

Windridge Co-Owners Association, Inc.
Board of Directors Meeting Minutes #2015-8
July 20, 2015

The meeting of the Board of Directors of Windridge Co-Owners Association, Inc. was held on July 20, 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 Ron Renner, Vice-Pres. X William Pert X Tom McNulty

Class of 2016 X Tom Eggers, Treas. X Marion Dunson

Class of 2017 X Rick Alexander, Pres. X Eleanor Keppler, Sec. X Jane Loiselle

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

CALL TO ORDER

President Alexander called the meeting to order at 7:00 PM and announced that our guests from the city be first on the agenda.

COMMENTS FROM RESIDENTS

Francie Weber complimented the Communications committee for the improved Website. It is easy to access, user friendly, and attractive.

WARREN STOKES from DPW

Mr. Stokes answered questions related to the new trash carts that will soon be delivered to our neighborhood. Individuals who wish the 65 gallon cart rather than the 96 gallon size that will be delivered must call Republic Services at 917-7300 to request the smaller cart. Residents who meet ADA requirements and cannot manage the new carts due to age or a physical disability, should call the Mayor's Action Center at 327-4622. Trash placed in the carts needs to be in plastic bags. Republic Services will pick up trash cans that are no longer needed, if they are placed at the curb and marked accordingly.

CHRISTOPHER BAILEY, COMMANDER OF THE NORTH DISTRICT OF IMPD

Mayor's Liaison, Gary Loveless, introduced Commander Bailey who recently assumed the responsibility of leading the North District of IMPD which includes Windridge.

Commander Bailey addressed a series of questions from the board related to the security issues that our neighborhood has faced in the past nine months. An outline of his responses is as follows:

- Additional patrols of the neighborhood are available upon request. Patrols do little to deter crime.
- Security cameras can provide useful information if the cameras are the top of the line models which provide high definition pictures. Such cameras are expensive.
- It is not necessary to post trespassing signs on private property. Trespassers will be warned for the first violation and they will be cited for additional violations.
- Residents should call 911 when suspected violations are in progress. If in doubt, call 911. If the caller wishes to remain anonymous, tell the dispatcher. Then the caller's phone number and address will not be included in the report.
- Off duty police officers have the authority to arrest and access to previous police reports. If an off duty officer is contracted by the neighborhood, an insurance policy rider may be needed to cover liability. There are contract companies which handle requests for off duty officers.
- An active neighborhood watch program with everyone involved is recommended to deter crime. The burglaries in Windridge are probably being done by the same person who is familiar with the neighborhood.

GARY LOVELESS, MAYOR'S LIAISON

Mr. Lovelace reported on the following:

- Later this week two public meetings are scheduled on the Storm Water Credit Manual and Green Infrastructure Supplemental Document. There is a request to raise rates for management of storm water.

- Tuesday, August 4 is the National Neighborhood Night Out.
- The Emerson Way lane project has been approved to proceed. The date is not scheduled at this time.
- The apartments on Emerson which are overgrown in weeds and have boarded windows are in foreclosure and owned by banks. The city is working with the banks to attempt to resolve the problem. It is a slow process.

President Alexander and asked for approval of the Minutes of the previous Board Meeting. Eggers moved, and Loiselle seconded, a motion to approve the Minutes of the Board Meeting held on June 15, 2015 as submitted, which was approved unanimously by the Board.

ACKNOWLEDGEMENT OF PREVIOUS BOARD ACTION

None

OFFICERS' REPORTS

President's Report – Rick Alexander.

No report.

Vice President's Report – Ron Renner

No report.

Secretary's Report – Eleanor Keppler. No report other than the previously approved Minutes of the June 15, 2015 Board Meeting. Residents will be notified when Minutes are published by an email message which has a link to the new Website. Hard copies will be placed in the three boxes for residents who wish to pick them up.

Treasurer's Report – Tom Eggers. A written report was submitted, followed by a verbal summary, a copy of which is included with these Minutes.

Manager's Report - Doug Beyers. A detailed written report was submitted, a copy of which is included with these Minutes. In addition to the written report, Beyers expressed frustration over the slow progress of siding, painting and work on the community building due to the weather.

Beyers also discussed a resident request for replacing a brick sidewalk with a concrete one. The sidewalk replacement would occur at the same time the resident's deteriorated driveway is replaced with proper drainage. It was the consensus of the board to replace the sidewalk according to number five of Rules and Regulations.

COMMITTEE REPORTS

Architectural – Marion Dunson. The homeowners at 5236 Windridge are requesting permission to install a hot tub on the deck. Since there will be a space between the bottom of the tub and the ground, a platform will need to be constructed for support. The issue of liability if the support given by the platform is not adequate for the weight of the water and the people on the deck. It was agreed that the homeowners need to acquire a building permit and hire a licensed contractor. Before voting on the request, the board agreed to check with our attorney to determine if an indemnification agreement is necessary.

Budget & Finance – Eleanor Keppler. The committee is in place and will be begin meeting the week of August 10. A meeting with new committee members will be held during the week of August 3. The committee is as follows: Jim Higgs, Chair, Melodie Asdell, Charles Boyle, Bonnie Chastain, Dan Evard, Anne McKinley, Eileen Scott, Mike Spalding, and William Wrege

Cathedral High School – Ron Renner. A written report was submitted and is attached to these Minutes.

Human Resources – Rick Alexander. No report

Insurance – Ron Renner. Renner reminded residents of their responsibility to document their valuables through photographs, identification numbers and records.

Landscaping – Jane Loiselle. A detailed written report is included with these Minutes. Loiselle moved and Eggers seconded a motion to approve the landscape request for 5240 Greenwillow Road with the exception of the Pumila Spruce tree. Since the location of the tree is not pictured in the plans, it must be approved by Beyers.

Loiselle informed residents that Burning Bushes placed in front of windows will be trimmed for increased security. Residents are asked to inform the office if they have dead Ash trees are not marked with red dot.

Long Range Advisory Planning – Tom Eggers. No report.

Maintenance & Grounds – Bill Pert. A detailed written report is included with these Minutes.

Marketing/Communications – Tom McNulty. The Website is up and running.

Phi Kappa Psi – Tom Eggers. No report.

Rules & Regulations – Eleanor Keppler. Keppler stated that since there have been questions related to information in the Home Owner's Manual, she will be forming a committee to propose revisions as needed.

Security – Marion Dunson. Dunson reviewed the conclusions from the discussion at the special board meeting held on July 15, 2015.

- Continue with the Neighborhood Watch program.
- Post "No Trespassing" signs along the perimeter of the fence.
- Install privacy fences at the end of the cul-de-sacs on Whipple Wood Court and Wheatcroft Court. Since the fence near the end of Fletcher Court is on Cathedral property, we will consider extending that fence at a later time.
- Test a motion sensor camera at the end of Fletcher Court.
- Change gate codes periodically.
- Test and make solar powered motion sensor lights available for residents to purchase and install.
- Continue dialog with Cathedral related to cars entering leaving their parking lot.

As the result of the meeting the following report was compiled for residents.

Common Details of the rash of break-ins beginning in Nov 2014 through June 2015:

- There have been nine known incidents since Nov 2014. The last was June 12, 2015.
- All have probably happened after dusk.
- Most (7 of 9) have been on the perimeter of our property.
- Six have been on or near the Cathedral property line.
- Our property manager, Doug Byers, has been to all the locations.
- Disposable gloves have been found at several locations.
- In several, entry has been through unlocked windows that are pried open. A large screw driver was used as a pry bar tool and left marks on sills.
- One was through an open garage door.
- One had an alarm system that was not activated.
- We think the same person has committed most of these burglaries and has taken great strides to enter only homes where no one is home.
- Cash, credit cards and jewelry have been the target.

Given these commonalities it is imperative that you:

- Activate your alarm system, especially when you are not home.
- Keep your garage door closed.
- Keep your doors and windows locked when you are not home.
- Make your home look like someone is home by keeping lights & TVs on.
- Keep outside lights on in front, back & sides of your home.

When gone from Windridge for an extended time:

- Notify the office
- Notify your neighbor and/or Neighborhood Watch Captain
- Stop delivery of newspaper and mail or have a neighbor pick it up
- Activate your alarm
- Put lights and TV/radio on timers

Social – Tom McNulty. McNulty reported that the picnic was a success. More than enough money was collected to cover costs. The remaining funds will be deposited in a special account to be used for future social events. The next Wine Time will be August 7 at the home of Eileen Scott.

OLD BUSINESS

- A. Community Building Update: Construction on the Community Building will begin as soon as permitting process is complete and the weather improves.
- B. Trash Carts: The large trash carts will be delivered as the city has scheduled unless the resident requests a smaller one. Trash carts will need to be stored in the garage.
- C. Cathedral Drainage: An explanation of the status of the Cathedral drainage issue is in Renner’s report which is included in these Minutes.
- D. Remodel of 5205 Windridge Drive: Beyers has met with contractor and reviewed the engineering drawings which have more detail than the original drawings. When the final drawings are submitted, it may not be necessary to hire a third party engineer.

NEW BUSINESS

Tom Eggers reported upon the purchase of a \$16,000 certificate of deposit for the 2015 budgeted amount of office rent. In a discussion with the association accountant, Glen Comer, it was suggested that Windridge examine investment options that would increase the return on reserve funds. Eggers has learned that other homeowner associations similar to Windridge are taking advantage of such opportunities. Loiselle moved and Keppler seconded that Eggers form an investment committee to explore investment opportunities. The motion carried unanimously.

OWNERS COMMENTS:

None

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned by Alexander at 9:41PM.

NEXT MEETING

The next regularly scheduled meeting of the Windridge Board of Directors will be held at 7:00 PM on Monday, August 17, 2015, in the Board Room of Laurel Hall at Phi Kappa Psi, Indianapolis, Indiana.

Respectfully submitted,

Eleanor Keppler

Eleanor Keppler, Board Secretary

**TREASURER'S REPORT
JUNE 2015**

K = Thousands () = Negative Numbers

Community Building

Total Cost through June \$ 48.40 K

May Month Expenses compared with Budget

Major Repairs/Replacements	\$ (12.70) K Under Budget	Siding Replacment 2.0 Over Budget
		Others (net) (14.7) Not spent
Grounds Maintenance	(6.7) K Under Budget	Lawn Care 1.6 Over Budget
		Others (net) (8.3) Not spent
Water & Sewer	(1.2) K Under Budget	
Others (net)	<u>(0.2) K Under Budget</u>	
Month Total	<u>\$ (20.80) K Under Budget</u>	

May Year-to-date Expenses compared with Budget

Grounds Maintenance	(14.9) K Under Budget	Snow Removal 17.9 Over Budget
		Others (net) (32.8) Under Budget
Building Maintenance	(12.7) K Under Budget	Roof Repairs 2.8 Over Budget
		Others (net) (15.5) Under Budget
Major Repairs/Replacement	\$ (5.90) K Under Budget	Siding Replacement 79.6 Over Budget
		Others (net) (85.5) Erosion, Driveways, Sidewalks
Maintenance Supplies	(7.3) K Under Budget - Ice Melt purchased last year	
Salaries & Wages	(6.1) K Under Budget - Timing	
Water & Sewer	(9.0) K Under Budget - Less outside watering	
Others (net)	<u>(7.4) K Under Budget</u>	
YTD Total	<u>\$ (63.30) K Under Budget</u>	

Windridge Co-Owners Association, Inc.
Revenue & Expense Report
For the Six Months Ended Jun 30, 2015

7/15/15

	Actual			Budget	Over/(Under)
	Oper Fund	Reserve Fund	Total	Total	Budget
Revenue					
Regular Assessments	272,174	180,843	453,018	448,116	4,902
Water & Sewer Assessments	56,835	-	56,835	58,000	(1,165)
Special Assessments	-	220,200	220,200	220,195	5
Phi Psi Reimbursement	6,512	-	6,512	5,789	723
Total Revenue	335,522	401,043	736,565	732,100	4,465
Expenses					
Grounds Maintenance - 3rd Pty	68,883		68,883	83,825	(14,942)
Building Maintenance - 3rd Pty	15,683		15,683	28,350	(12,667)
Major Repairs/Replace - 3rd Pty		205,112	205,112	211,000	(5,888)
Maintenance Supplies	5,828		5,828	13,100	(7,272)
Salaries & Wages	101,554		101,554	107,629	(6,075)
Payroll Taxes/Benefits	11,854		11,854	12,202	(348)
Water	20,095		20,095	25,000	(4,905)
Sewer	28,859		28,859	33,000	(4,141)
Insurance	36,035		36,035	38,500	(2,465)
Legal & Professional	8,496		8,496	10,750	(2,254)
Security Expense	2,487		2,487	3,110	(623)
Office Expense	8,151	-	8,151	8,800	(649)
Rent	7,883		7,883	8,000	(117)
Bad Debts	(235)		(235)	3,750	(3,985)
Depreciation	-		-	-	-
Interest Expense	-		-	-	-
Total Expenses	315,571	205,112	520,683	587,016	(66,333)
Other Income					
Interest Income	752		752	-	752
Miscellaneous Income	818		818	-	818
Total Other Income	1,570	-	1,570	-	1,570
Revenue over/(under) Expenses	21,520	195,931	217,452	145,084	72,368

Manager's Report

Doug Beyers

Weather Delay due to Rain - June was the wettest June on record and the eleventh wettest month on record. June had 10 days of rain of the of the 22 scheduled work days.

2015 Siding Repair and Painting- We are working on the last building for wood replacement. Painting has started. Painters have primarily been caulking and priming because of the rain.

Community Building- We are in the final stages of the permitting process. The building site has been surveyed and marked. We are asking residents not to enter the construction area. This is for your own safety.

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

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. One hundred and four homes were inspected out of 221.

Sidewalk replacement and driveway replacement. Replacement will be based on condition. I am final stages of evaluation and will begin selecting contractors ASAP.

Cathedral Liaison Report

July 20, 2015

Cathedral has agreed to allow us to proceed with the process of digging on their property to ascertain the cause of the flooding on our property. Doug is in the process of obtaining two bids from excavation companies and will determine which company is best suited to go forward.

Our attorney has advised that in order to further expedite this matter that Windridge will have to pay the initial cost of determining the cause of the reduced water flow. If it is determined that Cathedral is responsible for the reduced flow and damage to the pipe, then we will recoup the cost at a later date.

Our attorney has advised that Cathedral High School suggested the drainage problem has been eliminated because of the rain garden we constructed. Obviously the rain of the past few days is proof that the overflow problem still exists. Hopefully the weather and the choice of excavation contractor will allow us to proceed.

Ron Renner.

Landscape/Beautification Liaison Report

Jane Loiseau

A. Landscape request:

1. Residents at 5240 Greenwillow Rd submitted a Landscape Proposal Form to redo their front and side beds.
 - A detailed plan drawn up by Andrea's Garden Center is available.
 - All work will be done by Andrea's Garden center and paid for by the residents
 - All plants are native and on the approved list.
 - *Placement of the Pumila Spruce for the end of the driveway is not pictured and must be approved by Property Manager, Doug Byers
 - The landscape committee recommends this request with stipulation re: *Pumila Spruce.
 - So moved.

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

Both these projects are ongoing. The weather has delayed progress!

1. The old, overgrown trees and shrubs will be trimmed/replaced by the front gate wall similar to work done at the back gate wall.
2. A priority will be adding color with shrubs & perennial wildflowers throughout common areas.

C. Landscaping Committee

1. Burning Bush Eradication Project – another invasive plant we are addressing.
In light of our Security issues, we are going to be trimming all Burning Bushes below windows.
2. Update - Corner gardens – A big thanks to all the residents who are maintaining all the corner gardens. We can always use the help.
 - If you see a garden that needs tending and you'd like to help please do so.
 - If you see a weed you want to pull, please do so!
 - Corner gardens should provide an outlet for people who want to garden also known as "Dirt Therapy"
 - Corner gardens that are not tended are ultimately the responsibility of our staff and will be removed and replaced with turf.
3. Update - Honeysuckle eradication continues. 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 b
4. Update - Tree Removals continues although the weather has delayed projects –
 - 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. Priority is always given to trees that may cause damage when/if they fall.

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.

- 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 toward 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.

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

5. Update - Wildflower gardens – They are in bloom – Enjoy!
6. 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!

Respectfully submitted,

Jane Loiselle

Maintenance Liaison Report
William Pert

Last month’s report inadvertently (only) showed the TITLE for 3 of the 4 articles from The National Wildlife Federation – the info below shows both the title and WEB link. Additionally, there is one new handout dealing with “Pollinators” (bees, butterflies, hummingbirds, etc.) Plus a link from NWF that helps you generate info about Native Plants for Indiana (as well as the other 50 states).

Top Ten Native Plants for the Midwest

<http://www.nwf.org/How---to---Help/Garden---for---Wildlife/Gardening---Tips/Using---Native---Plants/Midwest.aspx>

Gardeners Pick Their “Gold Medal” Favorites

<http://www.nwf.org/News---and---Magazines/National---Wildlife/Gardening/Archives/2010/Gold---Medal---Favorite---Plants.aspx>

Bees Find Better Habitat in Urban Jungle than Farm Country

<http://blog.nwf.org/2015/06/bees---find---better---habitat---in---urban---jungle---than---farm---country/>

How to Create a Wildlife-Friendly Garden

<http://www.nwf.org/How---to---Help/Garden---for---Wildlife/Create---a---Habitat.aspx>

Why Pollinators Need Our Help and What You Can Do

<http://www.nwf.org/Pollinators/Pollinator---Decline.aspx>
 Lawn Reduction <https://www.nwf.org/pdf/Gardening%20Tips/Lawn%20Reduction-web.pdf>

This site gives you a “Plant Search” generator, by state, plant type, height/spread and 11 other characteristics. Additionally, you can get local garden center info and landscaper info.

<http://www.abnativeplants.com/index.cfm>

Citizens Energy / Underground watering systems..

Six homeowners were ID’d by CitEnergy as having NOT complied with the requirement to have their systems “Certified” or Capped (disabled). All 6 were contacted and it turns out that 2 of them HAD complied in PAST years, 3 had complied this year, but the ‘paperwork’ had not moved thru CitEnergy system. The 6th homeowner had yet to have it taken care of – they were provided with instructions and a list of certified technicians in Marion Co. (And asked to comply within 2 weeks). Additionally, ALL 6 were asked to provide the WR Office with a copy of the certificate for their unit’s file.