

**Windridge Co-Owners Association, Inc.**  
**www.windridgecondos.com/**  
**Board of Directors Meeting Minutes #2016 - 11**  
**September 19, 2016**

The regular meeting of the Board of Directors of Windridge Co-Owners Association, Inc. was held on September 19, 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>Jane Loiselle</u>
Class of 2018	<u>X Vicki Eident</u>	<u>X Bill Pert, Vice Pres.</u>	<u>Eileen Scott</u>
Staff Present:	<u>X Doug Beyers, Prop. Mgr.</u>	<u>X Darcy Heverdahl, Office Mgr.</u>	

**OWNERS COMMENTS:**

Tom McNulty addressed the Board with two concerns relating to the recent water damage at his unit located at 5401 Greenwillow Road. McNulty wants the drainage improved with a gravity flow system which would not depend upon the use of an outside sump pump. He also wants a commitment from the Board that funds are available for a swale to be excavated through properties in an adjacent neighborhood. If he is assured that funding for the swale will be available, he is willing to contact property owners to gain their cooperation to obtain an easement.

Francie Weber requested that the Board consider removing the retaining wall on Greenwillow Road, creating a slope and grassing the area so it may be mowed. Reasons for the request are that several cars have backed into the wall and she is no longer able to keep up the plantings.

**CALL TO ORDER**

President Alexander called the meeting to order at 7:11 PM, and asked for adoption of the agenda. Eident requested that Kathleen Roman's newsletter report be added to the agenda under Communication Committee report. The Agenda was approved.

Alexander asked for approval of the Minutes of the August 15, 2016 Board Meeting. Pert moved that the Minutes be approved as distributed. The motion carried.

**ACKNOWLEDGEMENT OF PREVIOUS BOARD ACTION**

**Actions from August 15, 2016 Executive Session**

**Legal Issues** related to water damage that resulted from the July 29 rains.

After a discussion of the Association's responsibility vs. the Owner's responsibility in remediation of the water damaged units, the following actions were taken:

1. Loiselle moved and Eident seconded that the Association finance a short term solution for **5347 Greenwillow Road**. The motion carried unanimously.
2. Loiselle moved and Scott seconded that the Association rebuild rip rap and modify water flow for **5363 Fletcher Court**. The motion carried unanimously.

3. A committee of Pert, Eident and Eggers was formed to examine the itemized remediation costs for **5347 Greenwillow Road, 5401 Greenwillow Road, and 4915 Windridge Drive** to determine which costs are Windridge's legal responsibility as advised by the Association's attorney. The report will be submitted to the Board for further review.

Friss moved and Eident seconded that the Board adopt these actions. The motion carried.

### **Personnel**

Beyers requested board approval to hire a temporary maintenance person in order to reduce the work order back log. Keppler moved and Alexander seconded that we authorize Beyers to use up to \$10,000 budgeted for salaries and wages to hire an extra maintenance employee. The motion carried.

Eident moved and Dunson seconded that the Board approve this motion. The motion carried

### **Architectural Requests**

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

1. Owners at **5326 White Marsh Lane** request to install two LED motion detector security lights. One will be installed over the front door and the second will be located in the rear. The homeowner understands that the rear lights are to be positioned so they do not shine into the neighbor's windows. The project will be at the homeowner's expense and completed by a licensed / bonded contractor. Recommend approval.
2. The Owners of **5240 Greenwillow Drive** request to replace the front door and front storm door with comparable doors which will be painted the same color as the current doors. Window Man will do the installation at the Owners expense. Recommend approval.

Keppler moved and Eggers seconded that the Board approve these requests. The motion carried.

### **Landscape Requests**

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

Owners at **5341 Whisperwood Lane** request to replace all of their foundation plants with approved plants. The contractor is licensed & bonded. All of the work will be done at the homeowners' expense. The committee approves this request.

Pert moved and Dunson seconded that we approve this request. The motion carried.

### **OFFICERS' REPORTS**

**President's Report – Rick Alexander.** Alexander reminded Owners that three candidates are needed for the upcoming Board election. Lynne Tobin is serving as the nominating committee chair. Anyone who is interested in serving on the Board or has suggestions of Owners who might serve, please contact Lynne by October 1<sup>st</sup>. Lynne may be contacted by email [lytobin@yahoo.com](mailto:lytobin@yahoo.com) or by phone 590-6471.

**Treasurer's Report – Tom Eggers.** Please review the financial report which is attached to these Minutes. Eggers compared revenue and expenses for the 2016 budget. Even though we are under budget for the first eight months, the forecast indicates that we will be over budget by the end of the year. He outlined the accounts that are anticipated to be over budget and noted that siding/painting and lift station come from the reserve fund and the others from the operating fund.

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

**Beyers expressed concern about people destroying the gates by attempting to force them open or driving into them. The gates are common property that we all own. When a gate is damaged it costs all Owners money for repair. Please do not try to force gates open and drive carefully as you enter and leave the neighborhood.**

In response to concerns expressed by Owners at the August meeting, Beyers has discussed the presence of broad leaf grasses with our landscape service. The reply is attached to these Minutes. A packet of information about Nutsedge, the weed we are seeing in some of lawns, Red Thread, a foliar disease, Summer Patch and Dollar Spot is available at the office. According to the experts, the turf problems that we are experiencing are due to unusual weather conditions rather than the lack of treatment.

**Mayor's Advocate – Rosemary Stockdale.** Ms. Stockdale reported on a couple of issues relevant to Windridge. There are area street projects that are being considered for next year. The list of projects that are approved will be official after the November meeting of the city-county council. She also stated that the Millersville at Fall Creek Association is watching the activity at the massage parlor on 56<sup>th</sup> Street.

#### **COMMITTEE REPORTS**

**Architectural – Bill Pert.** Pert reported that he has two new requests that were submitted today. He will forward them to the Board electronically for a vote.

**Budget & Finance – Karen Friss.** The Budget Committee of Owners Jim Higgs, chair, Charles Boyle, Dan Evard, Beverly Watkins, William Wrege, Mike Spalding and Board Liaison, Friss, recommends the approval of the Property Manager's proposed budget for 2017. After a discussion of the committee's procedures, recommendations and frustrations of not having sufficient funds for some needs, a Board committee of Friss, Alexander, Loiselle, and Eggers was appointment to meet with Higgs and Beyers to examine the priorities for the operating funds for the proposed budget. After their recommended adjustments, an open budget hearing will be scheduled.

**Cathedral High School – Rick Alexander.** An update from our attorney will be given in Executive Session.

**Investment – Tom Eggers.** Eggers reported that \$125,000 has been invested in account with Stifel, Nicolaus and Company, and we are in the process opening an account with Vanguard to invest an additional \$125,000.

**Long Range Advisory Planning – Eileen Scott.** Friss reported for Scott that the committee is waiting for cost estimates to make recommendations for the gate project.

**Marketing/Communications – Victoria Eident.** Kathleen Roman reported on the status of the Newsletter. She is near completion of the first addition. After a brief discussion of distribution on the the Newsletter to residents who do not have access to email, Karen Shepherd and Karen Kuhn agreed to work with Roman to develop a plan for distribution.

**Rules & Regulations – Eleanor Keppler.** Violations will be discussed in Executive Session.

**Security – Marion Dunson.** Dunson inquired about the open gates on Cathedral’s side of the fence. Beyers stated that is due to a poorly functioning latch. Since our gate remains locked, Windridge’s fence is secure.

Dunson suggests that funds budgeted for security be used to purchase a camera for the front gate in order to view how the gates are being damaged. The purchase of cameras will be discussed in New Business.

**Social – Victoria Eident.** Eident and Darcy Heyerdahl inquired if the Board would support a blood drive for residents. Fifteen appointments would need to be scheduled for the Indiana Blood Center to come to our community room for a drive. The Board encouraged Heyerdahl to proceed with plans and provide the community with more details.

Eident announced that the annual neighborhood Hot Dog Roast will be Saturday October 15<sup>th</sup> at 4:00. Sunday, October 16<sup>th</sup> will be the rain date.

#### **OLD BUSINESS**

A. **Election Review** – A committee of Keppler and former Board Secretary, Jack Mart, made recommendations for revised voting instructions, an updated sample ballot, and the procedure to replace a Director if one resigns before the term ends. After a brief discussion, Friss moved and Pert seconded that the recommendations be adopted. The motion carried. The guidelines are included with these Minutes.

B. **Water Damage** – Remediation of the water damage will be discussed in Executive Session. The guidelines are included with these Minutes.

C. **January Board Work Session** – Alexander requests that Directors make a wish list of projects for 2017. When the Board meets to reorganize in January, the list of projects will be prioritized and goals set.

#### **NEW BUSINESS**

A. **Cameras for North Gate** – Friss moved and Eident seconded that we purchase a camera to view the cars entering and exiting the North Gate. The motion carried.

#### **ANNOUNCEMENT**

**Residents are asked to notify the office when expecting a delivery and arrange for the truck to enter and exit the South gate.**

#### **ADJOURNMENT**

The meeting was adjourned to Executive Session by Alexander at 10:12 PM.

**RECONVENE**

At 11:25 p.m. the meeting reconvened with Vice President, Bill Pert, presiding.

Friss moved and Eident seconded that the Board approve the remediation payment recommended by the subgroup which is consistent with Homeowner policies and the advice of legal counsel. The motion carried unanimously.

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned by Pert at 11:26 p.m.

**NEXT MEETING**

The next regularly scheduled meeting of the Windridge Board of Directors will be held at 7:00 PM on Monday, October 17, 2016 in the Community Room of the Windridge Office, Indianapolis, Indiana.

Respectfully submitted,

*Eleanor Keppler*

Eleanor Keppler, Board Secretary

**TREASURER'S  
REPORT**

**August 2016**

K = Thousands ( ) =  
Negative Numbers

**Results for the Eight Months Ended August 31, 2016**

Total Expenses are **under** budget by \$97.9 K.

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

Our forecast for the year is that we will be **over** budget by \$55.5 K.

This means we will have to be **over** budget by \$153.4 K in the last 4 months.  
At this point that seems to be realistic.

While there some areas that we expect to be under budget,  
here are examples of amounts expected to be **over** budget in the last 4 months.

	<u>Forecast</u>		<u>Budget</u>		<u>Over Budget</u>	
Siding and Painting	112.5	K	4.5	K	108.0	K
Lift Station Replacement	30.0	K	0.0	K	30.0	K
Legal/Professional	21.6	K	10.4	K	11.2	K
Foundation/Crawl Spaces	12.9	K	5.0	K	7.9	K
Road Maintenance	7.0	K	0.2	K	6.8	K
Retaining Walls	8.0	K	3.0	K	5.0	K
					<u>168.9</u>	K

# Manager's Report

Doug Beyers

Painting has started and siding replacement continues. We are working on the last two units for siding. We are close to our projected siding cost on the completed units. Painting is about 75% complete. We still have final walks and punch items to complete.

Mark Altop from Indy Elite Garage Door is working on a design and estimate for adding a south entrance gate, widening the visitor gate at the main entrance and replacing the visitor call box screen. This design/estimate will be based on the requirements determined at the special gate meeting. I will forward the information to the board for their review as it is available.

Please notify the office concerning any trees that may pose a danger to your home. I have determined an additional 7 ash high priority trees that need to be removed. Trees will be removed based on threat of damage to homes.

Storm Damage – We had seven homes damaged due to uprooted trees and falling branches during the August 26, 2016 Storm. Crocket Tree Service was here within two hours to start clearing trees from roofs and streets. Kowalsky and O'Dell Construction along with our maintenance crew had all of the roofs uncovered that day. Javier, Efrain and Evan went above and beyond in difficult working conditions to remove tree brush and to uncover damaged homes. There were seven homes damaged from uprooted trees and limbs. An insurance claim has been filed. We will be responsible for the first \$10,000.00 to cover deductible and any tree debris cleanup over \$3,000.00.

Front Entry - A larger light was installed to spread more light on the entrance parking area.

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.

Foundation repairs for 5419 Greenwillow - I am having issues getting contractors to bid repairs. Two contractors that we have used in the past were scheduled through the end of the year and are not available to do the work.

We experienced flooding and water entrance from surface water and ground water runoff in seven locations during the July 29, 2016 storm.

We are in the process of improving the Fletcher Court washed out area. The swale was enlarged and moved farther away from the home.

5401 Greenwillow Rd. - Additional drainage and water proofing was added to rear of the home. Dry out and drywall repairs complete.

5347 Greenwillow Road. - Co-Owner damages to the structure have been completed. Preventive measures are in the process;

1. The retaining walls are being moved to the outside corners of the building to allow for drainage installation and sump pump.
2. A bern will be installed to prevent water from the back swale to entering the home.
3. Downspouts will be routed away from the home.
4. I also recommend that the board discusses the swale issue with the neighbors so that it can be properly repaired.

5346 White Marsh and 5342 White Marsh. - Both homes had their crawlspaces flooded. This was caused by the blocked drainage pipe under Cathedral High School Soft Ball Field. Van Rooy Restoration has removed the wet insulation and dried the crawlspaces.

Windridge and Cathedral fence line improvements. Phase one is:

1. Extending an 8 foot fence 200 feet to block the vision of the new Cathedral building and to improve security
2. Replace the fence at the 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.

Digitizing records - No activity to report.

Lawn Care – I met with the landscape company concerning the lawns. I have included information for your review. We also discussed lawn treatment of small hard to get to areas. The applicator has a hand held spreader and a hose to treat these hard to get areas. Additional attention will be given to these areas.





P.O. Box 361141  
Indianapolis, IN 46236

Doug,

I wanted to send you some information on the turf health and what effects the weather has had on that this year. As you know, this has been a very wet year. The rain has not stopped coming down. The spring was above average in particular. We have high heat as well to go along with the moisture. These two things have made weed control in the turf very difficult.

The crabgrass pre-emergent was put down on March 30<sup>th</sup>. This is perfect timing for crabgrass pre-emergent in this area. The chemical goes about an inch below the surface and binds with the soil. The main environmental factor that can contribute to decreasing the life span of that chemical is a lot of rain. Another item that the heavy rain amounts bring is nutsedge. Nutsedge is its own organism. It is not a type of grass or broadleaf. The chemicals that take out broadleaf do nothing to nutsedge. There is a special spray for this but it is not included in normal fertilizer programs.

The steady rain has also kept the broadleaf weeds germinating. With taking the 4 round program that has been chosen there is a gap in summer where there hasn't been any weed control applied.

With high heat and moisture also come diseases. The diseases that were present this year were dollar spot, red thread and summer patch. The treatment of these diseases is very cost prohibited and only last for around 20 days. We have applied fall application early to take out the broadleaf and the dormant fertilizer will help to repair that damage.

Sincerely,

Michael Norris

September 19, 2016

To: Windridge Board of Directors

From: Election Guidelines Committee

Re: Recommendations for Voting instructions, Ballot revisions, Voting, and Replacing a Board member

1. Voting Instructions updated – See attached
2. Revised Ballot – See attached
3. Voting for Directors when there are partial terms to fill.

**Recommendation: VOTE FOR THREE DIRECTORS.**

The top three votes receiving candidates are awarded the three year terms. The fourth place candidate is awarded the partial term.

Rationale: If there are three 3-year terms and one 2-year term, the election may result in a tie. It is best to be consistent with the voting rules and elect the same number of Directors regardless of the number of candidates.

4. Replacing a Director – If it is necessary to replace a Director before the next election.

Recommendations: Select an individual to complete the year using the following selection criteria.

1. Offer the balance of the year to an unelected candidate from the last election.
2. Offer the balance of the year to a former Board member.
3. Offer the balance of the year to an Owner who has participated on Board committees.

Rationale:

1. This individual is interested in being a Director.
2. The former Board member is familiar with Board operations and procedures.
3. This Owner has experience in at least one area of Board responsibility.