

**Windridge Co-Owners Association, Inc.**  
[www.windridgecondos.com/](http://www.windridgecondos.com/)  
**Board of Directors Meeting Minutes #2017 – 4**

The regular meeting of the Board of Directors of Windridge Co-Owners Association, Inc. was held on April 17, 2017 in the Community Room of Windridge Office, Indianapolis, Indiana. Board President, Eleanor Keppler, presiding; Jane Loiselle serving as Secretary.

**ATTENDANCE**

Directors Present:

Class of 2017		Rick Alexander	x	Eleanor Keppler, President	x	Jane Loiselle, Secretary
Class of 2018	x	Vicki Eident, V. Pres.	x	Bill Pert	x	Eileen Scott
Class of 2019	x	Tom Eggers, Treasurer	x	Mike McCracken	x	Beverly Watkins
Staff	x	Doug Beyers	x	Darcy Heyerdahl		

**OWNERS COMMENTS**

**CALL TO ORDER**

President Keppler called the meeting to order at 7:00 PM.

Keppler asked for approval of the Minutes of the March 20, 2017 Board Meeting.

\*Loiselle moved that the Minutes be approved as distributed.

The motion was carried.

Keppler asked for adoption of the agenda. The Agenda was approved as printed.

**ACKNOWLEDGEMENT OF PREVIOUS BOARD ACTION**

**President's Report – Eleanor Keppler**

*The 2016 Annual Report has been distributed to all resident's front doors. Publishing the annual report is a time intensive project for the office. I thank the following people for their contributions:*

*Board members for report information.*

*Darcy Heyerdahl for coordinating the information and formatting the report.*

*Jane Loiselle for reviewing.*

*Kathleen Roman for editing.*

*A current directory and a copy of the new Grilling Policy were included in the bag with the report.*

*Under the leadership of Jon McGann, the Board continues the strategic planning process. We are presently working in sub-groups to develop strategies and tactics to attain our goals. We will meet again on May 3<sup>rd</sup> at 9:00 a.m. to review our progress.*

*Please direct your guests and service personnel to park in your driveway rather than on the street. We need to keep the streets open for large vehicles contracted for services and to ease navigation for cars and walkers.*

Up-coming Millersville events:

- Millersville clean-up day is scheduled for April 29 from 9:00 a.m. to noon.
- Hearing for the use of the Walgreen's property is now scheduled for June 7<sup>th</sup> at 1:00 p.m.

**Treasurer's Report –Tom Eggers - Monthly report attached**

**TREASURER'S REPORT**

**March 2017**

K = Thousands ( ) = Negative Numbers

**Results for the Three Months Ended March 31, 2017**

Total Expenses are under budget by \$ (41.2) K.

Some major reasons for the underage:

Major Repairs and Replacements	(17.9)	K
Driveway & Sidewalk replacements haven't started		
Tree Addition costs not yet incurred		
Salaries & Wages	(8.0)	K
Timing issues, monthly spread of budget		
Rent Budgeted	(14.2)	K
Timing issue, monthly spread of budget		

**Manager's Report – Doug Beyers**

5205 Windridge Drive-Basement water proofing and grade improvements. Grass planting remains to be completed.

Brick Wall Survey- The survey has been completed. Brick and stone walls will be evaluated for needed repairs and prioritized by the May board meeting.

5401 Greenwillow- Sump line remains to be buried.

A survey for the swale in the area of 5401 Greenwillow has been completed. The survey was reviewed with engineer on March 16, 2017. I am waiting engineering quote to for design of improved swale.

Drainage and Erosion Planning- Based on the board's decision, I have instructed contractor that we want to precede with the Windridge Drive Drainage and the Thicket Hill/Whisperwood Drainage projects. I am projecting early summer for Windridge and later summer for Thicket Hill/Whisperwood. The retaining wall must be re-built prior to the start of Thicket Hill/Whisperwood drainage.

5382 Thicket Hill- Looking for plantings that will survive in area due to limited sun and slope. This is a summer project.

Work Order Back Log - 65. - The backlog increased by five from last month. This is due to losing one maintenance employee and the addition of unscheduled projects that arose during the month.

Homes to be painted in 2017- Letters have been distributed in the tubes for residents that will have their homes painted in 2017. Owners should inspect and repair their windows and doors. **Repairs should be made prior to mid-May.** Additional letters will follow concerning start dates and paint colors.

Paint and siding bids to be discussed in executive session.

Security cameras were added at the main gate area.

Per-emergent and fertilizer was applied on March 21, 2017. We will be applying round two fertilizer and broadleaf killer in approximately 30 to 40 days. Treatment sooner than the 30 days could result in fertilizer burn and dead grass.

Main North Gates - I continue to solicit bids for replacement of the visitor gate and exit gate at. I am having difficulty in finding a contractor to handle the total project. I have one bid at this time.

Termite inspection letters will be mailed in April concerning overdue termite inspections.

A Sewer Lateral was replaced for a four-plex on Fawn Hill Tr.

Lift Station Fire - There was a fire in a lift station that burned out one side panel. We had a spare part and were able to get the lift station back in service on the same day. The cost was \$5,000 even though we provided the part.

The 2016 Annual Reports & 2017 Spring Resident Directories- were placed at front doors on Tuesday, April 11, 2017. Additional 2017 Spring Resident Directories are available in the office.

Digitizing records – No activity.

### **Committee Reports by Board Liaisons**

#### **A. Architectural – Bill Pert**

##### **5245 Whisperwood Drive**

Complete tear out and replacement of back Deck

Garage Door Replacement

Replace four Windows

\*Approved via email 4-17-17 to accept the above request  
The motion was carried 9-0.

##### **5228 Fawn Hill Terrace**

Garage Door Replacement

\*McCracken moved, Eggers 2<sup>nd</sup> to accept the above request  
The motion was carried.

##### **5338 White Marsh Lane**

Fence surrounding patio and permanent grill

\*McCracken moved, Loiselle 2<sup>nd</sup> to accept the above request  
The motion was carried.

**B. Cathedral High School – Rick Alexander – Executive session discussion**

**C. Human Resources – Eleanor Keppler - Executive session discussion**

**D. Insurance – Mike McCracken – Another Insurance Company asked to submit a bid.**

**E. Landscape – Vicki Eident**

**Landscape requests to consider:**

**5232 Fawn Hill Terrace** –Request to add railroad track and pond in limited common area which the Landscape committee recommended be denied.

\*Loiselle moved, McCracken 2<sup>nd</sup> to deny above request .

The motion was carried.

**Landscape Committee Updates:**

*Thank you to Glenda McGann for tidying flower beds.*

*Thanks to Ken Myers for massive honeysuckle removal. We will await the surprises he has planned as a result of transplanting perennials into our gardens.*

*Inventory - Committee members are currently surveying the entire property and noting issues that need to be addressed.*

*Tree Replacement - Thirteen various types of trees have been ordered and should be planted next week. Locations considered were common areas with no trees nearby and for homes that would benefit from shade. Several willow trees were chosen for very wet areas.*

*Whisperwood Shade Garden - Preparation for the garden should begin next week.*

**F. Rules & Regulations – Eleanor Keppler**

*An ad hoc committee of Jack Mart, Lynne Tobin, Bill Pert and Vicki Eident, facilitated by Elle Keppler recommends adoption of the following polices and guidelines.*

*If adopted, the policies will be published on the website and in the Introduction to Windridge guide. A hard copy will be distributed in the tubes. The guidelines will also be printed on the back of the Architectural and Landscape Request forms.*

**Policy for Installation of Satellite Dishes**

*Since satellite dishes are now commonly used, it is necessary for Windridge to have the cooperation of residents for the placement of dishes. This policy will help preserve the appearance of our neighborhood and keep the equipment from being damaged by contracted lawn services. **Residents need to consider that since some areas of Windridge are wooded, a satellite service may not a suitable option.***

*Before contracting for a satellite service, Owners need to refer to **Rule and Regulation – Number Six** which governs Satellite Dishes and Antennas. Since this Rule and Regulation primarily addresses antennas, the following policy has been developed for the placement satellite equipment.*

*If a resident does not follow this policy and the equipment is placed in an improper location, he/she will be required to have the dish relocated.*

### ***Satellite Dish Installation***

- 1. The Owners shall notify the office prior to installing a satellite dish.*
- 2. The satellite dish shall be placed in least conspicuous possible location when viewed from the street and/or adjoining Units. Ideally the location should be at the rear of the dwelling unit.*
- 3. The Satellite Dish should be mounted upon the dwelling unit's wooded fascia, rake, soffit or corner trim. No Satellite Dish shall be installed on the ground or mounted on a pole in the ground.*
- 4. When changing providers or selling the Unit, the Owner shall be responsible for having the satellite dish and all related cables removed. If there is any damage to the Unit caused by the Satellite Dish installation or removal, the Owner must have the damage repaired or be assessed for the expense by the Association at the time of closing.*

\*Loiselle moved, Watkins 2<sup>nd</sup> to accept Policy for Installation of Satellite Dishes.  
The motion was carried.

### ***Policy for Use of Dumpsters and Storage Pods***

*Many residents are undertaking major remodeling projects to modernize their units. Trash dumpsters are convenient for contractors to use to contain the refuse during demolition projects. After the demolition phase is completed, the dumpster must be removed to restore the appearance of our common area and keep our neighborhood attractive for all residents. Storage Pods may also be used to safely store and/or move furniture and other belongings during remodeling and/or moving.*

#### ***Dumpster and Storage Pod Use***

- 1. Owners shall notify the office prior to beginning of a project that will require placing either a Trash Dumpster or a Storage Pod in their driveway.*
- 2. Owners shall inform the contractors that the Dumpster may stay on the property for only the duration of the demolition phase, which shall not exceed a period of two weeks. After the completion of the demolition phase, contractors shall be responsible for the daily removal of all waste material.*
- 3. Storage Pods shall be permitted to remain in the Owner's driveway for up to three days as required for loading/unloading.*
- 4. Owners shall request prior approval from the office in the event a few days of additional time is needed for either the Dumpster or Storage Pod to remain.*

\*Loiselle moved, McCracken 2<sup>nd</sup> to accept Policy for Dumpsters and Storage Pod Use.  
The motion was carried.

### ***Guidelines for Approval of Landscape and Architectural Requests***

*Residents are expected to follow the **Rule and Regulation – Number One for Architectural Requests and Rule and Regulation – Number Two for Landscaping and Decorative Fixtures Requests**. The Rules and Regulations are available on the association's Website, [www.windridgecondos.com](http://www.windridgecondos.com) or from the office.*

#### ***Architectural and Landscape Requests:***

- 1. If the Owner desires to alter or change any structural component or exterior appearance of his Unit, he must submit a written request. The request form with detailed plans may be submitted electronically or taken to the office.*

2. *The Architectural or Landscape Board Liaison will review the plans, consult with the Owner if there are questions, and review the plan with the committee. The committee will recommend either that the plans be approved or denied.*
3. *The Liaison will submit your plan to the Board of Directors for review along with the committee's recommendation. The Board will consider the plan and the committee's reasons for approval or denial before voting. You will be informed of the decision after the vote and if the request is denied, you will be given the reason.*
4. *Generally the Owner is responsible for the expenses of architectural or landscape alterations.*

**Committee considerations for Architectural Requests**

- *Size: The Horizontal Property Regime Statute prohibits Owners from increasing the size of their Dwelling Unit which includes the exterior perimeter "footprint" of their dwelling unit, garage and any previously existing adjoining patios, porches and/or decks.*
- *Structural Integrity: If the change may impact the structure of the Unit or another Dwelling Unit, drawings must to be prepared and certified by a licensed architect or professional engineer. These certified plans will then be reviewed by the Board of Directors for approval before commencing construction.*
- *Appearance: The requested change needs to be consistent with neighborhood.*
- *Contractor: If the work requires a structural change, it must to be completed by a licensed and insured contractor. If the request is for a work that does not impact the structure of the Unit and it is not to be completed by a licensed and insured contractor, a waiver must be signed with the Owner assuming liability for any damage to the Unit and Common Area or injury to workers. Regardless of how or by whom construction is undertaken, all necessary and appropriate permits must be obtained, and all applicable building codes must be met.*

**Committee considerations for Landscape Requests**

**Trees and Plantings**

- *Location: Plantings are to be placed adjacent to a Limited Common Area. Examples are foundations, decks, patios, driveways, sidewalks, fences or inside a courtyard. Trees may be planted in Common Area.*
- *Types of plants: Only noninvasive plants are approved. Slow growing species are recommended and plants native to Indiana are encouraged. Note: Owners may plant perennial or seasonal flowers adjacent to their Limited Common Area without an approved request.*
- *Ease of Maintenance: Owners are responsible for the maintenance of any approved plantings.*

**Decorative Fixtures over 24 inches in height or width:**

- *Location: The fixture must not interfere with lawn maintenance, snow removal, or safety for residents, guests, or wildlife. If the fixture is to be placed in a location that is visible from the street, it must be placed adjacent to the Owner's Limited Common Area.*
- *Appearance: The requested fixture needs to be consistent with the neighborhood.*
- *Maintenance: Owners will be responsible for the maintenance of decorative fixtures.*

\*Eident moved, Scott 2<sup>nd</sup> to accept Guidelines for Approval of Landscape and Architectural Requests as written.  
The motion was carried.

## **G. Security – Mike McCracken**

*Security cameras have been installed at the front gate. These cameras provide a 360 degree view of vehicles entering and leaving the property. This addition should provide an additional level of security for all residents. Thanks to Doug and his crew for getting these installed.*

## **H. Social – Victoria Eident**

**Recreation** - *Several residents have shown interest in researching the best usage for our tennis court. Several ideas have been proposed. Homeowners are encouraged to volunteer for the committee to research possibilities and community interest.*

**Picnic** - *The annual summer picnic will be held on June 24th.*

**First Friday Social** *was attended by about twenty five people at the home of Ron and Mary Calkins. Those wishing to receive future email reminders must send an email to [vicki@eident.net](mailto:vicki@eident.net) in order to be added to the contact list. Participants are reminded that they provide their own beverages of any kind, which may be shared, as well as their own glassware. Light snacks for sharing are welcome as well. Additional notifications about First Friday Social and other social events are available on the [windridgecondos.com](http://windridgecondos.com) website.*

*Homeowners with additional interest and ideas for social activities in Windridge are encouraged to contact Vicki Eident.*

**UNFINISHED BUSINESS** – NONE

**NEW BUSINESS** - NONE

**Adjourned into Executive Session** at 8:43 PM for legal opinions, covenant violations/grievances, contracts and personnel issues.

**Reconvened regular meeting** at 9:53 PM

\*Loiselle moved and Eident 2nd – We accept bids for painting and wood replacement for Kowalsky and O’Dell. The motion was carried.

**Adjournment:** The meeting adjourned at 9:54.

Next Regular Meeting at Windridge Community Building on Monday, May 15, 2017 at 7:00 PM.