

**Windridge Co-Owners Association, Inc.**  
**Board of Directors Meeting Minutes #2015-11**  
**October 19, 2015**

The meeting of the Board of Directors of Windridge Co-Owners Association, Inc. was held on September 21, 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>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.        Darcy Heyerdahl, Office Mgr.

**VISITOR'S COMMENTS**

Pam Hickman, candidate for City-County Councilor, from the newly formed District 3 visited the meeting to become familiar with the neighborhood. When invited she addressed the board introducing herself and sharing her political experience.

**CALL TO ORDER**

President Alexander called the meeting to order at 7:10 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 September 21, 2015 as submitted, which was approved unanimously by the Board.

**ACKNOWLEDGEMENT OF PREVIOUS BOARD ACTION** None

**OFFICERS' REPORTS**

**President's Report – Rick Alexander.**

Lynne Tobin, Nominating Committee Chair, has submitted a list of candidates interested in running for The Windridge Board. They are listed alphabetically as follows:

- Vicki Eident                      5222 Fawn Hill Court
- Karen Friss                        5204 Greenwillow Court
- William Pert                      5337 White Marsh Lane
- Ron Renner                        5262 Windridge Drive
- Eileen Scott                        5243 Fawn Hill Terrace

At this year's Annual Meeting residents will be electing three members for a three- year term and one member for a one-year term beginning on January 1, 2016.

**Windridge's annual Town Hall meeting has been scheduled for Wednesday, November 11, 2015, beginning at 6:30 PM at the Phi Kappa Psi meeting room at the Manor House. At that meeting, the proposed 2016 Windridge Annual Budget will be presented along with a proposed By-Law change involving investment of reserve funds. Questions and comments are welcomed. Residents will vote on these two items at the Annual Meeting scheduled for Sunday, December 13, 2015, at 1:00 PM at the St. Albans Episcopal Church.**

**Vice President's Report – Ron Renner.** None.

**Secretary's Report – Eleanor Keppler.** No report other than the previously approved Minutes of the September 21, 2015 Board Meeting.

**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. Please read for an update on the Community Building, summary of the work completed and scheduled maintenance work.

Residents are reminded not to stack piles of leaves on the grassy areas. This kills the grass. Gutter cleaning will begin after all the leaves are down. Beyers ask for patience as the staff is working through three challenging issues that demand unusual amounts of time.

**Mayor's Liaison – Gary Loveless.** Loveless shared the following information of interest from the city:

- Melody Park is the new DPW director.
- The 71<sup>st</sup> Street Trail will be dedicated at 10:30 on Saturday, October 24.
- On Halloween there will be a Trunk or Treat at the State Fair Grounds.
- The Monumental Marathon will be November 7.

### **COMMITTEE REPORTS**

**Architectural – Marion Dunson.** Dunson reported upon five requests, many of which came in just before the meeting making it impossible to review them with the homeowners.

Residents at 5325 White Marsh Lane request to replace a broken concrete patio with stepping stones. The work would be completed at the owner's expense. Renner moved and Loiselle seconded that the request be approved. The motion passed unanimously.

Residents at 5211 Fawn Hill Terrace wish to replace two existing windows with ones of the same size and style as the original. The window replacement will be at the homeowner's expense. Renner moved and Pert seconded a motion to approve the request. The motion carried unanimously.

Residents at 5201 Greenwillow Road request that Windridge replace a rubber strip that is inlaid in the driveway under their garage door. The strip allows the door to seal when it is closed. Since this is an unusual request, Beyers agreed to look at the driveway to determine what is involved and the estimated cost. The board tabled the request until more information is available.

Residents at 5211 Windridge Drive request to replace a greenhouse window with a fixed window which is of the same style as windows on either side. After a discussion of the lack of a brick sill with the window to be replaced, it was decided to table this request for more information.

Representative of 5323 Greenwillow Road requests to replace rotted patio doors and a window. Since there was no information as the color, style or quality of the replacement doors and window, the request was tabled for additional information.

**Budget & Finance – Eleanor Keppler.** Keppler announced that the board has finalized the budget proposal which is based upon the work of the committee. Eggers distributed the final document to board members. The board will meet on October 27<sup>th</sup> to plan for the budget presentation for the November 11<sup>th</sup> Town Hall meeting. The board thanks the committee for their contributions to the budget. Committee members are Jim Higgs, chair, Charles Boyle, Bonnie Chastain, Dan Evard, Eileen Scott, Mike Spalding and William Wrege.

**Cathedral High School – Ron Renner.** Windridge has filed suit against Cathedral over the drainage issue. Cathedral has subpoenaed extensive information from Windridge. Beyers and Heyerdahl are in the process of pulling together the requested information. In turn, Windridge has subpoenaed information from Cathedral. They have asked for a 30-day delay in supplying the documentation.

Today, October 19, 2015, Windridge was given permission to excavate a hole in a grassy area. Then a robot camera can be put into the drainage lines to photograph any blockage or broken pipes. The excavation is scheduled to take place on Thursday, October 22nd and the filming by the robot will be Friday, October 23rd. We will then wait for a report regarding the findings.

**Human Resources – Rick Alexander.** No report.

**Insurance – Ron Renner.** No report.

**Landscaping – Jane Loiselle.** A detailed written report is included in these minutes.

Residents at 5328 Greenwillow Road request to remove overgrown bushes on the north side of the home and replace with turf in order to help with drainage. Loiselle moved and Renner seconded that the request be approved. The motion passed unanimously.

**Long Range Advisory Planning – Tom Eggers.** Eggers requested board approval of three documents, Reserve Fund Policy, Investment Policy Statement, and By-Law Change to allow investment of Windridge reserve funds. Approval of these documents will allow the investment committee to proceed with plans to attempt to obtain a 2/3rds vote of the community to change a by-law change.

**Reserve Fund Policy** - After discussion, Pert moved and Renner seconded that we approve the policy as printed. The motion passed unanimously. A copy of this policy is included in these Minutes.

**Investment Policy Statement** – After considerable discussion of the objectives and procedures and reporting, Pert moved and Loiselle seconded that we accept the policy as amended. The motion passed unanimously. A copy of the amended policy is included in these Minutes.

**By-Law Change** – After discussion to clarify the intent, Renner moved and Loiselle seconded that we approve the recommended by-law change with amended wording. The motion passed unanimously. A copy of the amended By-Law Change is included in these Minutes.

**The policies and by-law change will be presented to the community at the November 11, 2015 Town Hall Meeting.** Proxy forms for voting for the By-Law change will be available for completion at the close of the meeting.

**Maintenance & Grounds – Bill Pert.** A detailed written report is included with these minutes. Pert reported on Storm Water Fee adjustments, tree planting and mowing of the natural/wildflower areas.

**Marketing/Communications – Tom McNulty.** The Work Order Communication committee of McNulty, Renner, and Tom Ulsas has met and begun analyzing the process. The committee will continue their evaluation and make recommendations after the first of 2016.

**Phi Kappa Psi – Tom Eggers.** No report.

**Rules & Regulations – Eleanor Keppler.** No report.

**Security – Marion Dunson.** Dunson reported that security systems have been investigated and submitted to the budget for funding.

**Social – Tom McNulty.** A written report is included in these Minutes.

**OLD BUSINESS**

- A. Up-date on Neighborhood Watch. Jim Loisselle reminds residents to call 911 to report suspicious information. DO NOT CALL DOUG BEYERS. The police will arrive sooner and be able to take action once they arrive.
- B. Up-date on 5206 Fawn Hill Court fire and repair. The home has been secured, clean-up has begun, and the State has approved a design release. Windridge has a contract with Van Rooy Restoration to return the residence to the original condition. The board agreed to remove a tree in order to make work easier.
- C. Up-date on diseased pine trees. Dunson has not been able to speak with the tree expert at the Marion County Extension Office due to illness of the agent. He will continue to seek the opinion of an expert.

**NEW BUSINESS**

None

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned by Alexander at 9:45 PM.

**NEXT MEETING**

The next regularly scheduled meeting of the Windridge Board of Directors will be held at 7:00 PM on Monday, November 16, 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  
SEPTEMBER 2015**  
K = Thousands ( ) =  
Negative Numbers

<u>Community Building</u>		
Total Cost through September	\$ 134.1k	
Major Repairs/Replacements	\$ (8.0) k	Under Budget Sidewalks/Driveways (10.2) under
Building Maintenance	10.8 k	Over Budget Foundation & Building Repair 11.4 over
Grounds Maintenance	(5.6) k	Under Budget Retaining Walls (4.0) under
Water & Sewer	(1.1) k	Under Budget
Others (net)	<u>(1.8) k</u>	Under Budget
Month Total	<u><u>\$ (5.7) k</u></u>	Under Budget
Grounds Maintenance	(9.5) k	Under Budget Snow Removal 17.9 over Others (net) (27.4) under
Building Maintenance	(3.7) k	Under Budget Termite/Pest Control (7.9) under Others (net) 11.6 over
Major Repairs/Replacement	15.8 k	Over Budget Siding/Painting 50.6 over Others (net) (34.8) Erosion, Driveways under
Maintenance Supplies	(9.7) k	Under Budget - Ice Melt purchased last year
Salaries & Wages	(5.5) k	Under Budget - Timing
Water & Sewer	(11.1) k	Under Budget - Less outside watering
Others (net)	<u>(10.2) k</u>	Under Budget
YTD Total	<u><u>\$ (3.9) k</u></u>	Under Budget
Major Repairs/Replacement	50.5 k	Over Budget Siding/Painting 50.5 Over Budget
Others (net)	<u>(37.1) k</u>	Under Budget
Year Total	<u><u>\$ 13.4k</u></u>	Over Budget

## **Managers Report**

Doug Beyers

### Community Building-

We are making good progress on the community building. The rough carpentry, roof, rough electrical, and rough plumbing are complete. The exterior water hook up is complete. The brick has been installed. The siding should be complete by Tuesday. The dry wall has been hung and taped and is in the process of sanding. The interior wiring has been installed for the phones, security system, and data lines. The furnace has been installed. This week the maintenance staff will begin priming drywall, interior painting, exterior painting, and hanging the grid for the community room ceiling. We are working with IPL to install the electric hook up and Citizens energy to install the gas line. The sewer line should be installed in the next two weeks. Exterior grading, paving, and sidewalk installation remains to be completed. We are asking residents not to enter the construction area. This is for your own safety. We are also asking residents not to park in the spaces next to the tennis courts Monday through Friday.

Removal of dead ash trees continues.

We have purchased 13 trees from the Marion County Soil and Conservation District. These trees will be planted by the maintenance staff in the next two weeks.

Sidewalk replacement and driveway replacement - Replacement of driveways and sidewalks for the year is almost complete. We have replaced one shared drive, one individual drive, shared walks in front of town houses, and twenty seven additional walks. We will plant grass along sidewalks as soon as possible.

Driveway seal coating for 2015 was completed.

5206 Fawn Hill Court-This unit was damaged by fire in August. The unit has been secured and debris has been removed. We expect to begin roof repairs/replacement the first week of November.

Fall Pruning has been completed.

Street crack sealing and repairs are planned for end of October first part of November.

Termite inspections are planned for the week of November 16, 2015.

Leaf removal and gutter cleaning will begin after all of the leaves are down. We are asking residents not to pile leaves on the grass. If you rake leaves, please place them in trash bags. Leaf piles on the grass will damage the grass and prevent mulching.

This year we are dealing with three very time consuming and equally important items for the community. If you are feeling like you have not received the personal attention that you are accustomed to from myself or the staff, it is most likely do to one of the following challenges. One and the most obvious is the Community Building. I believe this building will be a good long term asset to the community. Two and less obvious is the preparation for rebuilding the unit that was damaged by fire in August. Third and least obvious is the process of dealing with the drainage issue in the White Marsh and Greenwillow area. These issues have required and continue to require a considerable amount of time and effort. Please be patient while we work through these challenges.

## Landscape/Beautification Liaison Report

Jane Loiselle

### A. Landscape requests:

1. **Residents at 5328 Greenwillow Rd** Submitted a Landscape Proposal Form to:  
Remove overgrown bushes, etc. on north side of home and replace with turf.  
They are using Efrain to do the work.

Drainage must be away from the home.

The committee recommends Board approval with drainage caveat. So moved.

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

The old, overgrown trees and shrubs will be trimmed/replaced by the front gate wall similar to work done at the back gate wall. The weather, manpower and the new building have delayed progress.

This project **may** have to be delayed until next spring.

### C. Landscaping Committee –

**NEW:** Planting 13 new trees will take place in the next week to 10 days. We purchased these from the Marion County Soil & Water District annual sale. Included are 5 Blackhawk Viburnums, 4 Red Maples, 2 Red Buds, 1 Allegheny Serviceberry and 1 Black Gum. We have had to remove a large number of diseased Ash trees in addition to several smaller trees due to age. We are committed to a yearly replacement plan. Several small trees were also planted during the summer.

1. **Update - Burning Bush Eradication Project** –another fast growing & high maintenance plant we are addressing. Due to security issues, we are going to be trimming all Burning Bushes to below windows.

2. **Update - Honeysuckle eradication** continues and continues.

3. **Update - Tree Removals** continues. We have several projects in the works which may have to be postponed until next spring.

4. **Update - Corner gardens** –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! Thanks to all volunteers!!!**

5. **Update - Wildflower gardens** – They are in bloom. After the first frost they will be trimmed.

**\*If you see a weed you want to pull please do so! Thanks to all volunteers!!!**

\*You may leave weeds you have pulled along the road and our staff will collect them.

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!

## **Maintenance & Grounds Report**

William Pert

**Storm Water Fee Rate Adjustments:** Property tax statements have been sent out reflecting the new StormWater Utility Fee Rate Adjustments. These fee adjustments went into effect 1July15 and are now calculated based on your properties “square footage” of “impervious surface” (areas such as roof, sidewalk, driveway & patios). If you have questions regarding this fee adjustment you may call 317-327-2015 or e-mail [stormwater@indy.gov](mailto:stormwater@indy.gov). The Customer service website – where you can be accessed thru [indy.gov/stormwater](http://indy.gov/stormwater) or use the “MAPPING Site” provided in last months BOD minutes report. This will give you access to your individual parcel & the SqFt calculations.

**Tree Planting:** Planting of the 13 new trees mentioned in last months report will take place in the next week to 10 days.

**Natural Area / Wildflower areas:** These two planting areas will be mowed shortly after the first frost. They did add some color this summer & will (hopefully) come back with more colorful wildflowers with the ‘seed’ provided from this year’s plantings. If you’ll recall, these types of projects take 2-3 years to reach their maximum potential .... Your patience is appreciated. Next spring, the plans include to add some Milkweed plantings (just a few – 6-8 in each area) in order to bolster the Monarch Butterfly population throughout Windridge.

---

## **Social Report**

Tom McNulty



WineTime hosted by Keith and Francie Weber with approximately 26 people in attendance!! The next gathering will be at Joe and Maribeth Ransell home on November 6th. Thanks to all of our hosts and those who attended. It is encourage to come and meet your fellow residents, share a dish and sip on your favorite beverage.

The following is a report from Social Chair Vickie Eident:

The Wiener Roast was a success!! There were about thirty-five people present, some new neighbors as well. In addition three officers from the North District joined us. Donations were generous \$161.00. After covering expenses I have \$126 for the special checking account. Since the tables we use for these events are in terrible condition, I would suggest that the funds that are accumulating in this account be used to replace them. New tables and chairs would no doubt be welcomed in our new building. Thanks to all who attended!!!



Pictures compliments of Jim Loiselle.

## **Windridge Condominiums - Reserve Fund Policy**

### Purpose

The Reserve Fund is established to fund estimated current and future expenditures for Major Repairs and Replacements in the common areas as required by the By-Laws.

### Source of Funds

The Fund is replenished annually with a portion of the Regular Assessments. From time to time Special Assessments may be needed to fund expenditures of an unusual or extraordinary nature not anticipated. Those funds will also be added to the Reserve Fund. The use of loans to finance the fund will be avoided if at all possible.

### Use of Funds

Reserve Funds needed for Major Repairs and Replacements will be defined in each annual budget. They will be estimated by the Property Manager. Examples of the types of expenditures include:

- Roof Replacement
- Siding Replacement
- Exterior Painting
- Road Replacement
- Sidewalk Replacement
- Foundation Work
- Erosion/Drainage
- Tree Removal/Replacement
- Truck Replacement
- Other Capital Projects

The Reserve Fund will not be used for regular operating expenses.

### Long Range Forecast

Estimated expenditures for the longer term will be included in the Long Range Forecast which will be updated annually. The Property Manager's expenditures forecast will be used in estimating the level of assessments needed to provide funds for the future years in the forecast. The goal will be to maintain relatively level regular assessments that will provide adequate funds for vacillating expenditure levels over the term of the forecast.

### Approval of the Annual Budget

The Regular and Special Assessments along with Operating and Reserve Fund expenses for the budget year will be developed by the Budget Committee, reviewed by the Board and approved by the membership in the annual meeting.

### Reporting Fund Receipts and Expenditures

The Reserve Fund receipts, expenditures, and balances will be reported and approved by the Board of Directors each month.

### Management of the Fund Balances

The Reserve Fund balances will be managed by the Investment Committee in compliance with the By-Laws and the Investment Policy and will be approved by the Board of Directors.

### **Windridge Condominiums - Investment Policy Statement Purpose**

A portion of the capital reserve fund will be invested in accordance with this Investment Policy Statement. The portion to be invested will be determined by the Board. The Investment Policy Statement establishes the objectives, strategies and overall procedures for the management of the Investment Fund of the Windridge Co-Owners Association. An account will be established with an investment manager. The account is more concerned with preserving capital than with maximizing capital gains.

### **Background**

Windridge was organized as a mutual benefit corporation under the Indiana Not-For-Profit Corporation Act to provide the maintenance, repair, upkeep, operation and management of the dwelling units, common areas and facilities. The By-Laws require for the establishment and maintenance of a capital reserve fund for capital expenditures in replacement and repair of the common areas. This reserve fund may be invested to help offset the expense to the owners while preserving the principal. The Board of Directors has approved an Investment Committee to make recommendations to the Board for investment of the capital reserve fund. The Investment Policy Statement sets forth the objectives and guidelines for the investment of the capital reserve fund.

### **Investment Objectives**

The overall investment objective is to preserve the capital invested to earn income to offset future expenses and inflation. Income and appreciation will be reinvested.

### **Liquidity**

The funds invested in the account will be expected to accumulate in anticipation of the projected capital expenditures. Withdrawals will be based on the timing of the capital expense and may be withdrawn in case of emergencies.

### **Risk Tolerance**

This investment account should be categorized as Conservative with the investment manager, with the funds invested to achieve a moderate total rate of return through current income that is reinvested and low capital appreciation. Risk will also be addressed by prudent asset diversification.

Investments will not be made in equities and below investment grade bonds, individual stocks and equity mutual funds.

### **Procedures and Reporting**

The Investment Committee will recommend the strategies and the investment manager to the Board for approval. The manager will be given written investment guidelines that incorporate the objectives and other terms of the Investment Policy Statement. The Investment Committee and the Board will review the investment performance at least semi-annually.

---

## **Windridge Condominiums – By-Laws pertaining to Reserve Fund Investments**

### **Current Statement**

The Regular Assessment shall include the establishment and maintenance of a replacement reserve fund for capital expenditures in replacement and repair of the Common Areas, which funds shall be used for those purposes and not for usual and ordinary repair expenses of the Common Areas. *This fund for capital expenditures in replacement and repair of Common Areas shall be maintained in a separate interest bearing account with a bank or savings and loan association authorized to conduct business in Marion County, Indiana.*

### **Change to:**

A portion of the capital reserve fund may be invested to preserve the principal and generate a return to help offset the expenditures. The Board of Directors may authorize an Investment Committee to make recommendations for investment approval.