

**Windridge Co-Owners Association, Inc.**  
[www.windridgecondos.com/](http://www.windridgecondos.com/)  
**Board of Directors Meeting Minutes #2016 - 2**  
**January 19, 2016**

The meeting of the Board of Directors of Windridge Co-Owners Association, Inc. was held on January 19, 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, Sec'y</u>	<u>X Jane Loiselle</u>
Class of 2018	<u>X Victoria 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 Loiselle seconded the motion to approve the Minutes of the Board Meeting held on November 16, 2015, as submitted. The motion was approved unanimously by the Board.

**MAYOR'S LIAISON: GARY LOVELESS**

Loveless announced that he continues in his role as neighborhood liaison for our area of the city. He reported that he has inquired about the status of the Emerson Way project to realign the lanes, but he was unable to get a response. With the change in administration such projects are not scheduled at this time.

Loveless is available for conversations about the city at Lincoln Pancake House on 56<sup>th</sup> Street on Wednesday mornings from 10 AM until noon.

**OWNERS COMMENTS**

Owners from 5262 Whisperwood Lane and 5354 Whisperwood Lane stated opposition to the proposed sunroom addition for 5266 Whisperwood Lane because of the close proximity of the sun room to the fence between the units. Concerns about maintenance, drainage airflow, and the impact of the room on the property values of other townhouses were expressed. Beyers explained that if the sun room is approved, the owners would be required to assume all maintenance of the structure. If the unit is sold, the subsequent owners would be required to assume that maintenance responsibility. Since the proposed addition includes roof overhang and gutters, the drainage will not change. Because the roof line of the sun room is higher than the existing fence, the structure will have some effect upon the air flow and may impact the value of the adjacent condos.

**ACKNOWLEDGEMENT OF PREVIOUS BOARD ACTION**

None

**UPDATE FROM THE ATTORNEY**

Ron Renner introduced **Tony Paganelli**, Windridge’s attorney for the Cathedral law suit concerning the drainage issue. Mr. Paganelli requested to speak to the Board in executive session due to confidentiality. At 7:15 PM. Loiselle moved and Scott seconded a motion that the Board meeting be suspended for executive session. The motion carried.

At 7:40 PM. Pert moved and Dunson seconded a motion that the regular meeting be resumed. The motion carried.

**OFFICERS’ REPORTS**

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

At the 2015 Annual Meeting Windridge owners re-elected Bill Pert and Ron Renner to the Board along with new members Vicki Eident and Eileen Scott.

The Board held its organizational meeting on January 5, 2016 and elected the following officers for 2016:

President	Rick Alexander
Vice President	Ron Renner
Secretary	Elle Keppler
Treasurer	Tom Eggers

Board Liaisons are as follows:

Architectural	Bill Pert
Budget and Finance	Elle Keppler
Cathedral High School	Ron Renner
Human Resources	Rick Alexander
Insurance	Ron Renner
Long Range Planning	Eileen Scott
Maintenance/Grounds	Bill Pert
Marketing/Communications	Vicki Eident
Phi Kappa Psi	Tom Eggers
Rules & Regulations	Elle Keppler
Security	Marion Dunson
Social	Vicki Eident

Several goals and discussion items were identified during the organizational meeting and will be made a part of our liaison reports.

Windridge staff physically moved into our new office/community building from the rented facility on 56<sup>th</sup> Street and will be scheduling an open house for owners when the weather moderates.

Board liaison reports are due in the office at the end of this month for inclusion in the 2015 Annual Report.

**Vice President’s Report – Ron Renner.** No report.

**Secretary's Report – Eleanor Keppler.** No report other than the previously approved Minutes of the November 16, 2015 Board Meeting.

**Treasurer's Report – Tom Eggers.** A written copy of the December 2015 report is included with these Minutes. Eggers noted that the actual expenses for 2015 are 34.3 K under budget, due unspent funds for walk/driveway maintenance, landscape improvements, retaining walls, and erosion/drainage. The projects that require these funds are incomplete. Eggers explained that if the funds are used within a reasonable time they may be carried over to 2016 to complete the projects.

**Manager's Report -- Doug Beyers.** Beyers stated that the staff is happy to be moved and thanked Jack Mart for his diligent work in making the Community Building possible. When asked about the cost of labor of Windridge staff in finishing the building, Beyers reported that 192 staff hours were used at the cost of \$3966. The cost of using our staff for painting and finishing details was much less than contracting the work. Work yet to be completed is a top coating on the asphalt drive area and landscaping.

For updates regarding other current projects and the snow removal policy, **please read the Manager's detailed written report which is included with these Minutes.**

#### **COMMITTEE REPORTS**

**Architectural – Bill Pert.** Owners at 5266 Whisperwood Lane are requesting to install a Champion Sunroom on the back patio of their townhouse. The dimensions of the proposed sunroom are 14'w x 9'd, with 7'h sidewalls and 10'h at the center peak. The sunroom is to be attached to the existing back wall of the unit with ledger boards and lag screws. The proposal indicates it will have roof shingles matching those existing on the main building and garages. Drawings and pertinent information were submitted to facilitate discussion as to the quality and appropriateness of this addition.

After considerable discussion of this proposal regarding the close placement of the structure to the neighbor's fence and the impact on the values of adjacent homes, Renner moved and Scott seconded a motion to reject the proposal because the proposed sunroom is not equitable and appropriate for the area. The motion passed unanimously. Pert will notify the owners and write a report.

**Budget & Finance – Eleanor Keppler.** No report

**Cathedral High School – Ron Renner.** No report.

**Human Resources – Rick Alexander.** Alexander reported that staff reviews are in progress.

**Insurance – Ron Renner.** Renner reported that Windridge has renewed their contract with Traveler's Insurance at a \$5,000 increase in premium.

**Landscaping – Jane Loiselle.** No report.

**Long Range Advisory Planning – Eileen Scott.** Scott reported that she has met with Eggers to learn the responsibilities of the committee.

**Maintenance & Grounds – Bill Pert.** Pert offered the following information from the National Wildlife Federation for residents interested in helping wildlife and birds through the winter months.

### **Help Birds Stay Warm This Winter**

Wild birds can survive extreme weather in the wintertime--if they have good habitat.

<http://www.nwf.org/News-and-Magazines/National-Wildlife/Gardening/Archives/2016/Help-Birds-Stay-Warm.aspx>

### **Learn the Basics of Wildlife Gardening**

Follow these basic guidelines at home and the birds, butterflies and other wildlife will show up in droves.

<http://www.nwf.org/how-to-help/garden-for-wildlife/create-a-habitat.aspx>

The question of why Windridge does not automatically clear all homeowner's sidewalks was discussed in the organizational meeting. Pert offered to work with Beyers to project the potential cost of labor and equipment for assuming this responsibility. Based upon the workload of our present staff who clear sidewalks, it was estimated that two additional contracted employees would be needed to clear the walks within two days. Our present lawn service company will charge \$55.00 per hour per person to provide such service. With average snow falls, the cost to Windridge would be over \$16,000. Pert recommended that we continue with our current policy of clearing the sidewalks of owners who request the service which is 107 units this year.

**Marketing/Communications – Victoria Eident.** A written report discussing many communication ideas is attached to these minutes. Eident requests the assistance of a volunteer who has skills using WordPress.

**Phi Kappa Psi -- Tom Eggers.** No report. Windridge did acknowledge Phi Kappa Psi's Holiday Open House with a thank you letter.

**Rules & Regulations – Eleanor Keppler.** Keppler requests that residents review Rule and Regulation Number Eight found in the Corporate Documents on the website. Residents are reminded of the following provisions:

- Vehicles are not to be parked in the streets overnight.
- Parking on grass is prohibited.
- No vehicle too large to be parked within the owner's garage shall be permitted to park overnight in Windridge without approval of the Board.
- Guest spaces are intended for short-term parking.

Keppler suggested that although it is not printed in the rules, that it would be helpful if residents and guest not park vehicles on the street at any time after a snow until the snow plows have had a chance to clear the area.

Alexander and Keppler are working to implement a new Indiana law for resolving grievances related to code enforcement. The law outlines steps to be followed for grievance resolution between owners and the association. Documents prepared by our attorneys will be modified and then adopted by the Board.

Templates for letters notifying residents of code violations are being drafted. The committee will have documents prepared for Board consideration at an upcoming meeting.

### **Security – Marion Dunson.**

Dunson is looking for a solution to the need for a light for the keypad at the guest gate. Beyers will inquire if an upgrade is available to light the background of the directory screen. Dunson will continue to explore a workable method of lighting the keypad.

Dunson inquired about the purchase of security cameras. Beyers stated that the security system contracted by the office suggested adding cameras. Purchasing camera equipment from other sources for less money is being explored.

Loiselle reported three concerns from the **Neighborhood Watch Committee**.

1. There is a need for a light inside the main gate. Beyers agreed to look into the possibility on installing a new light pole. He will report back at the next meeting
2. Will our gate calling system handle the 10 digit calling codes that go into effect later this year? Beyers reported that we have been told that our system will. Unfortunately, it cannot be tested until the change is actually made.
3. The committee recommends that putting neighborhood directories in the tubes be discontinued due to security concerns. Loiselle moved and Pert seconded a motion that residents be notified when new directories are available and to pick up from the office. The motion carried.

### **Social – Vicki Eident**

There currently is no social committee. Currently each group or activity has someone who is in charge of maintaining the activity. Those individuals are listed on the website with their contact information. At this time Eident is seeking a social chairman. Interested homeowners are encouraged to contact Eident. The responsibility of the chairman will include verifying to the information on the website regarding social activities and keeping it current. The chair will assist with the annual spring picnic, fall wiener roast and Annual Meeting social. Eident will continue to chair these annual events.

Loiselle, Dunson, Keppler and Eident met with Beyers in the new community building to discuss usage of the community room by staff and residents. A copy of the Guidelines for using the room will be posted in the room along with a calendar to reserve dates. Staff usage each morning will take precedence over social activities. Residents who wish to hold a Windridge social event later in the day must add it to the calendar. **Please do not call the office.** See the guidelines attached to these minutes.

### **OLD BUSINESS**

#### **Update on voting to change the by-law.**

Eggers reported that presently there are 116 votes for approving the change. These votes represent 52.3% of the required 67% needed to pass the change. Thirty-one more “for” votes are needed for the by-law to pass. Board and investment committee members will continue to call upon residents who have not voted to attempt to secure the needed votes.

### **NEW BUSINESS**

#### **Brush removal along the Windridge/Cathedral property line**

Beyers asked if the board wishes him to proceed with the removal of brush and entangled trees along the property line. The purpose of this budgeted proposal is to remove the invasive honey sickle and other overgrown bushes in order reduce hiding places to make the area more secure. He has bids of \$17,500 and \$20,000 for the work. Loiselle moved and Renner seconded a motion that we proceed. The motion carried unanimously.

**Report regarding the Community/Office Building**

Pert moved that we prepare a report distributed to Owners at the open house regarding the costs and benefits of the new building. Loiselle seconded the motion and after a brief discussion it carried.

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned by Alexander at 9:30 PM.

**NEXT MEETING**

The next regularly scheduled meeting of the Windridge Board of Directors will be held at 7:00 PM on Monday, February 15, 2016, in the Community Room of the Windridge Office, Indianapolis, Indiana.

Respectfully submitted,

*Eleanor Keppler*

Eleanor Keppler, Board Secretary

**TREASURER'S REPORT**

**DECEMBER 2015**

K = Thousands ( ) = Negative Numbers

Community Building

Total Cost through December       \$   215.4 K

December Year-to-date Expenses compared with Budget

Grounds Maintenance	(15.6) K	Under Budget
		Walk/Driveway Maintenance (6.1) under
		Landscape Improvements (7.7) under
		Retaining Walls (7.8) under
		Lawn Care 11.0 over
Building Maintenance	4.7 K	Over Budget
		Foundation/Crawl Spaces 7.4 over
Major Repairs/Replacement	22.8 K	Over Budget
		Siding/Painting 50.6 over
		Tree Removal 11.3 over
		Erosion/Drainage (45.2) under
Maintenance Supplies	(12.9) K	Under Budget - Ice Melt purchased last year
Salaries & Wages	(14.3) K	Under Budget
Water & Sewer	(17.4) K	Under Budget - Less outside watering
Others (net)	(1.6) K	Under Budget
YTD Total	<u>\$ (34.3) K</u>	Under Budget

Year 2015 Expenses compared with Budget

Prior Forecast	<u>\$ 25.0 K</u>	Over Budget
Actual Results	<u>\$ (34.3) K</u>	Under Budget
Difference - Actual v. Forecast	<u>\$ (59.3) K</u>	

Major factors:

Walk/Driveway Maintenance	(6.0) K	Under Budget
Landscape Improvements	(7.0) K	Under Budget
Retaining Walls	(8.0) K	Under Budget
Erosion/Drainage	(39.0) K	Under Budget

## **Manager's Report**

Doug Beyers

Community Building- I am happy to announce that we have moved into the new Community Building. Our new address is 5105 Hawks Point Road, Indianapolis, Indiana 46226. Residents can drop letters and payments in our street mailbox slot. The mail box has "Office" on the front door. Our phone number remains the same 251-7861.

I would like to thank all of the residents that were part of the planning and building process. I would also like to thank Jack Mart for the many hours of work committed to the Community Building. This project would not have happened without his hard work.

Removal of dead ash trees continues.

Sidewalk replacement and driveway replacement – We will continue to replace drives and walks as the weather permits.

5206 Fawn Hill Court-This unit was damaged by fire in August. Work continues. Drywall is to be installed this week. Waiting on resident to select front door for ordering and install. Sliding glass door has been ordered and is 3 to 5 weeks out. Contractor is waiting on window selection from resident so window can be ordered.

Snow Removal- We plowed drives, streets, and shoveled walks the week of January 11, 2016.

### 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.**



## **Marketing and Communications**

Vicki Eident

Tom McNulty and I met to discuss the Windridge website. He explained to me how the current website was developed. We then took a tour through the different areas of the website. I began to learn how to add, delete and edit within the site. In addition, we talked about the possibilities to maximize use of the website in the future.

Soon, I plan to meet with the committee that has been instrumental in creating the website for a more in depth discussion. At that time, we can discuss various ways that the website can be instrumental in marketing Windridge to potential owners as well as being a communication resource for current homeowners.

We discussed the possibility of a banner type blog on the homepage that would alert homeowners of immediate events, i.e., water outages. We talked about adding the calendar of events, pictures of events, pictures and brief bios of staff. The website could be dynamic so that landscape and architectural forms could be filled out online and then forwarded directly to the office as well as a "contact us" box to send messages to staff and board.

In the next few weeks, I will be spending more time becoming familiar with the administration of the website. In the meantime, I appreciate the efforts others are making to keep the site up to date. I will be meeting with my son who has agreed to use his web development skills to help us improve the functionality of our website. I would also appreciate any assistance from a homeowner who has interest and skills using Wordpress.

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# Community Room Use Guidelines

## Developed by the Social Committee

-Vicki Eident, Board Liaison

The **Windridge Community Room** may be reserved for use by Windridge residents for Windridge sanctioned social events or meetings. After a year, the Board will evaluate the room usage and consider changes to these guidelines.

**Reserve** the room in person by entering your **name, phone number, event, and hours of use** on the calendar that is posted in the room. Please do not call the office and request Darcy or Doug to reserve the room for you.

### **Priorities for room usage is as follows:**

- ✓ Board meetings – usually the third Monday of the month at 7:00 PM
- ✓ Meetings between the Property Manager and vendors
- ✓ Board led committee meetings
- ✓ Neighborhood Watch gatherings
- ✓ Windridge social clubs such as bridge, Mah Jong, needle, book clubs, etc.

### **Available times:**

- ✓ Week days after 11:30. (If you wish to schedule a morning event during the work week, you need to ask for special permission from the office. The room will be frequently used in the morning hours for meetings with vendors and committee meetings.)
- ✓ Most afternoons
- ✓ Weekends
- ✓ Evenings other than board meetings. (If you are using the room during the evening, you will need to stop by the office before 4:00 to pick up the key and return the key the following morning.)

### **Expectations:**

- Arrive early to set up card tables, chairs, etc.
- Close the door to the office and do not interrupt the staff as they continue their work day.
- Bring any food and beverages that you plan to serve.
- Bring your own paper products, utensils, ice with ice bucket, coffee, creamer, sugar, etc.
- **Take everything with you when you leave.** Please do NOT leave any food for the staff.
- After your event, return the room to the arrangement that you found it.
- Open the drapes.
- Vacuum the carpet. The vacuum is stored in the utility closet opposite the kitchen
- Make sure the bathroom & kitchen are clean and the water and fan are turned off.
- Turn out the lights and lock the door. (There is a light in the office and one in the garage which remain on all night.)
- If the office is closed please return the key to the office the next day.
- NO PETS
- NO SMOKING