

Windridge Co-Owners Association, Inc.
www.windridgecondos.com/
Board of Directors Meeting Minutes #2016 – 6
May 16, 2016

The regular meeting of the Board of Directors of Windridge Co-Owners Association, Inc. was held on May 16, 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>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

- Architectural request to replace patio doors and garden window at 5338 White Marsh Lane. The request was approved unanimously.

OFFICERS' REPORTS

President's Report – Rick Alexander. Alexander's written report is as follows:

On May 2nd, Tom Eggers and I attended a seminar presented to clients of Eads, Murray & Pugh, Windridge's corporate attorney, pertaining to recent changes in Indiana law regarding condominiums. We gained reassurance that Windridge is doing a lot of things right when compared with other similar organizations in Indiana. We will be changing the form and content of proxies used for the Annual Meeting as well as some minor changes in the way we conduct Board meetings going forward. Our attorney stressed that he expects some changes in recently enacted legislation in the next session of the Legislature, which will better define an apparent conflict regarding requirements to be a property manager. Our attorney will closely monitor and advise us in the coming months as additional information becomes available.

Last Friday, Doug Beyers, Ron Renner, and I met with Rick Schultz, Cathedral's attorney, and Oliver Teteak, an insurance adjuster for Liberty Mutual Insurance, Cathedral's insurer, about the lawsuit we have filed over a blocked sewer tile. I believe the meeting was productive, and I look forward to continuing meetings with them as we pursue a resolution of this issue.

Treasurer's Report – Tom Eggers. A written report was submitted, followed by a verbal summary, a copy of which is included with these Minutes.

Eggers informed the Board that Beyers is forecasting that we will be over budget in the areas of driveway replacement, siding repairs, painting and foundation repairs. The Board needs to cut spending in other areas in order to compensate for these overages.

Manager's Report - Doug Beyers. A detailed written report was submitted, a copy of which is included with these Minutes.

Alexander inquired about the schedule for repaving roads. Beyers reported that in the long range forecast, repaving does not begin for three years. There is money budgeted for repairs that will be made later in the year.

COMMITTEE REPORTS

Architectural – Bill Pert. Pert presented the following requests:

5382 Thicket Hill Lane - Request to replace existing sliding patio door with a Pella (450 series) Patio Slider -- exterior is aluminum cladding over wooden frame – black finish (to be painted gray to match unit siding. To be completed at the Owner expense. **Recommend approval**

5217 Hawks Point – Request to remove existing brick and wrought iron fence surrounding patio. Remove current patio (3'x3' concrete framed) sections and replace with patio pavers in a slightly different configuration, but same square footage. To be completed at the owners expense and in conjunction with a major landscaping renovation. **Recommend approval**

Loiselle moved and Friss seconded that the Board approve both requests. Motion carried unanimously.

Pert submitted the following statement to be added to both the architectural and landscape request forms:

NOTE: For your protection, you should ask the contractor to include a certificate of insurance along with their written quote or contract. Should they NOT be licensed and insured or bonded, you (Owner) must submit a letter to the Windridge HOA indicating your assumption of liability in case any of the worker(s) were injured, OR any damage is done to the building or other property of the Association.

Owner Initials _____

After a brief discussion, it was recommended that the statement be reviewed by the Association's attorney before it is included on the form. Alexander will communicate with the attorney.

Investment Committee – Tom Eggers. Eggers reported that the committee has interviewed two managers and will interview the third on Tuesday. The committee will meet next week to evaluate the choices.

Eggers moved that the Association invest the \$16,500 budgeted for rent in a seven-year, 2.5% yield certificate of deposit available at Federal Credit Union. Friss seconded the motion. After a brief discussion of length of the time for the CD to mature, the motion was passed unanimously.

Landscaping – Jane Loiselle. Please read the detailed written report that outlines landscape request and progress on continuing projects. It is included with these minutes.

Loiselle moved and Friss seconded that the landscape requests for 5250 Windridge Drive and 4944 Windridge Drive be approved. The motion carried.

Maintenance & Grounds – Bill Pert. Information about encouraging wildlife habitats is attached.

Rules & Regulations – Eleanor Keppler. Kathleen Roman and Susie McAllister have agreed to work with Keppler to recommend updates the Windridge Owner’s Manual. The ad hoc committee will report to the board at the June meeting.

Security – Jane Loiselle reported for Neighborhood Watch Captain, Jim Loiselle. Jim requests that the office inform him of resident changes at the time of closing. He will visit new residents and inform them of who is their area captain. He has prepared an informational flyer for the area captains to give to the new residents as they introduce themselves. These refinements will foster smooth transitions between Owners and keep the program current.

Social – Victoria Eident. Please plan to participate in the neighborhood picnic combined with the building open house at 4:00 PM on Saturday, June 11th. June 12th will be the rain date. Flyers will be placed in tubes and an email reminder will be sent. Please make reservations by emailing or calling (if you do not use email) so Vicki will know how much chicken to order. Participants are to bring lawn chairs, a dish to share, and personal beverages. Donations will be accepted to cover other costs.

Pert volunteered to invite the area policemen to be our guests.

OLD BUSINESS

. A. Cathedral drainage issue: Alexander is encouraged by the face to face meeting with Cathedral’s attorney and insurance adjuster. The meeting resulted in the recommendation that the project’s contractor be included in the negotiations.

B. Open House – informational handout: In January, the Board approved that a Community/Office Building Informational Fact Sheet be distributed to residents at the Open House and attached to the minutes of the following meeting. Alexander announced that Keppler has written some ideas and requested a volunteer to assist. Loiselle volunteered to work on the sheet and Eggers agreed to provide the financial summary.

C. ACH payments: Heyerdahl reported that twelve Owners have changed to ACH payments. New Owners are required to use automatic payments. The Board continues to encourage others to use this method of paying assessments in order to reduce office costs.

D. Lighting at the front gate: The Neighborhood Watch Captains are assessing the lighting needs and will have a recommendation at the June meeting.

E. Emerson Project: Jim Klausmeier and Tom Eggers have met with the city traffic engineers to assess the project. Signage is to be added and minor changes made to improve the traffic flow.

F. South Gate Project: Last year the Board discussed the advantages, challenges, and costs of making the south gate a second entrance to the neighborhood. Keppler moved and Eident seconded that a committee be formed to study the project. Scott agreed to take the project on as part of the long-range planning committee. Scott and Friss will meet with Beyers to begin gathering information.

G. Walgreen Building: The Millersville at Fall Creek Valley, Inc. is actively involved in the zoning change request for the use of the space. The goal is for the building to be used for a purpose consistent with the Association's Mission. Friss moved and Pert seconded that we write a letter of support for the Millersville group to be taken to the public hearing on June 9th. The motion carried and Alexander agreed to compose the letter. Residents are encouraged to attend the June 9th hearing at 1:00 P.M. in the City-County building to show support for the Millersville position.

NEW BUSINESS

A. Rosemary Stockdale – Mayor's Advocate addressed the board explaining her role. As an advocate she will be taking information from neighborhoods to the city. It is her goal to help us be more effective in communicating what we want to improve our neighborhood. She will be attending our board meetings regularly.

B. Lawyer Seminar: Loïselle inquired if the new law requires that our organizational and budget meetings be open? Alexander will obtain an opinion from the Association's attorney.

C. Request to use the community room for a private party: Eident shared a request from a resident's family member. The request was denied based upon the guidelines.

D. Paint color selection: Beyers presented a palette of paint colors. Owners whose units are scheduled to be painted will select from four groups of colors and may choose one of six approved accent colors for their front door. Friss moved and Scott seconded that we approve the palettes. The motion carried.

ADJOURNMENT

There being no further business before the Board, the regular meeting was adjourned by Alexander at 9:50 PM. The board then moved into Executive Session.

RECONVENE

The meeting reconvened at 10:10 PM. Friss moved and Scott seconded that we accept the siding bid from Kolwalski and O'Dell and the painting bid from Certa-Pro. The motion carried. The regular meeting adjourned at 10:15 PM.

NEXT MEETING

The next regularly scheduled meeting of the Windridge Board of Directors will be held at 7:00 PM on Monday, June 20, 2016, in the Community Room of the Windridge Office, Indianapolis, Indiana.

Respectfully submitted,

Eleanor Keppler

Eleanor Keppler, Board Secretary

Manager's Report

Doug Beyers

Windridge and Cathedral fence line improvements:

Phase one will be to extend 8 foot fence 200 feet to block vision of the new Cathedral building, improve security and replace fence at corner of 5427 Greenwillow to obscure view of Cathedral electrical boxes.

Phase two will be to be determined by either building a new fence or facing on existing 8 foot fence.

Phase two is on hold waiting for Cathedral's approval.

Please notify the office concerning any trees that may pose a danger to your home.

Sidewalk replacement and driveway replacement –

We have replaced 28 walks to date this year. We have \$5,000.00 more dollars budgeted.

I have received siding and painting bids to be reviewed and approved by the board. I have also received new paint colors to be reviewed by the board prior to sending out color samples to the residents.

Digitizing records: No activity to report.

Front Entry- Waiting on feedback from security committee concerning lighting.

Bushes have been removed from the front entry gates. Maintenance has amended soil.

We are in the busy spring lawn season.

- We have major landscape projects that will take priority.
- 5314 through 5322 Windridge only minor improvements remain.
- The Fawn Hill Ct drain box and piping needs to be back filled after soil settles.
- Community building- Only minor final grade improvements are needed. The soil will be amended prior to planting.

Please be patient while we finish these areas.

**TREASURER'S
REPORT
APRIL 2016**
K = Thousands
() = Negative
Numbers

Community Building

Total Cost through April \$ 220.1 K

April Month Expenses compared with Budget

Grounds Maintenance	(6.4) K	Under Budget Lawn Care 7.5 over, Others (net) 13.9 under
Building Maintenance	1.6 K	Over Budget Termite 2.5 over
Major Repairs/Replacements	\$ (2.0) K	Under Budget Driveway Repl 11.7 over, Tree Removal 9.9 under
Salaries & Wages	(2.1) K	Under Budget
Water & Sewer	(0.9) K	Under Budget
Others (net)	(2.8) K	Under Budget
Month Total	<u>\$ (12.6) K</u>	Under Budget

April Year-to-date Expenses compared with Budget

Grounds Maintenance	(2.7) K	Under Budget Fencing 6.0 over, Others (net) 8.7 under
Building Maintenance	8.4 K	Over Budget Termite 7.6 over
Major Repairs/Replacement	48.7 K	Over Budget Sidewalk Repl 34.1 over, Driveway Repl 15.7 over
Salaries & Wages	(9.9) K	Under Budget
Water & Sewer	(3.7) K	Under Budget
Insurance	6.5 K	Over Budget
Rent/Investment	(16.5) K	Under Budget - CD not purchased- timing
Others (net)	(10.5) K	Under Budget - Security Exp 7.3 under, Legal 5.7 under
YTD Total	<u>\$ 20.3 K</u>	Over Budget

Maintenance & Grounds Report

Bill Pert

Help Wildlife Thrive Right In Your Yard!

Would you like to see more hummingbirds and butterflies in your yard?

If you answered, "Yes!," then you will love turning your backyard, schoolyard, balcony or business park into a welcoming haven for local wildlife.

When you certify your wildlife habitat, you join nearly 200,000 gardeners across America who promise to provide a safe place for wildlife to thrive. **The Certified Wildlife Habitat®** website gives you all the resources you need to create a healthy backyard habitat that:

- **PROVIDES FOOD for Wildlife** including bird feeders, berry bushes, and native plants
- **SUPPLIES WATER for Wildlife** including bird baths, streams, and backyard ponds
- **CREATES COVER for Wildlife** including bat houses, dense shrubs and trees
- **GIVES WILDLIFE PLACES TO RAISE THEIR YOUNG** including nesting boxes and thickets
- **SUSTAINS HABITAT for Wildlife** by conserving water, and eliminating chemicals and invasive species

Check out our tips on creating a wildlife-friendly habitat!

CLICK: (or copy paste) http://online.nwf.org/site/R?i=4-C5-sf1uHe0IZV_oPrC9g
http://blog.nwf.org/2016/03/six-sustainable-ways-to-maintain-a-naturalgarden/?s_email_id=20160402_MEM_ENG_Habitat_News_April_Edition%7CMLP

From National Wildlife Federation ...

Landscape/Beautification Liaison Report

Jane Loiselle

A. Landscape requests:

1. **Residents at 5250 Windridge Dr.** submitted a Landscape Proposal Form to -
Remove and replace overgrown bushes etc. along the front of house and garage.
They would like to replace railroad ties with stone slabs.
The committee did a site inspection and talked with the residents' Personal Contractor.
Doug, Bill and I met with the owners & the contractor on Tuesday, April 19.
Agreements were reached.
The landscaping changes have been approved by the committee.
******I move that the Board approve the Landscape request as modified.***
2. **Residents at 4944 Windridge Dr.** submitted a Landscape Proposal Form to -
Add a shrub in front between their driveway and their neighbors' driveway at 4948
The committee did a site inspection and recommends approval as long as the shrub is not on our
invasive species list, which I provided, and Doug approves its location.
******I move that the Board approve the Landscape request with noted stipulations.***

B. Update on Landscaping Projects:

The old, overgrown trees and shrubs have been removed.

Our resident, Karen Bird, has generously offered to design the three areas we are tackling this year -

1. Office Building
2. Corner across from the office on both sides of Whisperwood just north of the stop sign
3. Main Gate area including our sign and the Phi Psi sign area

All three projects will be done using our staff.

All three projects are underway and the goal is to have them completed by the June picnic.

****** I move that the Board accept Karen Bird's generous offer with our grateful thanks.***

C. Landscaping Committee update-

Corner Projects

Major priorities for 2016

1. Corner of Whisperwood and Hawks Pt.
2. SE corner of Hawks Pt and Whipplewood - completed
3. Whisperwood east of Thicket Hill

Secondary priorities for 2016

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

Other Projects

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

Plant flowering bulbs - fall project

Maintain tennis court bushes - in progress

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

D. We are within budget.