

Windridge Co-Owners Association, Inc.
www.windridgecondos.com/
Board of Directors Meeting Minutes #2016_– 7
June 20, 1016

The regular meeting of the Board of Directors of Windridge Co-Owners Association, Inc. was held on June 20, 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 6:57 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. Friss moved that the Minutes be approved as distributed. The motion carried.

OFFICERS' REPORTS

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

On June 11th, at the Community Picnic and Open House, we dedicated our new Office/Community Building. For those of you that were not in attendance, I want to recognize the efforts of four individuals who were instrumental in bringing this project to fruition.

Jack Mart	Building Design and Project Manager
Jim Klausmeier	Approvals Facilitator
Steven Dick	Long Range Planning
Doug Beyers	Construction Manager

We are indeed fortunate to have residents with those skills to utilize when we need them.

Kudos to Vicki Eident and her committee for a well-attended and successful Windridge picnic. Turnout was extraordinary despite record warmth and humidity.

Last week, I received an opinion letter from Tom Murray, Windridge's legal counsel about open meetings as they relate to recently enacted Indiana legislation.

We will discuss this and other legal matters in executive session following our regular meeting this evening.

Treasurer's Report - Tom Eggers. Please examine the written report which is attached to these Minutes. Eggers noted that we are over budget due to higher than anticipated costs in the major repairs categories of tree removal, siding replacement, exterior painting and driveway replacement. Eggers noted that as the year continues, the Board needs to spend less than budgeted in other areas to compensate for these higher costs.

Manager's Report - Doug Beyers. Read the detailed written report included with these Minutes. Please carefully review the final paragraph of his report which explains how decisions are made regarding setting priorities for the completion of work. Beyers asks for resident cooperation regarding communication with mowers and other contracted workers. **Residents need to allow the contracted employees to do their jobs and follow the directives of their bosses.**

Mayor's Advocate - Rosemary Stockdale. Stockdale was asked about the status of the properties near 42nd Street and Emerson. She reported that the city is working on a resolution for the problem of dumping and upkeep.

COMMITTEE REPORTS

Architectural – Bill Pert. Pert presented the following architectural requests:

Owners at 5220 Greenwillow request to replace their current 10' x 20' wood deck at their expense. A letter stating financial responsibility for the work to be completed by an unlicensed/uninsured contractor has been provided. Pert recommends approval.

Owners at 5329 / 5333 / 5337 / 5341 Thicket Hill Lane request to use a gray stain on the privacy fences at the rear of the units. This will be completed by the homeowners and at their expense. Pert recommends approval.

After a brief discussion, the board recommended that a note be placed in the files stating that maintaining the stain be each Owner's rather than the Association's responsibility.

Loiselle moved and Scott seconded that both requests be approved. The motion carried unanimously.

Investment - Tom Eggers. Eggers reported that the committee will have a second interview with two of the investment managers on Tuesday, June 21st. The committee will then meet on Wednesday, June 22nd, and will hopefully have a recommendation for the Board following that meeting.

Landscaping – Jane Loiselle. Loiselle's written report with actions is as follows:

A. Donation by Marilyn & Jack Mart –

I would like to acknowledge and thank Marilyn & Jack for their generous donation of lots of Stella d'Oro lilies. These yellow lilies bloom all summer and will provide wonderful color.

The lilies have been planted by Garden Club members Kathleen Roman & Vicki Eident around our sign at the main gate. Thanks to them also.

I would also like to thank the Garden Club members and residents for all their volunteer hours tending various landscaping projects. Our corners are looking good.

B. Landscape requests:

1. Residents at 5320 Greenwillow Rd submitted a landscape request to have the Association replace a tree near their back patio.

The committee did a site inspection and recommends approval to replace the tree at the owners expense.

Loiselle moved and Friss seconded that the Board approve the replacement of the tree at the Owner's expense. Motion carried.

Note: The owners will need to submit landscape request form that identifies the replacement tree if they choose to replace the tree at their expense.

2. Residents at 5201 Wheatcroft Court submitted a Landscape request to do an extensive upgrade to their foundation plantings, upgrade their stone paths and replace an outdoor carpeted area, with stepping stones interspersed with gravel & mulch.

After much discussion and site visits the committee recommends approval. A landscaping company will do the work.

Loiselle moved and Friss seconded that the Board approve the Landscape request. The motion carried.

C. Update on Landscaping Projects:

Our resident, Karen Bird, designed the three areas we are tackling this year –

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

This has resulted in a large savings to the association.

Loiselle moved and Friss seconded that the Board accept Karen Bird's generous donation with our grateful thanks. The motion carried.

Long Range Advisory Planning – Eileen Scott. South Gate Project

Scott asked the Board for input on ideas to consider as they proceed to develop recommendations for the South Gate Project. There were many ideas given for the committee to investigate as they discuss the best traffic pattern, long term use of the property, and use of resources.

Marketing/Communications – Vicki Eident. Newsletter

Eident introduced resident, Kathleen Roman, who is interested in starting a digital newsletter for Windridge.

Roman, who is a professional writer, visualizes a newsletter which features residents who have interesting talents, hobbies or avocations. Articles to be included will focus on good practices related to topics such as keeping accounts secure, handling telephone solicitors, and household management tips. The newsletter

might include “good neighbor” reminders regarding pet etiquette, caring for landscaping, and other courtesies. There are other residents who are willing to contribute to the newsletter.

The board enthusiastically encouraged Roman to move ahead in the development of such a digital newsletter. She will have a draft for the board to review at the July meeting.

Eident also submitted the following Website report.

The Website committee has been diligently working to update and streamline content. Items and information of interest specific to homeowners continues to be added to the password protected Residents area. Contact the office for the password. Additional content has been added to the public area of the website. This allows potential home purchasers and realtors’ access to information about owning a home in Windridge.

Rules & Regulations – Eleanor Keppler. Keppler reported as follows:

Kathleen Roman and I have met and reviewed the present Owner’s Manual. We are working to update the document and make it reader friendly. Hopefully we will have it ready to send to the board for review before the July meeting.

Security – Marion Dunson.

Marion drew to our attention to the fact that there is a lighting fixture at the front gate which is not operable. It either needs a bulb replaced or the fixture needs to be replaced. Beyers will investigate and replace the fixture or bulb as needed.

Social – Victoria Eident. Eident gave the following report of the June 11th picnic.

The spring picnic and celebration of the dedication of our new community building held on June 11th was well attended. Approximately eighty residents braved the hot weather to share the pitch-in event. Donations more than covered the cost of fried chicken catered from Culvers. The social supply box has been restocked. The remaining fifty three dollars will be deposited in the special account to be used for future social activities and/or equipment.

OLD BUSINESS

A. **Cathedral Drainage issue** – Alexander deferred the report to Executive Session.

B. **Open House** – A copy of the building time line which includes a summary of the costs is attached to these minutes.

C. **Lighting at the front gate** – Loiselle reported that the Neighborhood Watch Committee agrees that the lighting at the front gate needs to be improved. The committee wishes that Beyers decide on the best lighting plan.

D. **Walgreens building update** – Eggers reported that since currently the former Walgreens store is zoned to only be used as a Walgreens, the new owner wishes to have the zoning changed to be used for other purposes. The Millersville at Fall Creek, Inc. wants a commitment of what business will go into the space and wishes that the building be used for a purpose consistent with the Millersville mission. At the June 9th hearing, the request for rezoning was denied. Eggers reported that the June 9th hearing was well attended by Millersville area residents.

The owner has appealed the ruling and the Metropolitan Development Commission is scheduled to hear the case on July 6th. Eggers will keep Windridge residents be informed of the details of the coming hearing.

NEW BUSINESS

Drainage Plans -- Beyers informed the Board of the need for plans to redesign the drainage for two areas. One area is behind the homes and extends from the tennis court to Whipplewood Court. The other area is behind the units of 5240 Windridge Drive and 5250 Windridge Drive. He will work with engineers to develop suggested plans.

OWNERS COMMENTS:

Kathleen Roman requested that residents keep their pets out of the corner gardens and other resident's foundation plantings. She also asked that pet owners not leave bags of dog feces on the utility boxes for others to discard.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned by Alexander at 8:16 PM. The board reconvened in Executive Session at 8:20 to discuss the new open meeting law and Cathedral litigation. The Executive Session adjourned at 8:40.

NEXT MEETING

The next regularly scheduled meeting of the Windridge Board of Directors will be held at 7:00 PM on Monday, July 18, 2016, in the Community Room of the Windridge Office, Indianapolis, Indiana.

Respectfully submitted,

Eleanor Keppler

Eleanor Keppler, Board Secretary

**TREASURER'S REPORT
(Adjusted)
MAY 2016**

K = Thousands () =
Negative Numbers

There are these items to draw to your attention.

**Regular and Water/Sewer Assessments in total are correct and are on budget.
Collections of Special Assessments from Residents are on track.
Cost estimates for Major Repairs/Replacements for the year are expected to exceed budget.**

**Results for the Five Months Ended
May 31, 2016**

Revenue

	Actual		Annual Budget	
Special Assessments	75.8	K	100.0	K
Collections are on track.				
Other Items are on Budget				
Reporting issues will be corrected.				

Expenses

	Actual		Budget	
Rent	-	K	16.5	K
Reporting issue will be corrected.				
All Other Expenses	431.7	K	436.2	K

**Issues Related to Estimates for the
Year 2016**

	Estimate		Budget		Over Budget
<u>Major Repairs and Replacements</u>					
Tree Removal/Replacement	60.0	K	50.0	K	10.0
Siding Replacement	187.0	K	140.0	K	47.0
Exterior Painting	99.0	K	82.5	K	16.5
Driveway Replacement	33.5	K	25.0	K	8.5
					82.0

Manager's Report

Doug Beyers

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. Phase two to be determined by either building new fence or facing existing 8 foot fence. Phase two is on hold waiting for Cathedral approval.

Please notify the office concerning any trees that may pose a danger to your home. We have made significant process in removal of dead ash trees. However, I expect to exceed our budget for tree removal by a least \$10,000.00. This will need to be made up in cuts to other places of the budget or from savings.

Sidewalk replacement – We have replaced 29 walks this year. We have spent \$52,045.00 of the \$52, 500.00 budgeted walk funds. Any additional walk replacement will exceed our budget

Drives – We have replaced eight driveways this year. We have spent \$33,686.00 vs. a budget \$25,000.00. We are over primarily because of a drive that was replaced that was not planned.

Siding replacement is underway. We have nearly completed siding on eleven units of the thirty to receive siding repair. Notices have been delivered to residents to select paint colors. Paint selections were to be returned to the office by June 17, 2016. If you have not returned your paint selections, please do so as soon as possible.

Digitizing records - No activity to report.

Front Entry- Waiting on feedback from security committee concerning lighting.
Plants have been ordered for front gate and office areas

We are in the process of cleaning gutters throughout Windridge.

Termite inspection notices will be going out in the next few days. Termite inspections are planned the week of July 11, 2016.

Please remember that Windridge has 221 Homes and over 70 acres. We do things on a much larger scale than you as a home owner would have done at your individual home. For example, it takes weeks to clean gutters for 221 homes. We make decisions not on an individual home, but what is needed for 221 homes. For example, we may not cut the grass when you or how you as an individual would like. We must consider the length of the grass, the weather, the amount of rain, is it to dry, is it too wet, what is the availability of the mowing contractor. We make decisions based on the total community not on an individual home. We must also respect the contractor's experience and knowledge. Individuals directing contractors based on their individual opinion is counterproductive. We employ our limited resources based on the information we have gathered. We respond to high priority issues first. High priority items are issues that affect habitability, such as a roof leak or moisture penetration into your home. Medium items are those things that need to be done like picking up limbs after a storm so the lawn can be mown. Low priority items are those things we would like to do but are not required. Examples of low priority items are cutting brush in the woods so a resident can see into the woods or moving a mail box closer to the street so the mail truck will not drive on the grass between the street and mailbox. Windridge is a large community that has many needs. We will direct our attention and resources based on priorities and the needs of the community. If you want to learn more about this process please become active in our community. You can do this by attending monthly board meetings and volunteering for committees such as the budgeting committee.

Timeline for construction of our Windridge Office/Community Building

2012 – 2013:

- The Budget committee identified the need for an on-site facility because the office rent was increasing at the rate of 3% per year and the current space was not meeting the association’s needs.
- The Long Range Planning committee of the Board began a feasibility study to determine if an office/garage facility could be built on-site and be revenue neutral.

2014:

- The Board’s Long Range Planning committee liaison, Steven Dick, determined that it was feasible to build a \$200,000 facility and obtained a commitment from a local bank for funding.
- Board member, Jack Mart, determined facility needs and designed a building.
- The scope of the building was presented to the community in a Town Hall Meeting.
- The necessary over fifty percent vote in favor of building the facility was obtained.

2015:

- The building project was led by Jack Mart, Doug Beyers, and Jim Klausmeier.
- An architect was selected. Plans for the building and site development were submitted for permits and plans were adjusted to meet city codes.
- Plans were submitted to contractors for bids. Bids were higher than the anticipated \$200,000.
- Jack Mart revised the building plan to reduce costs. The estimated cost of the adjusted plan was \$225,000.
- The Board agreed to move ahead with the project because the benefits outweighed the higher costs.
- The Board decided to self-finance the building by using capital reserve funds which will be replenished over the next 11 years with operational funds otherwise used to pay office rent.
- Jim Klausmeier facilitated the approval of permits through the City departments.
- The building was constructed with Jack Mart and Doug Beyers managing the construction and Windridge maintenance staff, Javier Alvarado and Efrain Romo, completing work when appropriate.
- The last day of the year, the office was moved into our new building.

2016:

- Interior finishing work continued.
- Resident, Karen Bird, designed the landscaping plan.
- The community enjoys the benefits of a conveniently located office and has an inviting, functional space for meetings and Windridge activities.
- The maintenance staff has an enclosed work and storage area.

Cost Summary:

Architect/Engineer	\$15,500
Permits	9,500
Concrete—Foundation, etc.	37,000
Building Construction	136,000
Sewer and Water Utilities	9,000
Asphalt Paving	<u>13,000</u>
Total Cost	\$220,000