

Windridge Co-Owners Association, Inc.
www.windridgecondos.com/
Board of Directors Meeting Minutes #2017 – 2

The regular meeting of the Board of Directors of Windridge Co-Owners Association, Inc. was held on February 20, 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	x	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

The residents at 5232 Greenwillow Rd expressed concerns about Airbnb issues in other communities.

CALL TO ORDER

President Keppler called the meeting to order at 7:00 PM, and asked for adoption of the agenda. The Agenda was approved as printed.

Keppler asked for approval of the Minutes of the January 9, 2016 Board Meeting.

Eggers moved that the minutes be approved as distributed.

The motion carried.

ACKNOWLEDGEMENT OF PREVIOUS BOARD ACTION - None

OFFICERS' REPORTS

President's Report – Eleanor Keppler.

1. **Strategic Planning** - On February 8, Resident, Jon McGann skillfully led the board through the first steps of developing a strategic plan for Windridge. In the session we drafted a vision statement, reviewed our purposes as outlined in the Articles of Incorporation, defined five areas of current importance, and developed a goal and one objective for three of the five areas. In small groups board members will continue to develop goals and write objectives. At the next session, on March 8 at 3:00PM, we will make revisions and develop strategies and tactics for meeting the objectives. The plan will be shared with the community when complete.
2. **Annual Report** - The office is presently working on the Annual Report which will be distributed to your door as soon as all of the information is available. An updated homeowner's guide titled **Introduction to Windridge** will be distributed at the same time. Please read and keep this guide for future reference. Since this guide replaces the former Homeowner's Manual, discard the previous document.
3. **CAI seminars** - The Central Indiana Chapter of the Community Associations Institute (CAI) sponsors monthly seminars for the purpose of updating and educating HOA board members. These seminars

also give board members the opportunity to network and as questions of the trainers. Since Windridge is a member of this organization, our board members who pre-register may attend seminars free of charge. The seminars are available on Thursday evenings from 6:30 to 8:00 p.m. at north and south locations. I am distributing a list of upcoming seminars. I encourage you to attend seminars that relate to your liaison committee responsibility.

Treasurer’s Report – Tom Eggers. Summary - Complete report attached

Year 2016

For the year, 2016 Actual Total Expenses exceeded Revenue by \$37.7 K. Compared to the budget, Total Expenses exceeded Revenue by \$70.2 K.

Recall that we have two funds—Operating Fund and Reserve Fund.

In the Operating Fund, Revenue exceeded the budget by \$1.3 K. Expenses were under budget by \$22.9 K. The net of Revenue less Expenses was favorable by \$25.0 K. Salaries & Wages, Water & Sewer, and Legal fees were the primary factors in Expenses being under budget.

In the Reserve Fund, Revenue exceeded budget by \$1.4 K. However, Expenses were \$96.6 K over budget. As reported in updates during the year Siding Replacement, Exterior Painting, and Tree Removal were the primary drivers.

Summary by fund.

<u>Actual Results</u>	<u>Operating</u>	<u>Reserve</u>	<u>Total</u>
Revenue	797.0 K	452.5 K	1,249.5 K
Expenses	760.4 K	527.6 K	1,288.0 K
Misc. Income	.8 K		.8 K
Revenue O/(U) Expense	37.4	(75.1) K	(37.7) K
<u>Budget</u>			
Revenue	795.7 K	451.1 K	1,246.8 K
Expenses	783.3 K	431.0 K	1,214.3 K
Revenue O/(U) Expense	12.4 K	20.1 K	32.5 K
<u>Actual vs. Budget</u>			
Revenue	1.3 K	1.4 K	2.7 K
Expenses	(22.9) K	96.6 K	73.7 K
Misc. Income	.8 K		.8 K
Revenue O/(U) Expense	25.0 K	(95.2) K	(70.2) K

January 2017

The first month of year is not an indicator of things to come, but Revenue exceeded Expenses by \$48.7 K. Compared to the budget, Revenue was over by \$7.9 K, Expenses were under by \$5.8 K, and Revenue exceeded Expenses by \$13.8 K.

Manager’s Report- Doug Beyers.

Drainage Project on Hawks Point - Drainage piping was installed behind 5111, 5119 and 5151 Hawks Point. Final grade and seeding will be completed after the ground settles from excavation.

Foundation repairs for 5419 Greenwillow - are in process.

Windridge and Cathedral fence line improvements. Phase 1 - extending 8 foot fence 200 feet behind 5341 and 5342 Chipwood to block vision of the new Cathedral building and improve security; replace fence at corner of 5427 Greenwillow to obscure view of Cathedral electrical boxes. The section to block the view of the electrical boxes has been completed. The 200 foot section is in process.

Digitizing records – We have met in a small group to begin planning requirements. There was no progress in January with digitizing records.

5205 Windridge Drive -Basement water proofing and grade improvements are underway and should be completed in the next two weeks.

5401 Greenwillow –

- 1) Additional water proofing is nearing completion.
- 2) A survey for the swale has been completed. We are waiting for the drawings and recommendations.

Owners between Thicket Hill and Whisperwood are requesting drainage improvements be made behind their homes. Water runs between units during heavy rains. Area has been reviewed, Pert will update with estimates.

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

5384 Thicket Hill-The owner rejected the board's offer of compensation.

Work Order Back Log - 50 outstanding. We are working on outstanding work orders as weather permits.

Request the board review policy for installation of satellite dishes and antennas.

Request the board writes policy for dumpsters for resident construction projects.

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

The Visitor Gate is in poor condition and needs to be repaired or replaced this summer. The block post is loose from the foundation; the gate is bent and does not close properly. The main post is also bent. I have been told the lead time for the gate alone is 90 days. A decision needs to be made concerning repairs to the gate and entrance in order to complete the work this summer.

***Moved by Loiselle , Eident 2nd to give Doug the approval to move ahead to revamp Visitor and Exit Gates at the North Entrance. Motion carried.**

-South Gate revamp is still in committee review.

Updates from 1/19/17 meeting:

Termite Inspections will resume in the spring.

5310, 5314, 5318 & 5322 Windridge Dr. / 5241 & 5245 Whisperwood– Doug and Pert have walked, prioritized and now working on bids for drainage issues. Updates will be presented at the March meeting.

Mayor's Advocate – Gregory Garrett

1. **Gregory Garrett** is our new Mayor's Advocate, replacing RoseMary Stockdale. He introduced himself and stated he grew up and still lives in the neighborhood, just south of Windridge. The board and attendees then introduced themselves individually.
2. Gregory is talking with Republic and Rays regarding possibility of moving trash day.
3. Abandoned apartments south on Emerson have been purchased and will be renovated. Call Mayors Action Line [\(317\) 327-4622](tel:3173274622) or Gregory directly at (317) 327-5119 with any violation issues.
4. Any hearings regarding property changes will have a posted date of the hearing to make any property changes. Anyone is welcome to go to such hearings.

COMMITTEE REPORTS

Architectural – Bill Pert.

5341 White Marsh Ln - Residents submitted an Architectural Proposal requesting approval to install a storm door and four vinyl windows in the front of their unit.

***Moved by McCracken to approve, 2nd by Watkins, motion carries.**

Insurance – Mike McCracken. At the last meeting we approved the new grilling policy. This was submitted to our insurance carrier and was accepted without any questions or concerns.
-McCracken is open to receiving any bids from other insurance carriers, contact McCracken.

Landscaping – Vicki Eident. Summary - Complete report attached

The Landscape Committee met on February 6th with nine residents attending. Vicki Eident and Ken Myers agreed to co-chair the committee.

Landscape requests:

5332 Greenwillow - *The Landscape recommends Board approval of the grape trellis. The trellis must be stained to match the siding on the home by May 1st.*

***Moved by Loiselle to approve as recommended, 2nd by McCracken, motion carries.**

5232 Fawn Hill Terrace

***Moved by McCracken to deny request, 2nd by Watkins, motion carries.**

-Resident to remove pond and tracks (changes made without approval) by May 1st, or the association will remove it at the Resident's cost.

Maintenance & Grounds – Bill Pert. Summary - Complete report attached

Windridge and Cathedral fence line improvements are being done with the aesthetic side facing Windridge.

Marketing/Communications – Jane Loiselle. Summary - Complete report attached

1. *Windridge website Usage report attached*
2. *Thank you to Doug for implementing the **Text Message** Emergency Notification plan.*
3. *Reminder - Millersville@Fall Creek Valley, Inc. Annual Meeting is at 7pm on Thursday, March 2 at Fatima Retreat. Carpooling is recommended as parking is limited. Contact Tom Eggers.*

Rules & Regulations – Eleanor Keppler. Summary - Complete report attached

Keppler reminded residents of the importance of complying with the by-laws and rules and regulations to keep our neighborhood inviting to all. Windridge will be sending letters to individuals who are not in compliance. The rules that will be first addressed are as follows:

- *Keep the common areas free of rubbish, debris and unsightly materials.*
- *Submit a landscape request for approval before making landscape changes, planting trees or shrubs or gardening; obtain authorization for any decorative fixtures that are over 24 inches high; forms are available online or in the office.*
- *Submit an architectural request for approval before making any changes to the structure or appearance of the exterior the unit; forms are available online or in the office.*
- *Between pick up days, store trash containers inside the unit.*
- *Take pets outside on a leash and keep continuously under direct supervision; clean up all waste created by the pet.*
- *Owners are responsible to clean, maintain, repair, and replace landscaping adjacent to their foundation or limited common area.*

Security – Mike McCracken.

Ellie, Doug and I walked the perimeter fence and noted some issues that need to be addressed/repaired. Doug is in the process of completing the noted repairs to the fence.

We have obtained security cameras for the entrance gate.

Let me know if you have any questions or concerns.

Social – Victoria Eident.

First Friday Social (formerly Wine Time) will be held on March 3rd at the home of Vicki Eident, 5222 Fawn Hill Court from 5 - 7 p.m. Those wishing to receive future email reminders must send an email to 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 website.

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

UNFINISHED BUSINESS -

5250 Windridge Dr. - APPEAL of the Board revision of their Architecture Proposal passed on Dec 20, 2016. The owners are requesting to retain a recently built set of steps & landings down the east side of their house to enable easy, safe access to the lower screened in porch & lower level of their unit. The lower landing is 31.5 sq ft which is bigger than the 25 sq ft which was approved.

This structure was installed without prior approval in violation of our By-Laws and Rules & Regulations. The board reviewed the opinion of our attorney and discussed the use of the common area as stated in the Windridge Horizontal Property Regime.

*** Moved by Watkins to deny the owners' APPEAL, 2nd by Scott. Motion carries.**

-Resident must reduce the size of the lower landing to the previously approved 25 sq ft by May 1st.

NEW BUSINESS

Policies will be reviewed by April meeting.

1. Water Features
2. Satellite dishes
3. Dumpsters

Adjourn at

There being no further business before the Board, the meeting was adjourned by Keppler at **9:20 PM**

NEXT MEETING

The next regularly scheduled meeting of the Windridge Board of Directors will be held at 7:00 PM on Monday, March 20, 2017, in the Community Room of the Windridge Office, Indianapolis, Indiana.