

WINDRIDGE CO-OWNERS ASSOCIATION, INC.
Indianapolis, Indiana
Board of Directors Meeting Minutes 2017 – 7

Our VISION statement:

Windridge Condominiums will be a preferred residential community that is naturally beautiful, friendly, diverse, secure, thriving and influential in the Millersville area.

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

ATTENDANCE

Directors:						
Class of 2017	x	Rick Alexander - (phone)	x	Eleanor Keppler, President	x	Jane Loiselle, Secretary
Class of 2018		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, Manager	x	Darcy Heyerdahl, Office Manager		

Owners Comments

Owners at 5269 Windridge Dr addressed the Board regarding drainage issues. President Keppler thanked owners for their comments, reassured them that the board is aware of their concerns and referred their issues to our Property Manager and Maintenance Liaison, Pert for discussion.

Call to Order

President Keppler called the meeting to order at 7:17pm.

*McCracken moved, 2nd by Pert, to approve the agenda as amended.
 The motion was adopted.

Keppler asked for approval of the minutes of the June 19, 2017 Board Meeting.

*Loiselle moved, 2nd by Scott, that the minutes be approved as distributed.
 The motion was adopted.

Acknowledge of Previous Board Action:

Architectural Requests:

1. *Twelve Owners at 5225 – 5301 and 5234 – 5270 Whisperwood Ln, request approval for Citizens Energy to install a gas line under the roadway.*

Request was unanimously adopted by email Board vote.

2. *Owners at 5331 Whisperwood Ln request to replace sliding patio door and front storm door with Pella doors at owners’ expense.*

Request was unanimous adopted by email Board vote.

3. Owners at 5344 Thicket Hill Ln request to install tile over the concrete patio.

Request was approved by unanimous email Board vote with the stipulation that the owners' contractor install the tile as directed by Property Manager Byers.

*Pert moved, 2nd by McCracken to acknowledge three requests.

The motion was adopted.

Landscape Request:

1.

Owners at 5339 Greenwillow Dr request to refresh their landscaping by having a maple tree removed, spruce trees trimmed and ground cover replaced with mulch. All work will be completed by licensed contractors at the owners' expense.

Request was unanimously adopted by email Board vote.

*Scott moved, 2nd by Watkins to acknowledge one landscape request.

The motion was adopted.

President's Report – Eleanor Keppler –

Thank you, Vicki Eident, Board Social Liaison, and committee volunteers for a successful summer picnic.

*The month has been busy dealing with drainage problems caused by heavy rains and working with owners to solve landscape issues. **It is important that owners submit Landscape Request forms before adding any decorative fixture over 24 inches tall or wide to their yard. This includes, but is not limited to, benches, bird baths and statues or lawn ornaments.***

*Everyone received, in their tube, a copy of the updated owner handbook Introduction to Windridge-May, 2017. **Please discard any old handbooks** and keep this one for frequent reference. Remember, this is only a helpful guide and does not replace the need to refer to the By-Laws and the Rules & Regulations.*

Up-Coming Community Associations Institute Seminars at the north location, 8604 Allisonville Rd, Suite 380, Indianapolis, IN 46250:

- *Thursday, September 21 – Emerging Topics in Association Law*
- *Thursday, October 19 – Insurance, Liability and Risk Management*
- *Thursday, November 9 – Networking Event for Volunteer Board Members*

The Eads, Murray & Pugh Fall Dinner Seminar will be Tuesday, October 24 at 6:00pm at The Garrison at Fort Harrison.

Remember to consider the impressive vision of our strategic plan as we make decisions for the direction of our community.

In keeping with the strategic plan, I am planning to schedule two sessions for Windridge owners who have moved here during the past two years. One meeting will be a morning coffee and the other in the evening with cookies. In addition to welcoming and socializing with the newer residents, I plan to give an overview of Windridge living and allow time for questions and answers. I will be calling on some of you to assist with these events.

We will need to have an executive session after this regular meeting to discuss legal issues, covenant violations and bids.

Treasurer’s Report –Tom Eggers

**TREASURER'S REPORT
June 2017**

K = Thousands () = Negative
Numbers

Results for June, 2017

Total Expenses are over budget **19.9** K

Major areas for the overage:

Major Repairs/Replacemnts **12.7** K
- Siding is over budget, Painting hasn't started

Grounds Maintenance **8.4** K
- Sewer/Lift Station is over budget

Results for the Six Months Ended June 30, 2017

Total Expenses are under budget **(89.9)** K

Some major reasons for the underage:

Major Repairs and Replacements **(68.9)** K
-Painting has not started
-Gate Improvement has not started
-Driveway replacement hasn't started

Grounds Maintenance **(21.6)** K
-Most expenses under budget,
-but Sewer/Lift Station is 10.1 over budget

Building Maintenance **20.7** K
-Foundation/Crawl Spaces is over budget

Salaries & Wages **(12.7)** K
-Planned addition hasn't occurred

Manager’s Report – Doug Beyers –

We have 221 homes in Windridge. The staff’s purpose is to manage the responsibilities of the Co-Owners Association. We prioritize work based on importance. Habitability and safety issues are scheduled first. We do not manage by the “squeaky wheel method”. Repeated calls, emails and visits to the office only slow our progress. It is fine to inquire about a specific work order that is a habitability concern, such as a leaking roof or water intrusion. Please do not inquire repeatedly concerning low priority items, such as weeds in the yard or

bar spots in the lawn. The preferred method to submit a work order is by email or online through our web page.

I would like to remind everyone - **deck and patio maintenance/replacement is the responsibility of the owner.** Please inspect your decks and patios.

Brick Wall Survey- No additional information to report for survey.

5255 Greenwillow Rd - Brick and stone work is complete.

I am investigating repairs to two additional walls at this time.

5401 Greenwillow Rd- Sump line remains to be buried which has been delayed due to work load. We will complete as soon as possible.

A survey for the swale in the area of 5401 Greenwillow Rd has been completed. I have emailed the board a copy of bid for engineering work for your review. We should discuss our plan of action at the July board meeting. ***Will discuss in Executive Session**

Drainage & Erosion Planning- Windridge Dr Drainage and the Thicket Hill Ln/Whisperwood Ln Drainage projects- start date is projected to be the middle to late August for Windridge Dr.

5382 Thicket Hill- Looking for plantings that will thrive in the shady, sloped area. This is a summer project.

Work Order Backlog- 73 outstanding. The backlog increased by nine from last month.

Siding & Painting of 35 units- Siding repairs are approximately 50% complete and we are close to budget. Painting is approximately 10% complete.

Spring Pruning- has been completed.

Main Gates- I continue to solicit bids for replacement of the visitor & exit gates at the main gate area (North Gates). I am having difficulty finding a contractor to handle the total project. I have one bid for the total project and one bid for just asphalt work.

Termite Inspections- letters were mailed in May to owners who are overdue for inspections. Spring termite inspections were completed the week of June 19th. The number of inspections was disappointing. Only 64 units were inspected. Our usual spring inspection rate is over 100.

5223 Windridge Dr- removal of the large hickory tree is planned for the third week of July.

5314, 5318 & 5322 Windridge Dr- Downspout repair has been delayed due to rain and work load. These will be our next area of repair.

5263 Windridge Dr- the driveway was replaced today. It was damaged from the water main leak earlier this year.

5223 Windridge Dr- the drive, apron/approach is also in the process of being redone. The drive had been overlaid several years ago making the drive elevation too high thus allowing water to run into the garage.

Drainage improvement requests- During the heavy rains in July, I received requests from three owners:

a. 5338 White Marsh Ln – Water from the street runs down the sidewalk and stands on the walk and in front of the home. Owners are concerned that water will enter the house. Downspouts extensions were buried and extended to the street in the fall of 2016 to help water drain away from the house.

Issue: The street is the same level as the sidewalk or higher. Door stoop is 2½ inches higher than the street/sidewalk intersection and 1¼ inches higher than the highest level of the sidewalk.

Possible remedies –

Lower street. The cost to lower and grade the street is well over \$20,000.

Install slit drain in front of sidewalk and garage door; pipe to street drain. The cost for drains is \$6,000 - 10,000.

I am waiting for a quote for drain option.

b. 5269 Windridge Dr- Water runs down the slope between the homes and across the patio slab. Owners are concerned that water will enter their home.

Possible remedies –

Add pipe between homes for downspouts.

Need to improve drainage behind homes.

c. 5246 Whisperwood Ln- Water stands on patio and floods during heavy rain. I need to investigate drains, pipe size and outfall water.

Roof leaks- We had four roof leaks reported during the heavy rains in July. One was a leaking skylight (owners' responsibility). One was a leaking chimney cap and a new cap will be ordered. The other two were actual roof leaks. A contractor has been hired to repair one. Our maintenance staff has repaired the other.

Twenty seven reminder letters were mailed to residents concerning landscape maintenance.

Covenant violation letters were also mailed regarding an inoperable car and removal of a dumpster.

Mayor's Advocate – Gregory Garrett 317-327-5119 – Mayor's Action Center 317-327-4622 - not in attendance.

Committee Reports by Board Liaisons

A. Budget & Finance – Beverly Watkins –

Jim Higgs will continue to chair the Budget Committee, which has seven additional members- Lea Carroll, Charles Boyle, Bonnie Chastain, Mary Dunson, Dan Evard, Alan Norris, Paul Schroeder.

Their first meeting will be August 2 when Doug Beyers and Tom Eggers will present their budgets.

B. Cathedral High School – Rick Alexander - Will discuss in Executive Session.

C. Human Resources – Eleanor Keppler – Will discuss in Executive Session.

D. Investment – Tom Eggers

Purchase of \$17,000 CD from First Internet Bank –

*Eggers moved, 2nd by Scott that the Board authorize its officers as signatories to act on behalf of the Association for an investment in The First Internet Bank in a 5-year CD in the amount of \$17,000. Two signatories will be required to authorize the investment.

Motion was carried 8-0.

The Reserve Fund currently has six bank accounts at three institutions, National Bank of Indianapolis, Regions Bank and the Financial Center. We have a savings and a checking account at each. Since we are investing some of the Reserve Fund in bond funds, the balances in the three savings accounts are small and earn very little interest. We recommend closing the savings account and transferring the savings balances to the checking accounts at each of the three institutions. These three accounts will not have to be reconciled each month and the reduced interest income is only about \$5 per month.

E. Landscape Requests submitted –

1. *Owners at 5269 Windridge Dr request approval for a windmill trellis and plant placed at the mailbox.*

**Loiselle moved, 2nd by McCracken, to approve the request with the stipulation that the owners mulch around the trellis.*

After debate the motion was adopted 7-1 (Pert).

2. *Owners at 5228 Fawn Hill Ter request approval to remove a large shrub in front of a window. The landscape committee recommends approval.*

**McCracken moved, 2nd by Pert, to approve the request.*

The motion was adopted.

F. Long Range Advisory Planning – Eileen Scott –

I am planning to establish an ad hoc committee with new residents to discuss what brought them to Windridge and what they envision for the future of the community.

G. Maintenance & Grounds – Bill Pert –

Citizen's Energy will be installing, by underground boring, a Supply Gas line under the east edge of Whisperwood Ln from the office, under Hawks Point Rd, to the intersection with Thicket Hill Ln. This project will commence within the next two weeks and will take one-two days to complete. When the exact date is known a written communication will be sent to the most affected home and an email notice will be sent to the entire community to explain the project and its effect on traffic flow. At the present time there are three homes that will add gas service, necessitating small curb cuts to connect to the new main line to the houses. It is expected that Whisperwood will be open during this project. It may be somewhat congested and will need to be one lane at times.

H. Marketing & Communications – Jane Loiselle-

*Thank you to **Kathleen Roman** and "**her staff**" for another very interesting and informative issue of The Windreader. We all look forward to the next issue.*

I. Rules & Regulations – Eleanor Keppler –

This month twenty seven letters were sent to owners notifying them of the need to maintain their foundation planting and landscape areas by weeding and removal of invasive vines. Seven other letters were sent to owners regarding various other covenant violations.

We thank those who have responded by sprucing up their area and following the policies outlined in the By-Laws and Rules and Regulations.

Individual resident covenant violations will be discussed in Executive Session.

J. Security – Mike McCracken reported –

Jim Loiselle, the Neighborhood Watch Coordinator, conducted his monthly light survey. He found one IPL pole light not functioning and 12 units with garage lights that need to be replaced. This information was sent to the office so replacements/repairs can be completed.

K. Social – Vicki Eident submitted-

The June 24th Summer Picnic seemed to be enjoyed by the 65 residents and guests who attended. Thank you to all the volunteers for organizing the event.

*The July First Friday Social hosted by the Klausmeiers was attended by approximately 29 people. We thank **Linda & Jim Klausmeier** for hosting and **Judy Eggers** for being the volunteer leader for the First Friday events.*

The lists for Summer/Fall Dine-Around groups have been distributed. This time there are six groups of eight who will be enjoying dinner in each other's homes.

*Thank you to **Marilyn Mart** and **Mary Calkins** for organizing the groups.*

Unfinished Business: NONE

New Business: NONE

Adjourned to Executive Session at 8:05pm to discuss: Cathedral lawsuit, Covenant violations, Bids and Personnel.

Regular meeting reconvened at 10:05pm.

Pert moved, 2nd by McCracken, to accept the bid dated March 24, 2017 from Northpointe Engineering & Surveying, Inc., an Indianapolis company, Phase "A" – Drainage Swale Design in the amount of \$3,500.00. The motion was adopted.

*Watkins moved, 2nd by Eggers that owners at 5236 Fawn Hill Ter may retain up to four (4) of their landscape decorative fixtures over 24" tall and/or 24" wide, to be completed by July 31, 2017. After debate the motion was adopted 7-1 (Loiselle).

President Keppler appointed Beyers, Eggers, McCracken and Pert to an ad hoc committee to report to the board regarding funding of short and long range drainage plans.

The meeting was adjourned at 10:06pm.

Next Regular Meeting will be at Windridge Community Building on Monday, August 21 2017 at 7:00pm.