning and playing Mah Jongg please contact Roseanne Taylor at (317) 974-9936. It is a very popular tile game and keeps the mind sharp!

OLD BUSINESS

A. Cathedral law suit – Last year Windridge filed suit; a judge was selected. The judge asked the two parties to attempt to resolve the problem out of court. In February of this year, the parties met and it was agreed that Windridge would obtain estimates from two engineers to investigate the cause of the drainage problem. Since that time, Cathedral has not responded. Last week Windridge representatives met with our attorney and decided to ask for an "order of access" to attempt to move the case forward. Today Windridge filed the suit to subpoena records. They will have 30 days to reply. Then they can subpoena information from Windridge and we will have 30 days to provide the requested information. Then parties will be required to meet.

B. Up-date on Building – The report was deferred to the executive session.

NEW BUSINESS

A. 5205 Architectural Request – Last month the owners of 5205 Windridge requested approval of plans for an extensive remodeling project. Since the project involves structural changes, Beyers requested detailed drawings. Upon examining the engineering drawings, concerns remain. Beyers recommends that the board request that the plan be examined by a third party engineer. Renner moved and Loiselle seconded that we select an engineer to review the plans at the homeowner’s expense. The third party engineer’s report will be submitted to the board to vote to approve or deny the request. The motion passed unanimously.

B. 4948 Windridge Drive Sidewalk Request – Beyers gave the board copies of a letter stating that the stone sidewalk set in sand has been damaged by moles. The resident considers the moles as pests and requests that association assume the responsibility of eradicating the moles and rebuilding the sidewalk. After discussion, Pert moved and Eggers seconded that the association will replace the damaged area of stone side walk with a concrete sidewalk. The motion passed unanimously.

RECESS for Executive Session

The board recessed to executive session to discuss bids for the Community Building at 9:30 PM.

During the executive session, **Jack Mart** presented a status report of the Community Building Project. After bids from four contractors and many attempts to scale down the project to lower the cost of the structure, it is evident that the final cost of the building could approach \$225,000. Mart reported that the most cost effective way to complete the project is to have multiple contractors with each responsible for specific components. The reason for the increased cost is more realistic bids by the contractors than their earlier estimates when the project was proposed.

After much discussion, the board decided that the value of having the Community Building which includes the office and a garage/work area on site is worth the additional dollars. In an earlier decision the board approved funding the project with our own savings from the Capital Reserve Fund rather than with a fifteen year bank line of credit (loan). To replenish the fund, annually CDs would be purchased in the amounts that would have been budgeted for office rent. Along with accumulated interest the fund would be replenished in ten years. With the additional cost of the building, we estimate the reserve fund will be replenished in eleven years. Even though the cost of construction will be higher, the final cost of the building plus funding will be less than originally approved by the community.

RECONVENED MEETING: New Business Continued

The board reconvened at 11:04 PM. Loiselle moved and Eggers seconded that we accept the bid for General Contractor from Page Construction for \$128,000 and the bid for footings, foundations, and concrete floor slab from Featherston for \$31,000. The motion passed unanimously.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned by Alexander at 11:06 PM.

NEXT MEETING

The next regularly scheduled meeting of the Windridge Board of Directors will be held at 7:00 PM on Monday, July 20, 2015, in the Board Room of Laurel Hall at Phi Kappa Psi, Indianapolis, Indiana.

Respectfully submitted,

Eleanor Keppler

Eleanor Keppler, Board Secretary

Presidents Report

Rick Alexander

Last month several Windridge residents attended a public meeting at the Eunhye Korean Presbyterian Church where representatives presented plans to modify traffic flow on Emerson Avenue by reducing the number of lanes of vehicular traffic from four lanes to two lanes and incorporating bicycle paths to replace the existing outside lanes. The purpose of these proposed changes is to slow traffic and increase safety for Windridge residents.

Tonight we will receive an update on our Neighborhood Crime Watch program that is in the process of being finalized.

Several Windridge residents recently received a notice from the City of Indianapolis about upcoming changes in trash collection practices involving the use of uniform 96-gallon receptacles that can be picked up automatically by trash trucks at a considerable savings of time and expense. Residents will need to evaluate their own particular needs (smaller containers are available) but they will need to notify the City to be able to utilize the smaller containers, if needed.

Under Rules and Regulations, I want to again stress the importance of Windridge residents' responsibility to maintain the area around their foundations and keep weeds and overgrown areas under control. We have observed instances of dogs running loose and not on a leash controlled by an owner. This practice is well known by most of us, but at this time of year it is necessary to remind residents that such practice is in violation of our Rules and Regulations. I have also observed some instances of residents expanding their flower beds and mini-gardens beyond what was originally intended by our Rules and Regulations. Such expansion, while not automatically in violation, must be approved by Board action and residents aren't always doing that.

Also, tonight the Board will consider bids for the construction of the Office/Community Building and will schedule a groundbreaking ceremony to take place as early as June 27th, the day of our annual Windridge community picnic.

Treasurers Report

Tom Eggers

Community Building

Total Cost through April \$ 14.1 K

May Month Expenses compared with Budget

Major \$ (45.6) K Under Budget
Repairs/Replacements

Siding Replacement (10.7)
Others (net) (34.9) Not spent

Grounds Maintenance (8.5) K Under Budget
Lawn Care (3.9)
Walkways/Driveways (3.0)
Landscape Improvements (2.4)

Water & Sewer (1.6) K Under Budget

Others (net) (4.6) K Under Budget

Month Total \$ (60.3) K Under Budget

May Year-to-date Expenses compared with Budget

Major Repairs/Replacement \$ 6.9 K Over Budget
Siding Replacement 77.6 Over Budget
Others (net) (84.5) Erosion, Driveways, Sidewalks

Grounds Maintenance (8.3) K Under Budget
Snow Removal 17.9 Over Budget
Others (net) (26.2) Under Budget

Building Maintenance (12.4) K Under Budget
Foundation/Crawl Spaces (7.3) Not spent
Others (net) (5.1) Under Budget

Maintenance Supplies (7.3) K Under Budget - Ice Melt purchased last year

Salaries & Wages (7.4) K Under Budget - Timing

Water & Sewer (7.8) K Under Budget

Others (net) (9.2) K Under Budget

YTD Total \$ (45.5) K Under Budget

Windridge Co-Owners Association, Inc.
 Revenue & Expense Report
 For the Five Months Ended May 31, 2015

6/11/15

	Actual			Budget	Over/(Under)
	Oper Fund	Reserve Fund	Total	Total	Budget
Revenue					
Regular Assessments	228,141	150,703	378,843	373,430	5,413
Water & Sewer Assessments	47,363	-	47,363	48,333	(970)
Special Assessments	-	221,040	221,040	220,195	845
Phi Psi Reimbursement	6,512	-	6,512	4,824	1,688
Total Revenue	282,015	371,743	653,758	646,782	6,976
Expenses					
Grounds Maintenance - 3rd Pty	55,220		55,220	63,487	(8,267)
Building Maintenance - 3rd Pty	13,498		13,498	25,850	(12,352)
Major Repairs/Replace - 3rd Pty		152,860	152,860	146,000	6,860
Maintenance Supplies	4,952		4,952	12,200	(7,248)
Salaries & Wages	82,315		82,315	89,691	(7,376)
Payroll Taxes/Benefits	10,022		10,022	10,219	(197)
Water	16,319		16,319	20,833	(4,514)
Sewer	24,178		24,178	27,500	(3,322)
Insurance	29,750		29,750	32,083	(2,333)
Legal & Professional	6,283		6,283	8,958	(2,675)
Security Expense	2,318		2,318	2,592	(274)
Office Expense	7,004	-	7,004	7,333	(329)
Rent	6,549		6,549	6,666	(117)
Bad Debts	(235)		(235)	3,125	(3,360)
Depreciation	-		-	-	-
Interest Expense	-		-	-	-
Total Expenses	258,174	152,860	411,034	456,537	(45,503)
Other Income					
Interest Income	614		614	-	614
Miscellaneous Income	580		580	-	580
Total Other Income	1,194	-	1,194	-	1,194
Revenue over/(under) Expenses	25,036	218,882	243,918	190,245	53,673

Manager's Report

Doug Beyers

2015 Siding Repair and Painting- Wood replacement has started. Painting will start when 85% of the siding has been completed. Painting will begin the week of June 22, 2015 as weather permits.

Community Building- We have selected contractors and are now reviewing contracts. We plan to start construction in the beginning of July. Permitting will begin after contracts are signed.

Our accounting review was June 4, 2015. We are waiting for the report.

The maintenance staff is working hard on the grounds.

The maintenance staff is overwhelmed with work orders. Please be patient.

Removal of dead ash trees continues. The trees are being killed by emerald ash bore. Please notify the office of any dead trees that are not marked with a red dot so they can be added to the list of trees to be removed.

Spring Termite Inspection is scheduled for June 16th through June 19th.

Citizens Energy Group has notified us there will be a water outage for approximately 8 hours, beginning at approximately 10:00 PM on Wednesday, June 17, 2015.

Pruning is planned for the week of June 29, 2015.

Citizens Energy Group Notices to Windridge Owners concerning backflow devices- Citizens has mail a third notice to the Co-Owners Association concerning back flow devices on in ground sprinkler systems. The first two notices were mailed to residents. The third will be forwarded shortly. It is the owner's responsibility to have these checked and to contact Citizens Water. As of today only one owner has contacted the office. Failure to respond to Citizens Energy Group could result in the disruption of our water service.

As a Reminder:

Please follow our rules and regulations concerning pets. "Pets may be taken outdoors only when on a sturdy leash and continuously under direct supervision. **Pet owners are responsible for controlling their pets and for the removal and cleanup of any and all waste created by a pet.** Pet owners will be responsible for any damage to Common Areas or Limited Common Areas caused by their pet."

Please follow the community speed limits. There are a number of contractors and resident walkers out this spring. We don't want a needless accident.

Please follow the community rules concerning trash containers. "**All trash or refuse shall be stored in appropriate containers inside the Dwelling Unit** (including garages) or designated trash areas and made accessible for the programmed trash collection systems established by the Board of Directors."

Gutter cleaning has started.

Landscape/Beautification Liaison Report - June 15, 2015

Jane Loisel

A. Landscape requests:

1. Residents at 5329 Thicket Hill were given permission to replace two shrubs in their foundation landscaping. This did not come to the Board.
Request closed.
2. Residents at 5401 Greenwillow Rd request additions to their landscaping. The additions are outside the brick wall surrounding their courtyard in common area. A detailed plan drawn up by Andrea's Garden Center is attached. All work will be done and paid for by the residents. All plants are native and on the approved list. The landscape committee recommends this request. So moved.
3. Residents at 5335 Whisperwood Ln submitted a Landscape Proposal Form on 5/20/15 Requesting permission to install a gas line into the residence. All landscape, concrete and/or asphalt disruption will be restored. This has been completed. Bill Pert was out of town at the time. All our parameters were met. The landscape committee recommends this request. So moved.

B. Front Gate Beautification Project – budget funded using our staff

1. The old, overgrown shrubs around the sign were replaced with new lower growing evergreen shrubs, several flowering bushes and some colorful annuals.
2. The old, overgrown trees and shrubs will be trimmed/replaced by the front gate wall similar to work done at the back gate wall.
3. A priority will be adding color with shrubs perennial wildflowers throughout common areas.

C. Landscaping Committee

1. Corner gardens – Several new volunteers signed on to maintain corner gardens. Thank you all!!! We can always use more helpers. Anybody who would like to help maintain a corner garden(s) please contact Darcy at the office 251-7861, office@windridgecondos.com or Marion Dunson 546-1457, marion_dunson@att.net or Jane Loisel 426-5933, jloiselle@indy.rr.com
If you see a garden that needs tending and you'd like to help please do so. You do not have to put your name on a list or commit to a lifelong contract.
Corner gardens should provide an outlet for people who want to garden also known as "Dirt Therapy" - thank you Rita White!
Corner gardens are ultimately the responsibility of our staff.
2. Honeysuckle eradication – This will be an ongoing project that Doug and his staff will do. Doug has identified areas they will tackle this season in our effort to control this invasive plant and replace them with native plants that will use less water and require less maintenance in the future. Invasive plants ultimately kill off our native plants & trees and thereby harm our birds & wildlife.
3. Wildflower gardens – This is a pilot project that Doug & Bill Pert have started this year that overlaps Landscaping/Beautification. It will add color and variety to our landscape and provide food for our native birds, bee, butterflies, etc. We plan to add new gardens each year. Once established these gardens should cut expenses related to mowing & fertilizing.
4. Thanks to all residents for planting and **maintaining** foundation plantings and individual gardens. Just take a walk or ride around to enjoy all the colorful gardens!

5. Tree Removals –

a. There are still a considerable number of Ash trees that are being removed due to Emerald Ash Bore. Some of them “look dead” but many of them still look fine. The large trees will be removed by contractors. The smaller trees will be removed by our staff. These trees have been marked with a red dot. If you know of dead Ash trees not marked with a red dot please contact the office so they may be added to the list. Priority is given to trees that may cause damage when they fall.

b. Several small trees and shrubs around our community are being removed. This is an ongoing maintenance/beautification project. There are lots of reasons that trees are removed, such as but not limited to -

- Drainage problems can occur as trees age and push the earth up thus sending ground water towards our homes.

- Tree roots push up driveways and roadways causing cracks and upheavals.

- Trees can block sight lines and cause unsafe driving issues.

- Dying trees can fall and cause additional damage to property.

- Dead trees become unsightly and residents complain.

Our property manager, Doug Byers, is ultimately responsible for determining when and if a tree/shrub needs to be removed.