

Windridge Co-Owners Association, Inc.
www.windridgecondos.com/
Board of Directors Meeting Minutes July 18, #2016 – 8
July 18, 2016

The regular meeting of the Board of Directors of Windridge Co-Owners Association, Inc. was held on July 18, 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>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 p.m., and asked for adoption of the agenda. An architectural request for 5250 Windridge Drive was added to the agenda. The Agenda was approved as amended.

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 requests

Pert recommended approval of the Owners at 5224 Greenwillow Road request to replace all windows and two patio sliding doors with white Renewal by Anderson and replace the front door and storm door with Pella installed by Lowes. Drawings were provided for Board review. The request carried unanimously by electronic vote.

Pert and Beyers approved a request for the Owners at 5338 White Marsh Lane to replace the garage door with a steel door to be installed by Overhead Door. Since the replacement of the door is necessary for the resident to secure the garage, it is Windridge's policy for the committee liaison and property manager to approve such requests.

Landscape request

Loiselle recommended approval of a Landscape request for Owners at 5313 Whisperwood Lane to remove two dying pine trees and plant one spruce tree at their expense. Landscape request approved by email vote on 6/21/16.

Loiselle moved and Dunson seconded that the Board accept the three approved actions. The motion passed unanimously.

ARCHITECTURAL REQUEST:

The contractor working for Owners of 5250 Windridge Drive addressed the Board regarding concerns of the lack of H-clips between the decking boards that support the roof of the residence. He suggests that the roof needs to be replaced with the decking adequately reinforced.

Keppler moved that the Board take the recommendation under advisement, gather additional information and vote either by email or at the August Board meeting. Loiselle seconded the motion and it passed unanimously.

OFFICERS' REPORTS

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

I have received several comments from residents about the condition of the grounds in Windridge. While our spring has been particularly wet and mowing crews have been challenged to keep up with things, the grounds have been well maintained and are beautiful for our residents and visitors to view. Thanks are in order for Doug and his staff for keeping things in top form.

Kudos are also in order to a host of volunteers who have worked diligently with flowers and plantings at the front gate and intersections inside of Windridge. Thanks to Jane Loiselle and her committee for spearheading this activity.

Last year the Indiana Legislature passed legislation that significantly impacts HOA's and condominium organizations and how they are supposed to function. During an Executive Session of last month's Board Meeting, I presented a digest of items given to me by our legal counsel, Tom Murray, about what items are to be discussed in open board meetings versus closed executive sessions. Attached is a summary that will be placed in the Minutes for all residents to see.

Alexander announced that there will be an Executive session following the regular Board meeting.

Secretary's Report – Eleanor Keppler. Keppler reported that for residents who do not have access to the internet, printed copies of the minutes will be placed in the boxes on Greenwillow Road near Chipwood Lane and at the exit of the North gate. A copy may be picked up from the office during business hours.

Treasurer's Report – Tom Eggers. A written report was submitted, followed by a verbal summary, and a copy is included with these Minutes. The Balance Sheet for the first six months of 2016 was reviewed.

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

Beyers commented upon the frustration with the computer in the new gate opener at the north gate. After investigation it was finally determined that the computer board was faulty. It was replaced on the day of the Board meeting and hopefully the problem is solved.

Beyers also shared complaints that individuals are attempting to force gates open with their vehicles. **If residents witness such actions, the Board requests that license plate numbers and vehicle descriptions be reported to the office.**

The Board recommends that since there is a safety feature which delays the response of the new gate opener, residents and Phi Kappa Psi employees need to be advised. Beyers will prepare a one-page informational flier to distribute in the tubes and to the Phi Psi staff.

Please note that maintaining foundation plantings is the responsibility of the Owner. This includes removing Ivy that is growing on the siding and brick.

Beyers asks for patience regarding completion of work orders. We currently have a 60 day backlog. Additional staff will be discussed as the 2017 budget is prepared.

Mayor's Advocate – Rosemary Stockdale.

Stockdale shared information about Pack the Parks day on Saturday, July 23, 2016. On this day admission to park facilities is free of charge.

Eggers asked for support in solving the problem of some drivers passing in the bike lanes on Emerson Way. It was suggested that yellow paint be used to identify the lanes and that bollards be strategically placed to identify the bike lanes.

COMMITTEE REPORTS

Architectural – Bill Pert. Pert submitted a revised Architectural Request form which is attached. The new form includes a statement informing Owners of their personal responsibility for damage if the work is being completed by a contractor who is **not** licensed or bonded. Pert has prepared a Waiver and Release of Liability from Owners to sign if appropriate.

At the request of the Board the title of the new form will be expanded to include Landscape. The revised form will be available on the website and may be picked up from the office.

Budget & Finance – Karen Friss. The written report is as follows:

Jim Higgs as Chair is confirming the interest of last year's committee to serve again; one resident has volunteered to replace Eileen Scott on the committee (as she has moved to the Board). Karen Friss will serve as Board liaison; Tom Eggers as Treasurer and Eileen Scott as Liaison to the Long Range Plan Committee will advise the Committee.

Proposed meeting schedule

1. Jim Higgs and Karen Friss to meet with new committee member Bev Watkins prior to first meeting.
2. August 2 meeting of the Committee with Doug Beyers at clubhouse. Beyers submits draft of manager's budget, quick overview major efforts underway or completed and major components planned in 2017. Tom Eggers and Eileen Scott to share background/insights.
3. August 15-19 meeting of the Committee to discuss and recommend top "focus" issues to consider when drafting the budget.
4. August 22-25 meeting of the Committee to finalize a budget based on input to date.
5. August 29 meeting of the Committee if needed to complete work.
6. September 19 Chairman reports Committee results to board.

Cathedral High School – Rick Alexander. A report will be given in Executive session.

Investment – Tom Eggers. A report will be discussed in Executive session.

Long Range Advisory Planning – Eileen Scott.

Scott gave a brief explanation of the Gate Project stating the problems, considerations and concerns, and possible solutions. The committee made the following recommendations:

We believe the long-range interests of the residents of Windridge will be served by utilizing both gates to distribute traffic (particularly commercial traffic) among the routes through the community.

1. On a test basis, open the south gate from 8 AM to 4 PM on weekdays when the Windridge office is open. At the October meeting, consider making this a regular policy.
2. Acquire cameras that can be monitored from the office to view activity at the North and South Gates.
3. Authorize, in principal, widening the visitors' entrance at the North Gate. Request that Doug obtain cost estimates for this project which would be given to the Budget Committee for consideration in the 2017 capital budget.

We are asking the Board to consider adopting these recommendations as a group or individually.

After a brief discussion, Loisselle moved that the board accept the recommendations. The motion was lost due to the lack of a second.

Several questions regarding the gates surfaced. Alexander recommended that a Special Board meeting be called for the purposes of discussing the options and giving direction to the property manager.

Monday, July 25, 2016 at 7:00 p.m. in the community room was tentatively set aside for the Special meeting. Owners will be informed.

Marketing/Communications – Victoria Eident.

Owner Kathleen Roman has agreed to restart the Windridge newsletter which will be posted on the resident section of the website. She shared drafts of sample articles and asked for direction. Roman will submit copy to Eident for review before it is posted. It was agreed that we will begin with quarterly additions.

Rules & Regulations – Eleanor Keppler. Keppler distributed a draft of *Introduction to Windridge* with a cover letter to the board along with the following report.

Recommendation:

Replace the *Windridge Owner's Manual* with revised and updated *Introduction to Windridge* document. This document will be distributed to new owners at their introductory meeting, placed in the tubes of current owners and posted in the "Useful Information" section on the website.

Objectives:

1. Develop a reader friendly guide that supports the Association's detailed Code of By-Laws and Rules and Regulations documents for new residents to gain an understanding of the expectations and to supply accurate information to current residents.
2. Update the information and offer more detailed explanations in areas that are often violated. The revised guide references the Code of By-Laws and Rules and Regulations for the reader to realize the importance of referring to the legal sources.
3. Eliminate forms which quickly become obsolete and encourage owners to access current forms from the website or obtain a hard copy from the office.
4. Place interesting but historical information on the website rather in the guide.

Implementation:

1. Board members will review the sections related to your liaison committee and others of interest for accuracy and sufficient detail to be easy to understand. Make suggestions for changes to Keppler.
2. Be certain that related forms are current and ready to be posted on the website. We suggest that there be a tab for "forms" listed in "Useful Information" and all forms be included.
2. After changes are made, we will vote to adopt the document either by email or at our August meeting.

Future Recommendation:

Develop a lengthier version of the Rules & Regulations document with tips and ideas. It will basically follow the same format as the Introduction to Windridge but it will have more procedural information, examples, etc. By writing a version that is different from the "official" documents we'll be able to revise them from time to time as needed and keep both of the "up front" documents more relevant to the current Windridge activities.

Board members are asked to give Keppler feedback by August 1st.

Social – Victoria Eident. Mark your calendar for the neighborhood Hot Dog Roast which is scheduled for Saturday October 15th with Sunday October 16th as the rain date.

OLD BUSINESS:

Drainage Improvements: The plans with bids will be presented in Executive Session.

Millersville at Fall Creek: The sculpture created with a grant has been erected along Fall Creek near the pond. The dedication is scheduled for August 14th.

Fall Creek between Emerson and Shadeland was scheduled to be repaved this year, but will be delayed for a year due to the need to repair a culvert. The paving will be completed along with the repair.

ADJOURNMENT:

There being no further business before the Board, the meeting was adjourned by Alexander at 9:00 p.m. The Board reconvened in Executive Session at 9:05 p.m. to discuss litigation with Cathedral, bids for contracts to replace the small lift station, quotes for drainage improvements, estimates for crawl space repairs, managing the website, and the report of the Investment Committee.

Beyers presented two bids for replacing the small lift station. After a brief discussion, Pert moved and Eggers seconded that we accept the bid for Indy Earth Works for \$25,800. The motion carried.

Eggers, the chair of the Investment Committee, presented the committee's report. Keppler moved and Eident seconded that the Board approve the committee's recommendation to invest \$250,000 (\$125,000 each) in Thornburg Limited Term Income Fund and Vanguard Total Bond Market Index Fund Admiral Shares. The motion carried unanimously.

The Executive Session adjourned at 10:12 p.m.

NEXT MEETING

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

Respectfully submitted,

Eleanor Keppler

Eleanor Keppler, Board Secretary

WINDRIDGE ARCHITECTURAL

Request Form

In order to expedite the review process, please submit a detailed description, drawings or blueprints, and list of intended materials that will be used.

Name _____ Date _____

Address _____ Telephone _____ e-mail _____

Request: _____

Homeowners Expense? Yes ___ No ___ Estimated Start Date _____ Estimated Finish Date _____ Contractor Name
_____ Phone _____ Is the person performing the work licensed and bonded contractor? Yes ___ No** ___

Homeowners Signature _____ Date _____

Committee Use: Reviewed By: _____ Date _____

Approved ___ Denied ___ Additional Information Needed _____

Final Inspection by: ___ Date _____

NOTE: For your protection, you should ask the contractor to include a certificate of insurance along with their written quote / contract. Should they NOT be licensed / bonded, you (Homeowner) 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.

****Homeowner Initials**** _____

Board Meeting Discussion Items

Open Meeting	Executive Session
Any item that owner is permitted to view	Any item that owner is not permitted to view
<ul style="list-style-type: none"> • Minutes • Committee records and reports • Executed contracts • Governing documents/policies • Financial statements • Budgets: preparation, adoption and discussion • Insurance policies • Maintenance reports 	<ul style="list-style-type: none"> • Delinquent assessments • Personnel • Litigation – pending or threatened • Details of strategy or legal opinions • Any time an attorney is present • Grievance procedures/Covenant violations • Deliberation and awarding contracts • Contracts under negotiation • Board organizational meetings

Some General Comments:

- The statute does not state that the Board is **required** to allow owners to participate or address the Board.
- The Board **may** set aside time for comments or invite an owner to speak.
- Minutes shall state that the Board went into Executive Session to discuss _____.
- If a vote is taken, the minutes shall indicate the vote or result.

TREASURER'S REPORT

June 2016

K = Thousands () =

Negative Numbers

There are these items to draw to your attention.

In May we purchased a \$16,500 CD, the amount we would have paid for office rent.

In constructing the Community Building we used \$220,274 from the Reserve Fund.

With the CD purchases in 2015 and 2016 we have replenished the Reserve Fund by \$32,871.

Cost estimates for Major Repairs/Replacements for the year are expected to exceed budget.

Results for the Six Months Ended

June 30, 2016

Total Expenses are under budget by \$17,646.

However, for the year we estimate some over-budget issues as shown below.

Issues Related to Estimates for the Year 2016 are the same as last month.

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

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. I plan on installing this section later in the summer/fall as maintenance time allows.

Please notify the office concerning any trees that may pose a danger to your home. I have determined an additional 21 trees need to be removed. These will be removed based on threat of damage to homes. 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.

Siding replacement is underway. We have nearly completed siding on sixteen units of the thirty to receive siding repair. We are very close to our projected cost on these units. Notices were 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.

Main Entrance Gate Operator- The new gate operator has been difficult at best. The contractor believes the cause to be a faulty board in the computer. The board was ordered and was installed on Monday, July 18, 2016.

Front Entry- A halogen light was installed and pointed toward the parking area.

Gutter cleaning has been completed.

Termite inspections were performed the week of July 11, 2016.

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.

Lift station quotes will be discussed in executive session.

Discuss drainage and erosion projects for 2016.

Foundation repairs. I have three requests for repairs. These repairs need to be prioritized and budgeted.

Request for water shutoff. Request to shut water off to make repairs to main shut off and outside faucets.

Work backlog. We are receiving daily complaints about work back log. Currently we have 65 open work orders. There are 20 high priority, 36 Medium priority, and 9 low priority work request. This does not include projects like front gate landscape. I estimate 60 days of work not including projects.

Digitizing records - No activity to report.

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 too 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 mowed. 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.

