

**WINDRIDGE CO-OWNERS ASSOCIATION, INC.
Indianapolis, Indiana
Board of Directors Meeting Minutes 2017 – 10**

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 October 16, 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	Eleanor Keppler, President	x	Jane Loiselle, Secretary	Charles Boyle
Class of 2018	x	Vicki Eident, V. Pres.	x	Bill Pert	Eileen Scott
Class of 2019	x	Tom Eggers, Treasurer	x	Mike McCracken	Beverly Watkins
Staff:	x	Doug Beyers, Manager	x	Darcy Heyerdahl, Office Manager	

Call to Order

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

Owners Comments – Owner at 5353 Whisperwood Ln inquired about teaching Spanish lessons in Windridge. Windridge By-Laws do not allow Windridge activities for profit, therefore request was denied, but we encourage Owners to hold classes on a voluntary basis.

Adoption of Agenda

*Eident moved, 2nd by Loiselle, to approve the agenda.

The motion was adopted.

Approval of Minutes

Keppler asked for approval of the minutes of the September 18, 2017 Board Meeting and the October 2, 2017 Special Board Meeting for Budget.

*Loiselle moved, 2nd by Eggers, that the minutes be approved as distributed.

The motion was adopted.

Acknowledge of Previous Board Action:

Architectural requests approved by email. All requests are at the owners’ expense.

1. 5259 Windridge Dr request to install a Solar/Motion Detector security light on front walkway.

Approved unanimously by email.

Landscape Request:

1. Karen Shepherd requested to install two benches, a walkway and garden at the corner of Hawks Pt and Whisperwood Ln to be funded by the Rick Alexander Memorial Fund and the family.

Approved unanimously by email.

*Loiselle moved, 2nd by Eident, to acknowledge these requests.

The motion was adopted.

President's Report – Eleanor Keppler

The Nomination Committee of Sue Foxx, Chair, Karen Kuhn and Susie McAllister submitted the following nominations to fill the class of 2018 on the Board of Directors for the Windridge Co-Owners Association:

Charles Boyle, incumbent, Ken Myers and Karen Shepherd

If other Owners wish to be on the ballot, they must submit their informal resume to the Secretary, Jane Loiselle by November 10, 2017.

The Town Hall meeting for the purpose of presenting the 2018 budget will be held Wednesday, November 8, 2018 7:00pm at Laurel Hall. All Owners are encouraged to attend. After the presentation, there will be an opportunity to ask questions.

On October 10th the Board had a work session to review progress towards meeting the goals of our strategic plan. In January, there will be a full review with revisions. We thank Owner Jon McGann for advising us with the process.

I commend Social Liaison, Vicki Eident, for hosting another successful all neighborhood event. Saturday's Hot Dog Roast was a fun, relaxing event which gave neighbors time to enjoy fellowship.

We continue to work to ensure pedestrian safety. Delivery companies have been notified to inform their drivers to follow our 20 mph speed limit. Doug has ordered additional signs that will be installed in strategic locations. Several residents have notified the office that they are opposed to speed bumps. Hopefully we can avoid this inconvenience.

Please notify the office, email preferred, of speeders with as many details as possible, such as driver's name/address/ make/color/model of car, gender/age of driver, etc.

Please protect yourself by following good pedestrian practices.

Scooters may want to install a flag.

Treasurer’s Report – Tom Eggers

TREASURER'S REPORT

September 2017

K = Thousands () =
Negative Numbers

Results for September, 2017

Total Expenses are over budget 40.2 K

Major area for the overage:

Major Repairs/Replacements 49.9 K
Siding is over budget

All Other under budget (9.7) K

Results for the Nine Months Ended September 30, 2017

Total Expenses are under budget (72.7) K

Some major reasons for the underage:

Major Repairs and Replacements (30.5) K
Painting not completed
Siding is over budget
Gate project hasn't started

Grounds Maintenance (21.6) K
Most expenses under budget,
but Sewer/Lift Station is 19.1 over budget

Building Maintenance 34.6 K
Foundation/Crawl Spaces is over budget

Salaries & Wages (23.7) K
Planned addition hasn't occurred

Sewer (20.6) K
Lower than expected charges

Forecast for the Year

Total Expenses over budget 49.2 K

Operating Fund under budget (21.8) K

Building Maintenance over 56.4 K
Grounds Maintenance under (7.0) K
Salaries & Wages under (33.3) K
Water & Sewer under (22.0) K
Insurance deductible under (10.0) K

Reserve Fund over budget 71.0 K

Painting & Siding over 53.0 K
Gate Improvement over 10.0 K
Erosion/Drainage over 8.5 K

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

5347 & 5401 Greenwillow Rd area swale- *The contract was signed and submitted to North Point Engineering for the design to improve the swale. The design was postponed to the end of October due to the engineer's schedule.*

Drainage & Erosion Planning-

Windridge Dr drainage project was completed.

The Thicket Hill Ln drainage project will start later next week.

Windridge Dr – *Street repair was done today.*

Siding & Painting of 35 units- *We are starting on the last building this week. We have eight units to paint.*

Main Gates- *The North Main Exit gate and opener have been ordered and will be installed first. The North Main Entrance Visitor gate has also been ordered. The new block post has been installed for the Visitor gate. Asphalt work will begin next week and I'm working on scheduling the gate installation.*

Work Order Backlog- *75 outstanding.*

Lawn Treatments- *Fertilizer & weed treatment was applied in late September*

5201 Wheatcroft Cr – *The downspout will be buried under sidewalk at corner of garage prior to bad weather. Other downspout work will be planned for 2018.*

5382 Thicket Hill Ln - *Looking for plantings that will thrive in the shady, sloped area. This summer project has been delayed due to staffing issues.*

5349 Whisperwood Ln- *Owner is requesting floor repair/replacement due to water damage.*

To be discussed in Executive Session.

5401 Greenwillow Rd- *Sump line remains to be buried. Utilities have been marked. Work was scheduled for Oct 10 but delayed due to rain. This will be completed as soon as the ground is dry enough to trench.*

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

5269 Windridge Dr - *Water runs down the slope between the homes and across the patio slab. This project is scheduled and budgeted for 2018. Our maintenance staff will evaluate and make temporary improvements to route water away from basement door area until the project completed. The owners have been notified*

5246 Whisperwood Ln- *Water stands on patio and floods during heavy rain. I need to investigate drains, pipe size and outfall of water. I recommend jetting the line this fall.*

Fencing Project along Cathedral border – Phase 1 is completed. Phase 2, behind the rain garden, will be done this winter.

Downed tree @ Cathedral Bridge – It is on the list for our tree contractor and scheduled for 2018.

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

Committee Reports by Board Liaisons

A. Architectural – Bill Pert

1. 5345 Chipwood request

- a) to replace all decking boards on rear deck.
- b) to replace one "fixed" window panel on N side of great room w/ W2500 by JELD-WEN
- c) to replace two French patio doors to rear deck w/Mastercraft Primed Steel from Menards

All three at homeowners' expense. Approval recommended.

2. 5312 Whisperwood Ln – Request to replace rear sliding patio door.

At homeowners expense. Approval recommended.

3. 5232 Greenwillow Rd - Request to replace two garage coach lights & one light above front door.

At homeowners expense. Approval recommended.

*Motion by Pert, 2nd by McCracken, to approve three requests.
The motion was adopted.

4. 5314 Windridge Dr – request to repair deck.

*Motion by Pert, 2nd by Loiselle, to approve.
The motion was adopted.

B. Cathedral High School – Elle Keppler & Bill Pert - Nothing new to report.

C. Insurance – Mike McCracken – On September 25th Doug Beyers and I met with John Holpuch, Senior Regional Risk Control Consultant with Travelers Insurance Co. We surveyed the property and discussed our property risk management program to identify any potential exposures to property or liability. As a result of our meeting there were no formal recommendations made. We were complimented on our management of our risk exposure.

D. Investment – Tom Eggers

WINDRIDGE RESERVE FUND INVESTMENTS

CD Holdings

	Teachers Cr Union	Financial Center	First Internet Bank	Total
CD Issuer				
Issue Date	7/7/15	5/17/16	8/4/17	
Maturity Date	8/7/20	5/17/23	8/4/22	
Term	5 years	7 years	5 years	
Interest Rate	2.00%	2.50%	2.30%	
Purchase Amount	\$16,000	\$16,500	\$17,000	\$49,500
Value 8/31/17				\$50,737
Interest - Jan-Aug				\$496

Bond Fund Holdings

	Stifel	Vanguard	Total
Fund Issuer			
Fund Name	Thornburg Fund	Total Bond Fund	
Purchase Date	8/17/16	9/19/16	
Purchase Amount	\$125,000	\$125,000	\$250,000
Value 8/31/17			\$251,285
Interest - Jan-Aug			\$3,572

Recommendation by Investment Committee

We recommend making no changes in investments at this time.

E. Landscape & Beautification – Vicki Eident

- Committee decided that a quarterly reminder to owners and residents regarding maintaining landscaped areas around their homes is of value and will continue these seasonal flyers.
- Ken Myers assumed responsibility for obtaining and planting three replacement trees. The total number of trees replaced in common areas this year is 15.
- one shrub was replaced on Hawks Pt.

Landscape Requests –

1. **5258 Windridge Dr** –

- a. request to enlarge existing, rearrange plants and add a dogwood.
- b. remove honeysuckle on west side of adjacent home and replace with viburnum

Approval recommended.

*Loiselle moved, 2nd by Eggers, to approve.
The motion was adopted.

2. **5220 Fawn Hill Ter** – request to remove bushes, timber & gravel. Replace with topsoil & sod. The project, which includes burying the downspouts per Doug’s approval, has been completed.

Approval recommended.

*McCracken moved, 2nd by Eggers.

The motion was adopted.

The Landscape Committee meets on the first Thursday of each month at 1:00p.m. in our Community Room.

All gardeners are welcome.

F. Long Range Advisory Planning – (Eileen Scott – not in attendance) report given by Keppler –

An Ad Hoc committee will meet on Thursday, October 26th from 6-8 pm in the Community Room. The purpose of the meeting is to brainstorm, discuss and prioritize ideas to be considered which support our Strategic Plan. Any resident who would like to participate is welcome. Please email the office or Elle Keppler to have your name added to the committee.

G. Neighborhood – (Bev Watkins – not in attendance) report given by Eggers –

1. Walgreen’s cancelled meeting with Planning Commission. They are no longer in lease negotiation with the dialysis company.
2. Dues/Donation to Millersville @Fall Creek Association.

*Eggers moved, 2nd by Loiselle to donate \$500 for 2017.

Motion was adopted.

3. Friday morning there was another robbery at our neighborhood Subway. Earlier this month there was also a robbery at our neighborhood Dollar General.

H. Security – Mike McCracken

On October 2nd, Doug Beyers and I met with the representatives of Phi Psi to discuss the planned improvements to the entrance gate, concerns with some vendors bypassing gate security and suggestions to ease the use of the entrance gate for planned events at the mansion. They will work with Doug to obtain gate codes for events and also reinforce the need for vendors to follow the proper entrance/exit procedures when using the gate.

There was recently a solicitor working inside Windridge. After some residents, including at least one Neighborhood Watch Captain, advised him that solicitations was not allowed, he ignored them and continued his solicitations. Residents called the police who came and assisted in having the individual leave the complex. I would like to compliment the residents for contacting the police as trained by our Neighborhood Watch program, rather than trying to deal with the issue themselves.

Doug has contacted the dispatcher for Amazon and provided him with an access code for use when making deliveries within Windridge. This will allow Amazon the same access afforded FedEx, UPS and the USPS which should ease their delivery of packages.

I. Social – Vicki Eident

Members of the new **Welcome Committee** will visit new owners this week.
A Neighborhood Watch Capitan/or Coordinator will join them.

The annual **Fall Hog Dog Roast** was very successful with approximately 50 people in attendance.

Social organizations and events are included on the windridgecondos.com website.

Unfinished Business:

1. Community Room Guidelines –

From June 19, 2017 Board Meeting - **Community Room** - An ad-hoc committee met and determined that the guidelines for use of the Community Room have been effective. In addition, they recommend that –

1. Owners are allowed to use the room no later than 11pm for small private events no larger than 20 people.
2. The resident must be present during the entire event.
3. Owners must clean up after their function or they will be billed accordingly.
4. A \$25 required key deposit would be refunded when key is returned to the office.
5. Reservations are on a first come basis and may be made six months in advance.

The guidelines will be reviewed in one year.

****Loiselle moved, McCracken 2nd to accept committee's recommendation as amended above.**

*Keppler moved, Eident 2nd to table the motion.

Motion to table was carried.

*Loiselle moved to take from the table the motion to accept committee's recommendation as amended below, 2nd by McCracken.

Community Room Use Guidelines - Revised & adopted by the Board on 10/16/17

The Windridge Community Room may be reserved for use by Windridge owners for Windridge social events and meetings. Reserve the room in person by entering your name, phone number, event and hours of use on the calendar that is posted in the room Please do not call the office and request staff to reserve the room for you.

Priorities for room usage:

- Regular and Special Board meetings - usually the third Monday of the month at 7:00 pm
- Meetings between the Property Manager and venders
- Board led committee meetings
- Neighborhood Watch gatherings
- Windridge social clubs such as bridge, Mah Jongg, book clubs, etc.
- Owner social events

The room is also available for owners to host small private events with no more than twenty attendees.

- The event must end prior to 11:00 pm
- The owner must be present during the entire event.
- Owner is responsible for cleaning up after the function.
- A \$25.00 deposit will be required and will be refunded if key is returned to the office and expectations (listed below) are met.
- Room may be reserved up to six months in advance on a first come basis.

Community Room is available weekdays after 11:30 a.m., weekends, most afternoons and most evenings. The room is frequently used in the mornings by staff and/or board members. Check with the office about possible morning availability.

Those desiring to use the room during non-business hours must obtain a key from the office prior to 4:00 pm. The key must be returned to the office the next business day following the event. Arrangements must be made for a Board member to reset the security system.

Expectations:

- Arrive early to set up card tables, chairs, etc.*
- Close the office door to avoid disturbing or interrupting the staff if present.*
- Bring all food, beverages, utensils, etc:*
- Take everything with you when you leave. Please do not leave any food.*
- Return tables and chairs to original placement.*
- Open the drapes*
- Vacuum the carpet. The vacuum is stored in the closet opposite the kitchen.*
- Check that the bathroom and kitchen are clean, water and fan off.*
- Turn off lights, lock the door. (One light in the office and another in the garage remain on all night.)*
- Return key to the office the next business day.*
- NO PETS*
- NO SMOKING*

Motion was adopted.

Vote on **June 19, 2017 motion above taken.

Motion was adopted.

New Business: NONE

Adjourned to Executive Session at 8:25pm to discuss: covenant violations.

The meeting reconvened at 9:22

*Loiselle moved that owners at 5349 Whisperwood Ln be offered an \$1,100 settlement for water damage to their flooring as recommended by Doug Beyers, 2nd by Eggers.

Motion was adopted.

Meeting was adjourned at 9:24pm.

Next Regular Meeting will be at Windridge Community Building on Monday, November 10, 2017 at 7:00pm.