

**Windridge Co-Owners Association, Inc.**  
[www.windridgecondos.com/](http://www.windridgecondos.com/)  
**Board of Directors Meeting Minutes #2016 – 10**  
**August 15, 2016**

The regular meeting of the Board of Directors of Windridge Co-Owners Association, Inc. was held on August 15, 2016 in the Community Room of Windridge Office, Indianapolis, Indiana. Board President, Rick Alexander, presiding; Eleanor Keppler serving as Secretary.

**ATTENDANCE**

Directors Present:

Class of 2016	<u>X Tom Eggers, Treas.</u>	<u>X Karen Friss</u>	<u>X Marion Dunson</u>
Class of 2017	<u>X Rick Alexander, Pres.</u>	<u>X Eleanor Keppler, Secty.</u>	<u>X Jane Loiselle</u>
Class of 2018	<u>X Vicki Eident</u>	<u>X Bill Pert, Vice Pres.</u>	<u>X Eileen Scott</u>
Staff Present:	<u>X Doug Beyers, Prop. Mgr.</u>	<u>X Darcy Heyerdahl, Office Mgr.</u>	

**OWNERS COMMENTS**

At 7:00 p.m. President Alexander acknowledged several Owners who wished to address the Board. Three Owners addressed drainage concerns related to water damage caused by the recent heavy rain storm. Three new Owners expressed concerns about lawn and landscape care. They also asked questions regarding the responsibility of the Board vs. the responsibility of the Owner and architectural/landscape requests. Alexander thanked the Owners for expressing their concerns and encouraged them to participate on Association committees.

**CALL TO ORDER**

At 7:56 p.m. President Alexander called the meeting to order asked for adoption of the agenda. The Agenda was approved as printed.

Alexander asked for approval of the Minutes of the July 18, 2016 and July 25, 2016 Board Meetings. Friss moved that the Minutes be approved as distributed. The motion carried.

**ACKNOWLEDGEMENT OF PREVIOUS BOARD ACTION**

Architectural Requests:

The Board voted unanimously by email to approve the committee's recommendations for the following:

- Owners at **5222 Fawn Hill Court** request to replace existing wooden deck at the rear of the house. Installation will include poured concrete footers for support posts. The project will require a building permit, which the Owner has agreed to obtain from the appropriate city/county office. Construction will be completed by family members of the homeowner. The Owner will sign a hold harmless form and the project will be at the Owners expense. Recommend approval.
- Owners at **4923 Windridge Dr.** request to replace a patio door with a white Pella 750 series door. The work will be done by a licensed contractor at the Owners expense. Recommend approval.
- Owners at **5319 Whisperwood Lane** request to replace two sliding patio doors with white vinyl JELD-WEN to be installed by Lowes. The work will be completed at the homeowner expense. Recommend approval.

- Owners at **5250 Windridge Dr.**, at the recommendation of their contractor, request that the Association replace their roof and decking because the current roof “is soft in spots.” Since there is no sign of leakage and no mention of a deficient roof on the recent home inspection, the committee is recommending that the request be denied.

Loiselle moved and Friss seconded that the Board accept the three approved actions and deny the request at 5250 Windridge. The motion carried unanimously.

Landscape Requests:

The Board voted unanimously by email to approve the following requests:

- Owners at **5204 Whipplewood Ct.** request to completely redo their back yard. They request that the Association remove a dying ash tree before the project is started. The plan is to remove Invasive type ground covers, add native plants, and lay a stepping stone path with mulch or gravel between the stones. The work will be completed by a licensed and bonded contractor. Loiselle and Beyers met with the Owners and discussed drainage requirements and informed them the ash tree is marked for removal next year. They understood and wish to go ahead with their project this year. Approval recommended.
- Owners at **5258 Windridge Dr.** submitted a landscape request to replace all their foundation planting with native approved plants. The work will be completed by a licensed and bonded contractor and at the Owner’s expense. Approval recommended.

Loiselle moved and Friss seconded that the Board accept the two approved requests. The motion carried unanimously.

**OFFICERS’ REPORTS**

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

Alexander announced the appointment of **Lynne Tobin** as Nominating Committee Chair for the 2016 election of Board members whose terms will begin on January 1, 2017. She will be seeking at least three candidates to fill the three positions of Board members whose term expires at the end of this year.

Any Co-Owner interested in running for the Windridge Board should contact Lynne between now and October 1, 2016 and submit a brief resume outlining his/her background, qualifications, and experience which will be shared with the residents prior to the election at the Annual Meeting in December.

Lynne’s email is [lytobin@yahoo.com](mailto:lytobin@yahoo.com) and she may be reached by telephone at 590-6471.

Alexander announced that the Board will meet in Executive Session following the Regular meeting.

**Treasurer’s Report – Tom Eggers.** A written report is attached to these Minutes.

Eggers reviewed the financial summary for the first seven months of 2016. The detailed report, prepared for the Budget committee, includes the Manager’s budget forecast for the remainder of the year. Although the report shows that Windridge is currently under budget for the year, the forecast indicates that we will be over budget by the end of the year in the areas of grounds maintenance, building maintenance, and major repairs/replacements. Eggers reminded the Board that capital reserve funds may be used to compensate for over spent major repairs/replacements expenses, but all other expenses are paid from the operating fund. Since both grounds and building maintenance are funded from the operating fund, we need to reduce expenses in other operating areas.

**Manager's Report- Doug Beyers.** Please read the detailed written report which is attached to these Minutes. The report includes information regarding units that had water damage as the result of the heavy rains on July 29.

Beyers reminds residents that maintenance of foundation plantings is the responsibility of the Owners. He asks for patience in the completion of work orders. Work orders are prioritized with those which affect the livability of the unit completed first.

#### **COMMITTEE REPORTS**

**Budget & Finance – Karen Friss.** The budget committee is active and Friss gave a written update to the board.

**Landscaping – Jane Loiselle.** Loiselle's written update is attached to these minutes.

**Long Range Advisory Planning – Eileen Scott.** As the result of the Special Meeting of the Board, Scott is forming a Gate Project Committee for the purpose of reviewing the gate plans submitted from external sources. The committee will report to the Board. Pert, Architectural Liaison, Dunson, Security Liaison, Jim Higgs, Budget Committee chair, and Lowell Lumley have agreed to serve on the committee.

**Rules & Regulations – Eleanor Keppler.** The *Introduction to Windridge* guide has gone through another edit and should be ready to post on the website next week.

The guide refers to the work order, architectural, landscape and ACH forms and the invasive plant species document. Up-to-date versions of these forms need to be submitted to Darcy to be converted to PDF files so they may be posted on the website.

**Social – Victoria Eident.** Eident announced that the annual neighborhood Weiner Roast is scheduled for Saturday, October 15<sup>th</sup> with Sunday, October 16<sup>th</sup> as a rain date.

#### **OLD BUSINESS**

A. Brick fence inventory update – Beyers stated that the inventory is complete. The next step is to determine which fences are the Association's responsibility. Eident is continuing to review past Minutes to document fences that were added by Owner's request. Beyers reported that he has requested additional funds for fence maintenance for next year.

B. Election review – Keppler has solicited the assistance of former Board secretary, Jack Mart, to review the ballot with the intent of making it easier to understand. When a draft is completed, it will be sent to the Board members by email to review and then to the attorney for approval. Recommendations will also be made regarding voting procedures and appointing Board members if there is a resignation.

C. Goal setting – In 2015 Board Member, Tom McNulty, proposed that the Board invite a consultant to lead us in work session to examine our roles and set goals to give us direction. At the time a resident was willing to facilitate such a workshop.

President Alexander opened the discussion asking each Board member to express their thoughts about such a session. After much discussion, Keppler moved and Pert seconded that we ask the resident if he

is willing to facilitate a session in January 2017 for the purpose of building team work and giving the Board direction. The motion carried. Loisselle volunteered to make the contact.

**NEW BUSINESS** There was no new business brought before the board.

**ADJOURNMENT OF REGULAR MEETING:**

The Regular Board adjourned at 8:54 p.m. and the Board reconvened in Executive Session at 9:03 p.m.

Vice President, Bill Pert, led the Executive Session to discuss legal issues related to the water damage caused by recent rains and Cathedral litigation, resident collections, covenant violations, and personnel. The actions that were taken during the session will be adopted at the September Regular Board Meeting.

**ADJOURNMENT**

There being no further business before the Board, the Executive Session was adjourned by Alexander at 10:13 p.m.

**NEXT MEETING**

The next regularly scheduled meeting of the Windridge Board of Directors will be held at 7:00 PM on Monday, September 19, 2016, in the Community Room of the Windridge Office, Indianapolis, Indiana.

Respectfully submitted,

*Eleanor Keppler*

Eleanor Keppler, Board Secretary

## **Manager's Report**

Doug Beyers

Painting has started and siding replacement continues. We have nearly completed siding on 25 units of the thirty to receive siding repair. We are very close to our projected cost on these units.

Windridge and Cathedral fence line improvements: Phase one is to extend an 8 foot fence 200 feet to block vision of the new Cathedral building and improve security and replace fence at corner of 5427 Greenwillow to obscure view of Cathedral electrical boxes. I plan on installing this section later in the summer/fall as maintenance time allows.

Please notify the office concerning any trees that may pose a danger to your home. I have determined an additional 21 trees need to be removed. These will be removed based on threat of damage to homes. We have made significant process in removal of dead ash trees. However, I expect to exceed our budget for tree removal by a least \$10,000.00. This will need to be made up in cuts to other places of the budget or from savings.

Main Entrance Resident Gate Operator- The new gate operator has been working well after the new computer board was installed on July 18, 2016. If you have observed an issue with the main resident gate please notify me.

Front Entry- A halogen light was installed and pointed toward the parking area. An additional light will be installed as time permits.

Termite inspections were performed the week of July 11, 2016. 103 homes were inspected.

Resident Reminder-Foundation plantings are the responsibility of the home owner to maintain. This includes ivy that is growing on the side of the home. Ivy must be removed from the siding and brick. Failure to maintain ivy growth will result in damage to the home.

Fletcher Ct. Lift Station Replacement-Contractor to schedule installation prior to end of year.

Drainage- The contractor was notified concerning drainage installation behind 5111 Hawks Point, 5119 Hawks Point and 5151 Hawks Point. The work is to be completed before year end.

Erosion- An engineering firm was contacted to quote design of a retaining wall between 5240 Windridge and 5250 Windridge.

Gate Special Meeting Assignment- A meeting was held with a consultant to discuss requirements from our meeting concerning main entrance visitor gate and computer screen replacement. Requirements were also discussed for south gate modifications to allow truck entrance and resident entrance. Consultant will be put together a basic design with estimated cost for review.

Foundation repairs for 5419 Greenwillow- Bids will be requested in the next few weeks. I expect to have bid available to the board by the next board meeting in September.

We experienced flooding and water entrance from surface water and ground water runoff in seven locations during the July 29, 2016 four inch rain in less than two hours.

4915 Windridge Drive had surface water enter the rear of the home. The owner called a remediation company that night and damage was limited. The owner stated the last time this happened was over six years ago. I had Fluid Waste inspect and clean the drainage line behind the home. It was determined this line was 4 inch PVC. This drainage line was undersized based on the amount of water that it is required to carry. This drain line should be replaced with a larger pipe properly sized for the amount of area it will be required to drain. I recommend this line be replaced with a proper sized pipe.

5405 Greenwillow Drive had water in the heat ducts under the home. This was the first time the owner was aware of this issue. After inspecting the exterior of the home, I found the downspout extensions were actually buried PVC septic drain pipe. The pipes will be abandoned and new downspout extensions installed.

5363 Fletcher Ct. Water from neighborhood to our east overwhelmed the current drainage, flows over Greenwillow Road and down Fletcher Court. This water then washed out the rip rap that is beside the home. A project was designed to improve this area. Due to cost it was not installed. I am meeting with a contractor on Monday, August 15, 2016 to make discuss incremental improvements to this area.

5346 White Marsh and 5342 White Marsh. Both home had their crawlspaces flooded. This was caused by the blocked drainage pipe under Cathedral High School Soft Ball Field. Van Rooy Restoration is in the process of removing wet insulation and drying the crawlspaces.

5401 Greenwillow Road. Water entered through the rear wall from patio area. The walkout basement elevation is too low for the soil and drainage swale in this area. A project to improve this issue was completed in the summer of 2014. This project cleaned out the swale and re-established elevation. A perimeter drain was installed on the exterior of the east basement wall. A raised berm was added between the swale and patio and a sump pump was installed. The sump pump was to drain perimeter drain and patio area. It appears the 4 inch downpour overwhelmed the sump pump and allowed water to enter the back wall and sliding door.

5347 Greenwillow Road. Surface water from swale and along sides of unit entered home. This unit has the same issue with being too low as 5401 Greenwillow. Based on resident's description of what happened, I recommend routing downspouts away from home and building a berm behind home and adding a pump. I also recommend that the board discusses swale issue with the neighbors so that it can be properly repaired.

Work backlog. Currently we have 76 open work orders. This does not include projects like front gate landscape or replacing fencing along back property line. I estimate 65 days of work not including projects. Currently, I have one seasonal employee and two full time maintenance staff. I would like to discuss staffing in executive session.

Digitizing records - No activity to report.

**TREASURER'S REPORT**

**July 2016**

K = Thousands ( ) = Negative  
Numbers

**Results for the Seven Months Ended July 31, 2016**

Total Expenses are under budget by \$82.8 K.

However, Exterior Painting and Siding Replacement charges will exceed budget by significant amounts in the next few months and are expected to be over budget for the year as shown in the forecast below.

Lawn Care, Fencing, Foundation/Crawl Spaces, Tree Removal, and Driveway Replacement will also exceed the 2016 budget.

**Summary of Doug's 2016 Forecast given to the Budget Committee.**

	Forecast	Budget	O/U Budget
<b>Grounds Maintenance</b>			
Lawn Care/Leaf Removal	98.0 K	90.0 K	8.0 K
Snow Removal	16.0 K	20.0 K	(4.0) K
Landscape Improvements	7.0 K	10.0 K	(3.0) K
Fencing	10.0 K	2.0 K	8.0 K
Other	55.3 K	55.2 K	0.1 K
Total Grounds Maint	186.3 K	177.2 K	9.1 K
<b>Building Maintenance</b>			
Building Repair	8.0 K	12.0 K	(4.0) K
Foundation/Crawl Spaces	23.0 K	10.0 K	13.0 K
Other	32.5 K	30.6 K	1.9 K
Total Bldg Maint	63.5 K	52.6 K	10.9 K
<b>Major Repairs/Replacements</b>			
Tree Removal/Replacement	60.0 K	50.0 K	10.0 K
Siding Replacement	187.0 K	140.0 K	47.0 K
Exterior Painting	99.5 K	82.5 K	17.0 K
Driveway Replacement	33.7 K	25.0 K	8.7 K
Erosion/Drainage	30.0 K	50.0 K	(20.0) K
Other	82.0 K	83.5 K	(1.5) K
Total Major Rep/Repl	492.2 K	431.0 K	61.2 K
Salaries & Wages	209.4 K	220.6 K	(11.2) K
Water & Sewer	117.0 K	124.5 K	(7.5) K
Security Expense	8.0 K	12.6 K	(4.6) K
Other Expenses	193.4 K	195.8 K	(2.4) K
Total Expenses	1,269.8 K	1,214.3 K	55.5 K

## **Landscape/Beautification Liaison Report**

Jane Loiselle

### **A. Landscape requests:**

**FYI Homeowners at 5341 Whisperwood** - submitted a landscape request to remove existing evergreens and replace with new ones. Pending for more information & a site visit.

### **B. Update - Front Gate Beautification Project – 2015 budget funded using our staff - \$7000**

The old, overgrown trees and shrubs were removed by our staff and soil was prepared for new plantings. Bids were received from three landscaping companies.

We selected a company recommended by our resident landscape architect who drew up our plans.

We were hoping to have our staff plant before the June picnic but our order didn't come in time.

Since then the project has been put on hold until fall.

**\*\*\*Budgetary constraints and staffing may further delay completion.**

### **C. Update Office/Community Building – 2016 budget funded using our staff - \$2500.**

The soil was prepared for our new plantings.

Bids were received from three landscaping companies.

We selected a company recommended by our resident landscape architect who drew up our plans.

We were hoping to have our staff plant before the June picnic but our order didn't come in time.

Since then the project has been put on hold until fall.

**\*\*\*Budgetary constraints and staffing may further delay completion.**

### **D. Landscaping Committee/Garden Club – UPDATES:**

Corner Projects – all are ongoing

#### **Major priorities for 2016 - \$5000**

1. **\*\*\*Corner of Whisperwood & Hawks Pt. –\*\*\*on hold along w/office project**
2. SE corner of Hawks Pt and Whipplewood
3. Whisperwood E of Thicket Hill

#### **Secondary priorities for 2016 - \$1000**

4. Windridge Dr. at intersection of Hawks Pt.
5. Chipwood and Green Willow

#### **Other Projects - \$1500**

DONE - Replace bushes between Fawn Hill Ct & Hawks Pt.

Fall - Plant flowering bulbs

In progress -Maintain tennis court bushes

In progress -New garden area w/benches coming up Whisperwood past Thicket Hill

Benches are in, trimming and new gardens in progress

TOTAL BUDGET \$10,000 from 2016

Plus \$7,000 from 2015

Respectfully submitted,

Jane Loiselle