

**Windridge Co-Owners Association, Inc.**  
[www.windridgecondos.com/](http://www.windridgecondos.com/)  
**Board of Directors Meeting Minutes #2016 – 3**  
**February 15, 2016**

The regular meeting of the Board of Directors of Windridge Co-Owners Association, Inc. was held on February 15, 2016 in the Community Room of the 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 Ron Renner, V Pres</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</u>	<u>X Eileen Scott</u>
Staff Present:	<u>X Doug Beyers, Prop. Mgr.</u>	<u>X Darcy Heyerdahl, Office Mgr.</u>	

**CALL TO ORDER**

President Alexander called the meeting to order at 7:00 PM, and asked for approval of the Minutes of the previous Board Meeting. Renner moved, and Eggers seconded, the motion to approve the Minutes of the Board Meeting held on January 19, 2016 as submitted. Pert moved that the minutes be amended to state that the Community/Office Building Report will be included in the minutes of the meeting following the building open house. Scott seconded the amendment. The amended was approved unanimously and then the minutes were approved unanimously as corrected.

**OWNERS COMMENTS:** None

**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 January 2016 Board Meeting.

**Treasurer's Report – Tom Eggers.** A written report summarizing January 2016 expenses is included with these minutes.

Eggers reported that presently the cost of the community building is \$219,000. There will be additional costs for finishing work and landscaping.

**By-Law Change** - Eggers announced that the two-thirds vote required to amend the by-laws has been achieved. One hundred fifty-five units voted in favor of the change. These units represent 69.8107% of the total unit square footage. The results have been verified and the proxy forms are stored by unit number order in a binder in the office.

Eggers thanked the Board and the Investment Committee members for their work in achieving the necessary votes. Pennie Lumley was thanked for volunteering to assist the Board and the committee. Eggers was thanked for his organizational efforts and praised for his perseverance in seeing that the necessary votes were obtained.

The next step is to record the amended By-Laws with Marion County and the State of Indiana. The Investment Committee will then interview three investment managers and bring a recommendation to the Board.

**Manager's Report- Doug Beyers.** A written report was submitted, a copy of which is included with these Minutes. Beyers requested that owners use the secure mailbox in front of the office to deposit items for the office. That mailbox is checked twice daily for communications.

Beyers reported that the removal of dead ash trees and replacement of sidewalks and driveways will continue throughout the winter as weather permits. Work on the fire damaged unit continues with Windridge's portion of the work mostly complete.

**Mayor's Liaison - Gary Loveless.** Mr. Loveless continues in his position as our Neighborhood Liaison. He had no information to report at this meeting.

#### **COMMITTEE REPORTS**

**Architectural – Bill Pert.** Owners at 5232 Greenwillow Road are requesting to replace 2 sliding doors with white vinyl framed slider doors. Loisel moved to approve the request and Renner seconded the motion. The motion carried with 8 votes.

A potential buyer at 5325 White Marsh Lane is requesting to expand the front stoop area and front alcove area with poured concrete. The request asked for approval to display an art object in the entry area.

Pert moved and Loisel seconded that the request to pour concrete be denied because it would expand the foot print of the unit. The motion passed unanimously.

The Board approved that if the Buyer purchases the unit, concrete stepping stones with rock or mulch may be used in the stoop and alcove areas and that the art object may be displayed using the concrete stones as support.

**Insurance – Ron Renner.** Since the fire at 5206 Fawn Hill Court, there have been questions regarding the responsibilities of the Association's insurance vs. the responsibilities of the Owner's insurance. Delays have resulted. It would be helpful to Windridge if and when claims are necessary, that the Association is able to review the Owner's insurance coverage. Our attorney suggests that a clause be added to our Rules and Regulations that requires Owners to provide the Association with a copy of their policy if there is a reason for a claim.

Another suggestion is for Windridge to expand their insurance to cover damage both outside and inside the unit. Then the Owners would be responsible for insuring only Personal Property (renters insurance). This would result in an increase in Association fees, but the Owners personal insurance costs should decrease. After much discussion, the Board needs additional information. Renner is requested to seek pertinent information from other Homeowner Associations similar to Windridge. Renner will ask our insurance provider for details of the cost increases for the comprehensive insurance coverage and if interior betterments would

be covered by the Association's insurance. If betterments are not covered, the Owner would need to have them included in their Personal Property policy. In the meantime, Renner will work with Windridge's insurance company to provide information for Owners regarding what our policy covers. **It is important that Homeowners check their policies to be certain that they have adequate insurance coverage.**

**Landscaping – Jane Loiseau.** Work on the landscaping of the front gate area will begin as soon as weather permits. Bids will be sought from landscaping companies for this project to ensure that the soil is chemically conditioned for the plants to thrive. Windridge staff will maintain the plants.

Landscaping of the community building will begin when the weather is appropriate.

**Marketing/Communications – Victoria Eident.** The Website group is working to make website more user friendly.

A password protected area has been added under the "residents" heading. This area of the website will be used for resident specific information with the intention of respecting privacy. Currently the content in resident area is duplicated in the general area of the website. Residents will be notified of the password when protected content is added.

After a discussion of including the resident directory in the password protected portion of the website, it was decided not to include the directory at this time. At the January 17, 2016 meeting, it was decided that in the future Residents will be notified when new directories are printed and they will be available for pick up in the office.

Soon the Architectural and Landscape request forms will be dynamic. Homeowners will be able to fill out either form online and send it directly to the office eliminating the paper process. In addition, a work order request form will be available which will eliminate calling the office.

The committee will continue to organize and update information in the website. Eident encourages residents to check the Website regularly for updated information.

**Rules & Regulations – Eleanor Keppler.** Work on implementation of House Enrolled Act 1286 Grievance Resolution Mandate continues. It is the goal to have the documents prepared for the board to review at the March meeting. Scott volunteered to assist with converting documents from PDF format to Word files in order for them to be adapted for Windridge. Information provided by our attorney regarding the mandate is included in the board packet for you to review before the March meeting.

**Security – Marion Dunson.** Dunson reported that the light bulbs above the gate key pad may be replaced with LED bulbs at the cost of \$210. In order to upgrade the screen, the computer would need to be replaced at the cost of \$4,333. The Board agreed to replace the bulbs at this time.

#### **OLD BUSINESS**

A. **Cathedral Law Suit:** Renner reported that Cathedral's insurance company has inquired about how many Windridge Owners may have damage due to the drainage issue. This inquiry is an indication that the process towards a settlement is moving forward. Owners in the adjacent areas have been sent a form to report water damage. Renner also reported that tomorrow morning at 9:00 there is to be a conference call related to naming a mediator.

**B. Millersville Update:** Residents are encouraged to attend the Millersville Annual Meeting, March 1<sup>st</sup> at, 7:00 PM, at the Fatima House on 56<sup>th</sup> Street. Security is an item of discussion. If attending the meeting, it is recommended to go early as parking is limited.

Eggers announced that Lori Miser will continue to head the DPW. It is hoped that the Emerson Way project will be completed with her leadership.

Windridge residents are encouraged to read the monthly Millersville newsletter which is available on line.

**C. Work Order update:** The work order committee of Renner, Tom Ulsas, Tom McNulty and Beyers is continuing to work on the process to improve the communication between the office and Owners regarding the status of work orders.

#### **NEW BUSINESS**

**A. Brick fence replacement:** Pert requested that the Board give Beyers guidance regarding the replacement of the brick fence between the patios of 5332 Greenwillow Road and 5336 Greenwillow Road. One side of the fence has collapsed compromising the stability of the other side. Records are incomplete determining if the fence was part of the original plan making replacement the Association's responsibility, or if the fence was added at a later date making it the Homeowners responsibility. Since there is no brick on the back of either unit, the fence is not attached to the unit. However, the bricks on both sides closely match the brick on the fronts of the units.

After discussion, Loisselle moved and Dunson seconded that the Association replace the brick fence. The motion passed with a 5 – 4 vote. Beyers has a quote of \$5,500 to \$6,000 to replace the fence.

Going forward, the Board recommends taking an inventory of the brick fences (walls). By using records, the construction techniques and the color of brick, we will determine who has responsibility for the structure. Eident volunteered to review minutes looking for architectural requests to help document which fences were added by Owners after original construction. This information will allow Windridge to establish a base line so that both parties know their responsibility. Windridge can then properly maintain the brick structures that are the Associations.

**B. Posted Fliers:** Residents are reminded that our by-laws do not allow posting informational fliers throughout the neighborhood. If information needs to be distributed throughout, they may call Jim Loisselle and he will send an alert to the Watch Captains. They may also inform the office and the information will be posted to the website and sent in an email alert.

**C. Digitizing Records:** Beyers asked the Board to consider having our records digitized. A volunteer has offered to help with the process. After a brief discussion the Board decided that we need more information before making a decision.

#### **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned by Alexander at 9:25 PM.

#### **NEXT MEETING**

The next regularly scheduled meeting of the Windridge Board of Directors will be held at 7:00 PM on Monday, March 21, 2016 in the Community Room of the Windridge Office, Indianapolis, Indiana.

Respectfully submitted,

*Eleanor Keppler*

Eleanor Keppler, Board Secretary

## TREASURER'S REPORT

JANUARY 2016

K = Thousands  
( ) = Negative  
Numbers

Community Building

Total Cost through January	\$	219.0	K	
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January Expenses compared with Budget

Grounds Maintenance		(1.4)		Under Budget
Building Maintenance		1.8	K	Over Budget Termite/Pest Control 1.9 over
Major Repairs/Replacement		1.1	K	Over Budget Tree Removal 1.6 over
Salaries & Wages		(3.1)	K	Under Budget
Water & Sewer		(4.0)	K	Under Budget
Others (net)		<u>(1.2)</u>	K	Under Budget
YTD Total	\$	<u>(6.8)</u>	K	Under Budget

## **Manager's Report**

Doug Beyers

Community Building- Our new address is 5105 Hawks Point Road, Indianapolis, Indiana 46226. Residents can drop letters and payments in our street mailbox. The mail box has "Office" on the front door of the box. When you open the front door of the mail box there is a second slotted locked door. Please slip information through the slot. Our phone number remains the same 251-7861.

Removal of dead ash trees continues.

Sidewalk replacement and driveway replacement – We will continue to replace drives and walks as the weather permits. One shared drive and two walks have been replaced so far this year.

5206 Fawn Hill Court-This unit was damaged by fire in August. The repairs that are covered by our insurance are almost complete. We are waiting for the front door to arrive so it can be installed. The electrical switches, receptacles and circuit breakers will be installed after the owner completes interior painting.

5206 Fawn Hill Court and 5210 Fawn Hill Court – The front downspouts were tied into new drainage piping. The yard grade was also adjusted to allow water to surface into a box drain that is also tied into the new drainage piping. The sidewalk and a section of drive will be replaced at 5206 Fawn Hill Ct. as soon as weather permits. The stump in the front yard will be removed and the yard seeded as the weather allows. This project was to prevent water from enter the home at 5206 Fawn Hill Ct.

We are in the process of developing the siding replacement/repair for 2016 painting. Residents that are scheduled to be painted this year will be receiving notices concerning repairs in the next couple of weeks.

### **WINDRIDGE SNOW REMOVAL POLICY**

#### **TO BE ADMINISTERED AT THE DISCRETION OF THE PROPERTY MANAGER AND MAINTENANCE LIAISON TO THE BOARD OF DIRECTORS**

**The following listed policy is a guideline, which may not always be strictly adhered to. It is meant to be used with common sense interpretation, depending on overall prevailing and forthcoming weather conditions.**

**Snow removal will begin when a minimum of 2 inches of snow has accumulated on the streets. Removal of overnight snows should begin approximately at 4 a.m. or as weather dictates. The order of priorities is as follows:**

- **All streets and gate areas.**
- **Make sure fire hydrants are clear.**
- **Driveways may or may not be cleared the same day as streets. Driveways may not be cleared unless there are 4 or more inches of snowfall.**
- **Sidewalks, which may or may not be cleared the same day as streets and driveways. Residents who have not requested snow removal from sidewalks will not have their sidewalks cleared of snow.**