

**Windridge Co-Owners Association, Inc.**  
[www.windridgecondos.com/](http://www.windridgecondos.com/)  
**Board of Directors Meeting Minutes #2016 – 13**  
**November 21, 2016**

The regular meeting of the Board of Directors of Windridge Co-Owners Association, Inc. was held on November 21, 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>	

**CALL TO ORDER**

President Alexander called the meeting to order at 7:00 PM, and asked for adoption of the agenda. The Agenda was approved as printed.

Alexander asked for approval of the Minutes of the previous Board Meeting. Eggers moved that the Minutes be approved as distributed. The motion carried.

**ACKNOWLEDGEMENT OF PREVIOUS BOARD ACTION**

**Executive Session Action:** The Board met in Executive Session following the October 17 regular meeting to discuss a written request from Owners at 5347 Greenwillow Road.

Friss moved and Scott seconded that Owners be reimbursed for the costs in question. The motion carried.

**Architectural Requests:** The following requests were approved unanimously by email vote.

Owners at **5227 Windridge Dr.** made the following requests:

1. Replace upper deck flooring with composite decking boards - Approved
2. Screen in lower deck and add a screen door keeping the same footprint as upper deck - Approved

Owners at **5265 Windridge Dr.** request to replace front door and garage (carriage) lights – Approved

Pert moved and Friss seconded that these requests be adopted. The motion carried.

## OFFICERS' REPORTS

**President's Report – Rick Alexander.** A written report is attached to these minutes. Alexander requested that Board members submit their liaison reports for the Annual Report by January 16, 2017. He also requested that Board members submit liaison committee goals for the coming year.

After the President's report, Alexander turned the role of president to Vice President, Bill Pert.

**Secretary's Report – Eleanor Keppler.** November 9, 2016 Town Hall meeting regarding the 2017 Budget was attended by 58 residents representing 44 units.

Ballots with voting instructions, candidate information and a budget summary have been mailed.

Owners may vote in two ways:

- 1) Vote at the Annual Meeting on December 11, 2016 at 1:00 PM
- 2) Vote early by completing and signing the ballot and returning it to the office mailbox before the Annual Meeting.

**Treasurer's Report – Tom Eggers.** A written report was submitted, a copy of which is included with these Minutes. Eggers reviewed the forecasted expenses for the year. They will exceed budget. The major causes for being over budget are additional expenses due to severe weather conditions and greater than anticipated replacement of siding in some units.

**Manager's Report- Doug Beyers.** Please read the detailed written report that is included with these Minutes.

**Mayor's Advocate – Rosemary Stockdale.** Stockdale reported on the following:

Stockdale stated that she will follow-up with the city regarding a request to improve signage on Emerson Way as it transitions from four lanes to two lanes at 46<sup>th</sup> Street.

Keep Indianapolis Beautiful (KIB) has awarded three grants for funding of projects in areas of the city. Two of the grant winners are neighborhood associations in our area. Binford Redevelopment and Growth received the first place \$5,000 grant for their projects and Millersville at Fall Creek received the third place \$1,000 grant for projects. Stockdale recommended that residents support these associations by participating in their clean-up activities.

Beyers stated that with the new trash pick-up service there is considerable debris left for our staff to pick up after collections. Stockdale stated that if all trash is placed in the containers in plastic bags, the debris should be minimal. She agreed to supply fliers to be distributed.

Eggers asked if there is any chance that our trash pick-up could be changed from Friday afternoon. Due to some residents leaving for the weekend, trash containers are often left curbside for several days. Although Stockdale was not optimistic that it would be changed, she agreed to make a request.

## COMMITTEE REPORTS

**Architectural – Bill Pert.**

**5341 White Marsh** - Owner is requesting to replace existing garden window located in the alcove near the front door. The replacement would be a custom made full (double) pane picture window that would completely fill the current opening. The frame of the window, made

of vinyl, would match other windows – light tan. Total cost of the project will be the homeowner’s responsibility. RECOMMEND APPROVAL

**5308 Whisperwood Lane** – Owner is requesting to re-locate a 7.5’ x 7.5’ spa/hot tub from their previous residence to their patio at Windridge. The move will necessitate temporary removal of a section of fencing & gate surrounding the patio.

The cost of the project will be the homeowner’s responsibility, as will be the complete replacement of the fence & gate. The relocation will be done by the Royal Spa Company. RECOMMEND APPROVAL

Friss moved and Eggers seconded that the requests be approved. The motion carried.

**Budget & Finance – Karen Friss.** Friss has updated the slide presentation to include requested information at the Town Hall meeting. The presentation has been forwarded to Eggers to be used as reference for future committees.

**Cathedral High School – Rick Alexander.** The Board will be updated in Executive Session.

**Insurance – Bill Pert.**

Our insurance representative from Gregory & Appel has informed us that the premiums for our policy will change as follows:

**Community Assn. Management Liability Policy** -- + 1.7% (annual premium \$3933.00 -- \$66.86 increase)

Travelers is offering to renew the remainder of our coverage with no rate increase if the Association adds a rule regulating the use of propane and charcoal grills to our official Rules and Regulations documents. The new rule would limit the location of grills and the storage propane tanks inside units. Pert has discussed with the insurance representative the challenges of enforcing such a rule. They seem to be reasonable as to how such a rule may be implemented.

Pert recommends that we accept these conditions from Traveler’s and form a committee to formulate a policy dealing with grills by the end of the year. The new rule and a plan for implementation will be brought to the Board at the January meeting. A committee of Pert, Keppler, Scott, and Karen Shepherd agreed to develop the new rule and plan for implementation.

**Landscaping – Jane Loiselle.** A detailed report is attached to these Minutes.

The following landscape requests were recommended for approval:

The committee approves request for Owners at **5337 White Marsh Lane** to plant a narrow leafed maiden grass. Keppler moved that the requested be accepted. The motion carried.

The committee asks for a revision of a request for **5319 Whisperwood Lane** that was approved at the October 17, 2016. The request included the planting of ground covers that are on invasive plant list. The revised approval limits selection of ground covers to ones that are not on the invasive plant list. Friss moved that we approve the request as revised. The motion carried.

**Long Range Advisory Planning – Eileen Scott.** Scott reported that the Gate Committee will use the design information and anticipates having a recommendation at the January meeting.

**Maintenance & Grounds – Bill Pert.** The Board will be updated and discuss options in Executive Session.

**Marketing/Communications – Victoria Eident.** Eident reported that a counter was added to the website in August 2016. The data shows that the site is being used for residents to access protected information such as Minutes. The site is also being used for marketing information.

**Rules & Regulations – Eleanor Keppler.** Since the October meeting, the property manager has sent reminder letters to three Owners regarding Covenant violations. All three of the Owners have complied. Thank you for your cooperation.

The newly revised Owner's guide *Introduction to Windridge* is ready to be posted to the website. Hard copies will be distributed to all Owners along with the Annual Report.

**Social – Victoria Eident.** There will be social gathering at Laurel Hall following the Annual Meeting on December 11<sup>th</sup>.

#### **OLD BUSINESS**

- A. **Goal setting workshop:** Resident, Jon McGann, introduced himself to the Board and expressed his willingness to lead the Board in Strategic Planning sessions. Mr. McGann has considerable professional experience working with groups to develop Strategic Plans. His services will be considered after the Board reorganizes after the Annual Meeting.
- B. **Report on seminar sponsored by Eads, Murray and Pugh:** Loiselle reported on the seminar that five of the Board members attended on October 25<sup>th</sup>. A written report which highlights useful information for Boards to consider was distributed.
- C. **Update on brick fence inventory:** Eident has completed the review of minutes to identify brick fences that were approved by previous Boards. Beyers and Pert will continue their work to prioritize the walls which need maintenance.
- D. **Update on work orders:** Beyers reported that progress has been made. There are now 64 outstanding work orders, and if the weather continues to be suitable, more of these will be completed in the coming weeks.
- E. **Update on hiring additional maintenance staff:** Beyers has interviewed a candidate and that person is scheduled to return for a second interview.

#### **NEW BUSINESS**

**A. Landscape/Maintenance request at 5382 Thicket Hill:** An erosion problem has resulted from the removal of honeysuckle and deteriorating ornamental trees. Beyers explained that several such areas exist in the neighborhood and shrubs need to be planted in these areas to avoid erosion. He agreed to formalize a plan to correct such problem areas. After the problem areas are identified they will be prioritized to be corrected.

**B. Landscape/Maintenance request at 5205 Windridge Drive:** This property has a history of drainage problems. The current Owners are requesting extensive improvements in drainage and replacement of concrete sidewalks and steps at the entrances. Beyers will seek bids for the work to present to the Board after the first of the year.

**OWNERS COMMENTS:** Tom McNulty asked if there had been progress towards finding a long-term solution for the drainage issues behind 5401 Greenwillow Road and 5347 Greenwillow Road. Pert reported that the topic will be discussed in the Executive Session which will follow the regular meeting. Beyers stated that at this time, Windridge has done all that we can legally do to open the swale. To open the swale completely involves the cooperation of homeowners on Far Hill Road and Cathedral High School. The steps in solving the swale problem are as follows:

1. Obtain a line and elevation survey of the adjacent properties
2. Hire an engineer develop a plan
3. Work with the city to obtain code enforcement to implement the plan

**ADJOURNMENT**

There being no further business before the Board, the regular meeting was adjourned to Executive Session by Pert at 9:00 PM.

**EXECUTIVE SESSION**

The Board was convened in Executive Session by Vice President Pert, at 9:08 PM. with all members in attendance except for Karen Friss.

In the session the Board received updates on the Cathedral law suit, accounts, bids, and legal issues related drainage problems.

**ADJOURNMENT OF EXECUTIVE SESSION**

There being no further business for Executive Session, the session adjourned at 10:17 PM.

**RECONVENE REGULAR MEETING**

The regular meeting reconvened at 10:18 PM with Vice President, Bill Pert, presiding. Loisel moved and Scott seconded that Beyers proceed with having the swale area which extends along the property lines of homes on Far Hill Road and Cathedral High School surveyed. The motion carried unanimously.

**ADJOURNMENT**

The reconvened regular meeting adjourned at 10:19 PM.

**NEXT MEETING**

The Annual Meeting of the Windridge Co-Owners Association will be held at 1:00 PM on Sunday, December 11, 2016 at Laurel Hall in the Phi Kappa Psi Headquarters, Indianapolis, Indiana.

Respectfully submitted,

*Eleanor Keppler*

Eleanor Keppler, Board Secretary

**President's Report**  
**Rick Alexandar**

On November 9, 2016 we conducted our annual Town Hall meeting wherein we presented a proposed Annual Budget for 2017 and received an update on our invested funds. Thanks to Karen Friss, her Budget/Finance Committee chaired by Jim Higgs, and our Treasurer, Tom Eggers, for all their help with the presentations. Annual Meeting packets were mailed to all residents and you should be receiving them this week.

Don't forget that our Annual Meeting will take place on Sunday, December 11, 2016 at 1:00 PM at the Phi Kappa Psi Manor House where we will adopt an Annual Budget and elect three Board Members from the following list of candidates:

Charles Boyle  
Tom Eggers (incumbent)  
Michael McCracken  
Alan Norris  
Beverly Watkins

On Friday, December 2, 2016 Phi Kappa Psi has invited Windridge residents to a Holiday reception at the Manor House from 7:00 – 9:00 PM. RSVP to Elizabeth Craney, [emc@pkpfoundation.org](mailto:emc@pkpfoundation.org), or at (317) 275-3400.

This Board meeting will mark the last regular meeting that I will serve as your President. Health issues have prevented me from being able to do the job that is required of a President, and it is with a heavy heart that I must step away. I have enjoyed serving on the Board for the last eight years, seven as President, and I have been blessed to serve with some great colleagues during that tenure.

Thanks to all of you!

**TREASURER'S REPORT**

**October 2016**

K = Thousands ( ) =

Negative Numbers

**Results for the Ten Months Ended October 31, 2016**

Total Expenses are over budget by \$37.4 K.

**Looking ahead to the end of the year**

Our last forecast (August report) for the year was that we will be over budget by \$55.5 K. Since then we have had serious wind and water damage that has increased our expenses. Now we expect our expenses to be \$51.0 K more than our earlier forecast, so our forecast is that our expenses will be \$106.5 over budget for the year.

While there some areas we expect to be under budget, here are examples that are driving our higher forecast.

	<u>Forecast</u>	<u>Budget</u>	<u>Over Budget</u>	
Lawn Care/Leaf Removal	101.0 K	90.0 K	11.0 K	Additional mowing
Building Repair Foundation,/Crawl Spaces	18.0 K	12.0 K	6.0 K	Wind, chimney, mold
Tree Removal	34.0 K	10.0 K	24.0 K	Flood damage
Siding Replacement	72.0 K	50.0 K	22.0 K	Wind storm
		140.0		
	202.0 K	K	62.0 K	Additional bad areas

The first three are financed by the Operating Fund, while the last two are financed by the Reserve Fund. We will have adequate funds to pay for the additional expense.

## **Manager's Report**

Doug Beyers

Leaf Removal is underway.

Gutter cleaning was completed Friday November 18, 2016.

Animal / Pest Control-We have relocated 3 ground hogs in the past month. Relocation will end for the season due to cold weather and hibernation of groundhogs.

Painting and siding replacement-Siding replacement is done except for a few minor punch list items.

Tree and shrub planting at front gate, front sign, and office began November 11, 2016 and should be completed Monday, November 21<sup>st</sup>.

The final asphalt top coat was added to the community drive. This was the last item to complete the community building.

Street repairs are still planned on Hawks Point Road.

Downspout extensions were completed at 5334 White Marsh, 5338 White Marsh, 5321 White Marsh, and 5325 White Marsh.

Mark Altop from Indy Elite Garage Door has provided a working design and estimate for adding a south entrance gate, widening the visitor gate at the main entrance and replacing the damage gate and opener at the main exit gate. This design/estimate was based on the requirements determined at the special gate meeting.

Please notify the office concerning any trees that may pose a danger to your home. Trees will be removed based on threat of damage to homes.

Wind Storm Damage – We had seven homes damaged due to uprooted trees and falling branches during the August 26, 2016 Storm. Repairs are almost complete. Gutter repairs are needed at 5310 Windridge and 5326 White Marsh due to damage from tree limbs.

Fletcher Ct. Lift Station Replacement-Contractor is planning work for the week of December 12, 2016. I will be discussing limited water use during the repair.

Drainage- Drainage piping was installation behind 5111 Hawks Point, 5119 Hawks Point and 5151 Hawks Point. Final grade and seeding will be completed after the ground settles from excavation.

Foundation repairs for 5419 Greenwillow- I am having issues getting contractors to bid repairs. I have another contractor to bid after the Thanksgiving Holiday.

Damage from July 29, 2016 storm-

5363 Fetcher Court washed out area was repaired and final grade completed.

The swale behind 5401 Greenwillow and 5347 was improved and seeded. Additional work to establish the swale is recommended to prevent future water damage.

5401 Greenwillow Rd. - Additional drainage and water proofing was added to rear of the home. Additional work is needed on the rear west side of the home.

5347 Greenwillow Road- Drainage improvements are almost complete. The two retaining walls were rebuilt and placed behind the foundation walls to allow for drainage, and sump pump installation. A berm was installed to prevent water from the back swell from entering the home. Downspouts were buried and routed away from the home. The area was graded and seeded.

Windridge and Cathedral fence line improvements. Phase one to extending 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. This is planned late summer/fall as maintenance time allows.

Digitizing records - No activity to report.

Lawn Care – The fall pruning was planned for the week of October 17, 2016 and is in process.

5384 Thicket Hill-The owner has requested compensation for repair/replacement of damaged flooring. The owner will provide cost estimate for the board to review.

5205 Windridge Drive-Owner is requesting draining improvements to prevent water entry. A drawing has been submitted for review.

Owners between Thicket Hill and Whisperwood are requesting drainage improvements be made behind their homes. Water runs between units during heavy rains.

Ballots for the 2017 budget and election of new board members were mailed to all owners on Friday, November 18, 2016.

**A. Landscape requests:**

1. The homeowners at 5337 White Marsh Ln submitted a landscape proposal to plant a narrow leafed maiden grass. It meets all our requirements. The committee approves.

**\*\*\* I move that we accept the committee recommendation and approve the request.**

2. **Update:** At the October 16, 2016 meeting we approved the landscape proposal for the homeowners at 5319 Whisperwood Ln to plant ground cover (myrtle/periwinkle) in the front yard to replace patches of grass which does not grow in the shade. I made a mistake as myrtle/periwinkle is on the invasive species list and is not approved to plant in Windridge.

I have contacted the residents to let them know that they may plant any ground cover that is not on the invasive species list. I sent them a copy of the invasive species list & website. I have also provided the office with the list and request that it be attached to the Landscape Proposal Form. We are also adding the list to our website.

**\*\*\* I move that we revise the approval we made at the October 16, 2016 meeting to read: The residents at 5319 Whisperwood Ln may plant any ground cover that is NOT on the invasive species list. All cost of plants & planting and future maintenance of the ground cover (i.e. weeding) would be the residents' responsibility.**

3. **Update:** The homeowners at 5232 Fawn Hill Terrace submitted a landscape proposal, after the fact, to build a Garden Railroad with pond in the limited common area in front of their residence. Their proposal was submitted on 9/14/2016. We postponed until November meeting - awaiting information. Their computer crashed; they lost all their documentation; the computer is still in the shop. They would like to delay until our next meeting.

I recommend we allow an extension until the next regular board meeting on January 16, 2017, with the stipulation that no additional work may be made on their project until it is approved by the board.

**B. Update - Front Gate Beautification Project**

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 never came.

**\*\*\***We received and accepted a bid from Horning Landscape and Nursery for a revised plan - They will plant trees & shrubs and we will delay planting perennials until next year. They began work last Friday and plan to finish on Monday.

**C. Update Office/Community Building**

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 never came.

**\*\*\*\*\***We received an accepted a bid from Horning Landscape and Nursery for a revised plan - They will plant trees & shrubs and we will delay planting perennials until next year. They began work last Friday and plan to finish on Monday.

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

**THANK YOU** - I would like to thank all the volunteer gardeners, residents, members of the Garden Club and the Landscaping Committee. Many people not only maintain their own areas but also work in our common areas all year long. This fall Vicki Eident and Evan, a staff member, have been busy with tidying up projects and planting over 400 daffodil bulbs. Doug Stoecker and Vicki decorated the saucer at the front gate with seasonal greens for winter. **THANK YOU to all!**

### **SURVEY –**

After reviewing our survey it was decided not to send letters to any resident this fall. Next spring we will complete another survey and perhaps will need to send letters then. We compiled lists of shrubs & ornamental trees that need to come down this fall. Doug & staff are planning to remove many of these dead trees this fall/winter. We are developing a plan for ornamental tree replacement beginning in 2017.

No updates on Corner Projects – all are ongoing

#### **Major priorities for 2016**

1. Corner of Whisperwood & Hawks Pt. – **Fall Planting**
2. SE corner of Hawks Pt and Whipplewood
3. Whisperwood E of Thicket Hill

#### **Secondary priorities for 2016**

4. Windridge Dr. at intersection of Hawks Pt.
5. Chipwood and Green Willow
6. Garden at end of Greenwillow between street & big “rain garden” needs new dirt – project has not been completed this year. Residents are no longer able to maintain the garden

The Landscape Committee agrees that the retaining wall should be removed and the area returned to a curbed grassy area sloping towards the rain garden. It has always been our policy that if limited common area gardens are not kept up by volunteers they should be returned to grass.

A work order has been submitted to remove the retaining wall and create a curbed sloping, grassy area. This maintenance project requires special equipment rental and staff time and will be considered a low priority for completion by the end of 2017.

#### **Other Projects**

- DONE Replace bushes between Fawn Hill Ct & Hawks Pt.
- Half DONE Plant Spring Bulbs - to be completed this week or the next, weather permitting
- DONE Maintain tennis court bushes
- DONE \*\*\*Maintain three front gate planters with seasonal plantings.

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

Benches are in, trimming and new garden is in progress.

Update-

\*\*\* A donation from residents has been made to hire a Landscaper who is drawing up a plan and will -

Outline a garden bed area and prepare the soil

Add shade shrubs along the back border

Add stepping stones from the street to the bench area.

This project will be scheduled for the spring - 2017.

Once the bed is prepared we will be able to add to the garden yearly.

