

Windridge Co-Owners Association, Inc.
www.windridgecondos.com/
Board of Directors Meeting Minutes #2017 – 1

The regular meeting of the Board of Directors of Windridge Co-Owners Association, Inc. was held on January 9, 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.		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 owner at 5318 Windridge Dr. presented a letter concerning drainage issues she is concerned about. Four other owners 5310, 5314 and 5322 Windridge Dr. were also present with the same concerns. It was referred to the Maintenance liaison to review.

The owner at 5250 Windridge Dr., stated they would like to appeal the Architectural request decision of December 20th. The board will take this under advisement.

The owners at 5245 and 5241 Whisperwood Ln. stated they are concerned about drainage issues.

Kathleen Roman at 5257 Hawks Point is working on the next Windreader Newsletter. She requested suggestions for the next issue. Please contact her if you have suggestions.

CALL TO ORDER

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

Keppler asked for approval of the Minutes of the November 21, 2016 Board Meeting.

Eggers moved that the Minutes be approved as distributed.

The motion carried.

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

ACKNOWLEDGEMENT OF PREVIOUS BOARD ACTION

1. **Executive Session Action:** The Board met in Executive Session on December 13 for the purpose of electing officers. The following Board members were selected for the coming year:
 - a. President, Eleanor Keppler
 - b. Vice President, Victoria Eident
 - c. Secretary, Jane Loiselle
 - d. Treasurer, Tom Eggers

2. Architectural requests:

The owners of 5250 Windridge Dr. 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. This structure was installed **without prior approval** – it replaces a worn out set of ‘RR tie’ steps & wooden steps up to the door.

The bottom, large landing currently measures 8’5” x 9’0”. [see photo - separate e-mail]

The upper two landing sections measure 3’4” x 10’ and 48” x 11’ and are separated by 6 – 7 steps that drop approx. 4.5’. [see rough drawing - separate e-mail]

RECOMENDATION:

1. Approve the upper 2 walkway/landings & steps as built
*** **with the addition of handrails (meeting building code) along the descending RIGHT side.**
2. *****REDUCE the size of the lower landing to 5’ x 5’** so as to minimize the increase of the units footprint. (NOTE: This complies with current ADA requirements).
3. *****Include a (code complaint) railing around the lower landing.**

On December 20, 2016 Bill Pert requested an email vote to accept recommendation as revised***. All nine board members approved.

The following requests were approved unanimously by email vote on Nov 30, 2016 (A) and Dec 29, 2016 (B)

A. 5223 Windridge Dr. – Raise & replace their lower deck to meet the main floor of their living area and add roof & screen in side walls.

B. 5341 White Marsh Ln. – Install Skylight in kitchen.

3. Landscape requests:

The following request was approved unanimously by email vote on December 7, 2016

A. 5258 Windridge Dr. – Place sculpture in yard.

OFFICERS’ REPORTS

President’s Report – Eleanor Keppler. A written report as follows:

Welcome new Board members

The following Directors were elected to the Class of 2019: **Tom Eggers, Beverly Watkins and Mike McCracken**

Election of Directors - Owners from 121 Units voted. The votes for Directors calculated by percentage and according to the square footage formula are as follows:

Tom Eggers	45.60
Beverly Watkins	39.57
Mike McCracken	30.00
Charles Boyle	27.87
Alan Norris	10.52

Budget - The budget was approved with 114 units voting FOR and 7 abstaining.

Transfer of funds - The transfer of operating funds to capital reserve funds was approved with 120 units voting FOR and 1 AGAINST.

2017 Committee Liaison Assignments:

Architectural –	Bill Pert
Budget & Finance –	Beverly Watkins
Cathedral High School –	Rick Alexander
Human Resources –	Eleanor Keppler
Insurance –	Mike McCracken
Investment –	Tom Eggers
Landscape & Beautification –	Vicki Eident
Long Range Planning –	Eileen Scott
Maintenance & Grounds –	Bill Pert
Marketing & Communications –	Jane Loiselle
Phi Kappa Psi -	Beverly Watkins
Rules & Regulations -	Eleanor Keppler
Security –	Mike McCracken
Social –	Vicki Eident

Most committees will have a second board member serve on the committee. That person may assume responsibility for the work of the committee if the liaison is unavailable. I am working upon expanding the number of residents serving on committees.

**Any owner who is interested in serving on a committee, please email or call me.*

2016 Liaison reports are due on January 20. Please submit reports electronically to Windridge office as a word or excel document. Outgoing liaisons are requested to share timelines, names of committee members and procedures with new liaisons.

Strategic planning sessions with Jon McGann are in the planning stage.

The first session will be two to three hours and is tentatively set for Wednesday, February 8, at 9:00 AM

Vice President’s Report – Vicki Eident. A written report regarding ACH as follows:

In our ongoing attempt to keep monthly fees as low as possible, the Board is looking to streamline our office procedures. All homeowners are being encouraged to have their monthly payments sent directly from their bank to the Windridge account using ACH.

You may already be familiar with the ACH system if you have deposits made directly into your bank account from your income source. The convenience of not waiting for the check to come in the mail, creating a deposit slip, getting the payment to the bank, and waiting for it to be posted in your account has been eliminated. You are always assured that the correct amount is deposited directly into your account on the appointed day without any effort on your part.

We understand that currently you or your bank is using a computer program that generates a check for your monthly assessment. This process requires your provider to withdraw the amount that you designate from your account. Then they print a check and mail it to Windridge. Once it arrives it must be manually entered into the Windridge bookkeeping system, taken to the bank and deposited into the Windridge account. This process requires a great deal more staff time, delay in processing and potential for errors than an ACH deposit which is done electronically.

If you're concerned about ACH security, encryption makes it nearly impossible for anyone to obtain your account information. You only need to provide the office with your bank information once. After that your recurring monthly assessment will be paid and there's no opportunity to miss a payment or make a mistake.

Stop in the office and Darcy will be happy to help you set up the ACH payment system. All that is needed is your bank routing and account numbers.

Thank you for your thoughtful consideration.

The Board will be sending this letter to all owners who are not presently using ACH.

Secretary's Report – Jane Loiselle. No report other than the previously approved Minutes of the November 2016 Board Meeting.

Treasurer's Report – Tom Eggers. No report, due to the January meeting getting moved up too early for the accountant to prepare financial reports.

Manager's Report - Doug Beyers. A written report as follows:

Fletcher Ct. Lift Station Replacement- The lift station was installed and is working.

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

Foundation repairs for 5419 Greenwillow- I am scheduling contractors to bid the week of January 9, 2017

Windridge and Cathedral fence line improvements- Phase one- 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. This was planned late summer/fall, as time allowed. This was delayed due to other maintenance requirements. Construction is planned this winter as weather permits.

Digitizing records – We have met in a small group to begin planning requirements.

5384 Thicket Hill- The owner has requested compensation for repair/replacement of damaged flooring. The owner has provided a cost estimate.

-To be discussed in executive session.

5205 Windridge Drive- Owner is requesting draining improvements to prevent water entry. Two bids have been received.

-To be discussed in executive session.

5401 Greenwillow- Bid for additional water proofing.

-To be discussed in executive session.

A bid for surveying the swale in the area of 5401 Greenwillow has been received. The survey information needs to be clarified prior to signing work order.

Owners between Thicket Hill and Whisperwood are requesting drainage improvements be made behind their homes. Water runs between units during heavy rains.

The second round of termite inspections was completed in December.

- 140 of the 221 homes were inspected in 2016.
- 8 homes have not been inspected in 5 or more years.
- One home has not been inspected in 4 years.
- 8 homes have not been inspected in 3 years.
- 64 homes have not been inspected in 2 years.

-To be discussed in executive session.

South Gate- Currently the south gate is open for contractors using large trucks that cannot enter through the visitor gate. It is also open per resident request for large truck deliveries. Resident deliveries are the main reason for the gate to be open during December through February. Residents can also let trucks in through the main entrance by meeting trucks and using their remote to open the gate.

We have recently had issues with someone manually opening the southernmost side of the south exit gate by the tennis court. This has occurred after hours and on the weekends. A new locking mechanism and lock has been added.

I will be meeting with the tree removal company- the week of January 9 to start 2017 tree removal.

Mayor's Advocate – Rosemary Stockdale – not present.

COMMITTEE REPORTS

Cathedral High School – Rick Alexander. No written report.

-To be discussed in Executive Session.

Human Resources – Eleanor Keppler. No written report, but welcomes Jason Flick as a new maintenance staff employee.

Insurance – Mike McCracken. A written report as follows:

Bill Pert, 2016 Insurance Liaison, chaired a committee of Eileen Scott, Mike McCracken, Elle Keppler and Karen Shepherd to develop a Windridge policy for using propane and charcoal grills. Our insurance

company, Travelers, is requiring such a policy to avoid an increase in 2017 insurance rates. Windridge needs to provide Travelers with a copy of our policy in order to finalize our 2017 rate.

The committee reviewed multiple, national safe grilling guidelines and community ordinances to develop this policy that, if approved, will be included in the meeting minutes and the newly revised homeowner's manual, *Introduction to Windridge*. In the spring as grilling season begins, the policy along with specific do's and don'ts will be published in the neighborhood newsletter and posted on the website.

If residents are observed violating the policy, they will be reminded of the policy and informed that they are required to follow the guidelines.

Propane and Charcoal Grill Use

Windridge Co-owners Association requires residents to use safe practices when operating gas or charcoal grills. All residents are expected to follow these guidelines:

- Gas and charcoal grills may not be operated within the living area or garage of any unit. When not in use, grills may be stored in the garage. When in use, the grill must be operated at a safe distance from the exterior structure of the unit. Ten foot is recommended. A fire extinguisher needs to be located in close proximity. **NEVER leave any grill unattended while in use.**
- Propane gas grills must have the main valve on the tank closed when the grill is not in use. Check the gas cylinder hose for leaks before using the grill for the first time each year. No more than two (2) twenty pound propane tanks (including the tank connected to the grill) may be stored in any unit garage.
- Charcoal grills may not be operated on a wood deck or any other flammable surface. After use and before storing, the coals must be extinguished and properly disposed in a metal container. **NEVER add liquid fuel to hot coals or a kindling fire.**

The committee recommends adoption of this policy.

McCracken moved and Scott seconded that we adopt the **Propane & Charcoal Grill Use Policy**. The motion carried.

Landscaping – Vicki Eident. A written report as follows:

A. Landscape requests:

Update: The homeowners at 5232 Fawn Hill Terrace submitted a landscape proposal, after the fact, to build a Garden Railroad with pond in the limited common area in front of their residence.

Their proposal was submitted on 9/14/2016. We allowed the homeowner continuation until January, 2017 meeting pending additional information. The homeowners have been notified about the changed date of the board meeting by email but have not responded. The committee recommends that we allow an extension until the next regular board meeting on February, 2017, with the stipulation that no additional work may be made on their project until it is approved by the board.

B. **Update - Front Gate Beautification Project - completed!**

C. **Update Office/Community Building – completed!**

D. **Landscaping Committee/Garden Club:**

A special thank you to **Glennnda McGann**. Years ago, Jane and Doug talked about updating the landscaping inside the gate so our beautiful evergreens would shine. It has always been one of those projects that seem too big for volunteers and gets put aside by staff due to other priorities. Glennnda spent part of her Thanksgiving weekend cleaning out that brush. It looks wonderful!

We compiled lists of dead/or dying shrubs & ornamental trees that need to be removed. Doug & the staff have begun removing many of these dead trees and will continue working on them this winter.

We are developing a plan for ornamental and shade tree replacement beginning in 2017.

Corner Projects

Major priorities for 2017 – to be determined

1. Windridge Dr. at intersection of Hawks Pt.

Secondary priorities for 2017 – to be determined

1. Chipwood and Green Willow

Garden at the end of Greenwillow, between streets & big “rain garden” - A work order has been submitted to remove the retaining wall and create a curbed sloping, grassy area. This maintenance project requires special equipment rental and staff time and will be considered a low priority for completion by the end of 2017.

Other Projects – 2017 – to be determined

1. New shade garden on Whisperwood just past Thicket Hill
-Benches were installed by staff in 2016

A donation from residents who hired a landscaper & submitted a plan that will:

Outline a garden bed area and prepare the soil

Add shade shrubs along the back border

Add stepping stones from the street to the bench area.

Once the bed is prepared we will be able to add to the garden yearly.

Committee: Several residents have shown interest or have come to the attention of the Committee. They will be contacted in February. Residents having any interest or skill in serving on the Beautification and Landscape Committee should contact Vicki Eident, Board Liaison.

Long Range Advisory Planning – Eileen Scott. No written report, Gate committee report will be presented at the February 2017 Board Meeting.

Security – Mike McCracken. A written report as follows:

Unfortunately, the unit at 5401 Greenwillow Road was broken into on Friday, December 30, 2016.

What we know:

- The unit is located along the perimeter of the property bordering upon Cathedral and the Brendonridge neighborhood.
- The event occurred between 8:30 and 9:00 PM
- The intruder was a white male who entered through a window off a court yard which hid the view from the street.
- He looked for jewelry and valuables in the lower level of the tri level home and exited through a rear sliding glass door.
- Evidence of a boot print and a finger print were found by the police.

Interesting observations:

- This break-in and the one that occurred during the summer at 5303 Windridge Drive seem to follow a different pattern than the ones from Nov. 2014 through Sept. 2015.
- Many of the intrusions have occurred on holiday weekends.

To protect your property all residents need to do the following:

- Keep your garage door closed.
- Keep your doors and windows locked when you are not at home.
- If you have an alarm system, activate it when you leave.
- Make your home look like someone is home by keeping lights, radio and TV on. Consider the use of timers.
- Keep outside lights on in front, back and sides of your home.
- If leaving on trash pick-up day, ask a neighbor to move your trash container from the street.
- Keep an inventory of your valuables and have adequate insurance coverage.

To protect our neighborhood please do the following:

- If you have street or pole lights near your unit, report to the office if the lights are not working.
- If you live along the perimeter of the property, report to the office any fence damage.
- If you see something suspicious, **CALL 911**, then contact your neighborhood watch captain. Follow the “**see something, say something**” policy.
- Do not give your personal gate code to anyone whom you would not give the key to your home.
- If you receive a call from an unknown person requesting entrance to the neighborhood, simply hang up.

Social – Victoria Eident. A written report as follows:

Wine Time - Vicki Eident is in the process of working with Jack Mart to resume Wine Time. The popular monthly event has been discontinued for a few months. Jack recently sent an email reminding participants of the objectives and guidelines for hosting and attending Wine Time. Homeowners who are interested in hosting Wine Time are encouraged to contact Vicki Eident. If there is sufficient interest, Wine Time will resume in March.

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

UNFINISHED BUSINESS – NONE

NEW BUSINESS - NONE

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned to Executive Session by Keppler at 8:15 PM.

The meeting was reconvened at 9:35 PM.

McCracken moved and Eident seconded to reimburse owner due to an Exterior water intrusion at 5384 Thicket Hill Ln.
Motion carried.

Eident moved and McCracken seconded to accept a proposal dated 1/4/2017 from Oliver Homes, the owners' contractor, for drainage repairs at 5205 Windridge Dr. after which Windridge will not be responsible for future damages.
Motion carried.

McCracken moved and Eident seconded to accept a proposal dated 1/3/2017 from Midwest Foundation and Waterproofing Repairs, Inc. dated 1/3/17, for drainage repairs at 5401 Greenwillow.
Motion carried.

There being no further business before the Board, the meeting was adjourned by Keppler at 9:40 PM

NEXT MEETING

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