

WINDRIDGE CO-OWNERS ASSOCIATION, INC.
Indianapolis, Indiana
Board of Directors Meeting Minutes 2017 – 11

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 November 20, 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 | x | Charles Boyle |
| 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, Manager | x | Darcy Heyerdahl, Office Manager | | |

Call to Order

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

Owners Comments – none

Adoption of Agenda

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

The motion was adopted.

Approval of Minutes

Keppler asked for approval of the minutes of the October 16, 2017 Board Meeting.

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

The motion was adopted.

Acknowledge of Previous Board Action:

Architectural request, at the owners' expense, previously approved by email -
5380 Thicket Hill Ln.

- a. Replace front storm door, Andersen 4000 series, full view, laminate glass, sand tone.
- b. Replace glass in garage door with decorative, clear glass panel.
- c. Replace two casement windows in garage with Andersen 100 series, fixed, same as current.

*Pert moved, 2nd by McCracken to acknowledge this request.

The motion was adopted.

Landscape Requests, at the owners' expense, previously approved by email:

1. 5262 Whisperwood Ln. - Remove two overgrown shrubs and replace with a Blue Pacific Juniper.
2. 5204 Greenwillow Ct. – Replace Ivy and Yew with low maintenance bushes and perennials.
3. 5315 Greenwillow Rd. – Replace two trees in front of home with Prairiefire Crabapple trees.

*Eident moved, 2nd by Loiselle, to acknowledge these three requests.
The motion was adopted.

President's Report – Eleanor Keppler

The November 8, 2017 Town Hall Budget Meeting was attended by 47 residents representing 33 Units. A panel of Jim Higgs, Budget Committee chair, and board members, Eleanor Keppler and Tom Eggers, described the budgeting process, presented the Board's proposed 2018 Budget and explained the forecast for the use of the reserve fund to meet the long range needs of the community. I thank Jim Higgs and the members of the budget and investment committees for their service. I appreciate Liz Carney of Phi Kappa Psi for her gracious assistance with the facility, Tom McNulty's technical assistance with the presentations, Bill Pert's leadership in overseeing our staff with room set-up and break down, and board members, Charlie Boyle, Vicki Eident and Mike McCracken for greeting residents and assisting with the proceedings.

The Annual Meeting of the Windridge Co-Owners' Association is scheduled for Sunday, December 10 at 1:00pm at Laurel Hall. Darcy and Doug have finalized the Annual Meeting materials for voting on the proposed budget and for the Directors whose three-year term will begin in 2018. Volunteers, Karen Kuhn, Kathleen Roman and Mick Keppler, assisted Vicki Eident and me with assembling the ballot and support information. The envelopes have been mailed; if you haven't already received yours, you should soon.

Owners are reminded that there are two ways to vote.

1. You may vote before the December 10 meeting - place the completed ballot in the return envelope and deliver it to the office - in person or place it in the mail box outside office or mail it.
2. You may bring your ballot with you to the Annual Meeting.

I'd like to recognize the wonderful Phi Psi Winter Party. A thank you note will be sent this week.

Vice President's Report – Vicki Eident

On October 24th I attended the Eads, Murray & Pugh Fall Dinner Seminar at the Garrison. The topic was "Associations in the Digital Age". The benefits and pitfalls of social media as it is used by members and non-members of an association were discussed. By having a password protected area on Windridge's website we have better control over who has access to our information. Additional areas of social media should be used with caution and dutifully monitored for content.

New laws concerning record keeping were presented. Different types of records must be kept for varying lengths of time. Records must be transparent and make available to owners when requested.

Communications with owners should always be in writing when the topic involves rules, regulations or procedures as verbal discussions may be misinterpreted.

Secretary's Report – Jane Loisel

A letter from Millersville at Fall Creek, Inc. was summarized. Letter attached.

Treasurer's Report – Tom Eggers

TREASURER'S REPORT

October 2017

K = Thousands () = Negative Numbers

Results for October, 2017

| | |
|--------------------------------|---------------|
| Total Expenses are over budget | <u>75.6 K</u> |
| Major area for the overage: | |
| Major Repairs/Replacements | 61.8 K |
| -Siding is over budget | |
| All Other over budget | 13.8 K |

Results for the Ten Months Ended October 31, 2017

| | |
|---|--------------|
| Total Expenses are over budget | <u>2.9 K</u> |
| Some major reasons for the overage: | |
| Major Repairs and Replacements | 31.4 K |
| Siding is over budget | |
| Painting not completed | |
| Gate project hasn't started | |
| Building Maintenance | 44.2 K |
| Foundation/Crawl Spaces is over budget | |
| Building/Roof Repair is over budget | |
| Grounds Maintenance | (12.0)K |
| Most expenses under budget, but Sewer/Lift Station is 19.1 over budget | |
| Salaries & Wages | (27.5)K |
| Planned addition hasn't occurred | |
| Sewer | (25.8)K |
| Lower than expected charges | |

Forecast for the Year

| | |
|--------------------------------------|---------------|
| Total Expenses over budget | <u>64.0 K</u> |
| Operating Fund Expenses under budget | (23.7)K |
| Building Maintenance over | 64.7 K |
| Grounds Maintenance under | (7.0) K |
| Salaries & Wages under | (31.4)K |
| Water & Sewer under | (30.0)K |
| Insurance Deductible Paid under | (10.0)K |
| Office Expense under | (6.6) K |
| Reserve Fund Expenses over budget | 87.7 K |
| Painting & Siding over | 72.0 K |
| Gate Improvement over | 10.0 K |
| Erosion/Drainage over | 8.5 K |

Manager's Report – Doug Beyers

North Point Engineering design for an improved the swale in the area of 5401 & 5347 Greenwillow Road. The design is to be delivered this week.

Drainage & Erosion Planning- *The Thicket Hill Lane drainage project contractor is still planning on completing the project before year end.*

Siding & Painting of 35 units- *Wood replacement is complete except for a few punch list items. We are working around the weather to complete painting on the remaining building. Painting punch list items remain.*

Main Gates- *The North Main Exit gates and opener have been ordered and are due the week of November 27th. The asphalt contractor has committed to complete the grading and asphalt work before the asphalt plant is shut down for winter.*

The fall fertilizer treatment *was applied in November.*

Leaf Removal- *is planned for the week of November 27th.*

Gutter Cleaning- *We are in the process of cleaning gutters. They should be completed within two weeks.*

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

5382 Thicket Hill Ln - *Looking for plantings that will survive in area due to limited sun and large slope.*

5401 Greenwillow Rd- *Sump line was buried.*

We have been delayed on downspout repair at 5314, 5318 & 5322 Windridge Drive 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 and stands behind the homes. The maintenance staff will evaluate and make temporary improvements to route water away from the basement door area until the project is completed.*

5246 Whisperwood Lane- *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.*

The Ballots for the 2018 budget and election of new board members were mailed on November 16, 2017.

Mayor's Advocate – Gregory Garrett 317-327-5119 – Mayor's Action Center 317-327-4622 – Reported on:

1. Budget approval for trails;
2. Thanksgiving Meals for the needy projects;
3. Emerson Rd, being a major thoroughfare will be cleared of snow first but side streets cleared only with six inches of snow falls;
4. Litter clearing project on Binford Blvd will focus on education;

5. Please report standing water/flooding on city streets;
6. Our new district commander will attend Windridge's board meeting in January, 2018;
7. Repainting traffic calming lines on Emerson Way has been approved with the use of more permanent material than the paint used last fall;
8. Safety while holiday shopping at malls –
 - Always lock your car
 - Do not leave packages in sight
 - Move your car in mall parking lots at least every two hours.

Committee Reports by Board Liaisons

A. Cathedral High School – Elle Keppler & Bill Pert - Update in Executive Session.

B. Insurance – Mike McCracken – The companies (2) that requested information re: our insurance coverage have decided not to submit bids this year.

C. Landscape & Beautification – Vicki Eident

Glenda McGann has graciously agreed to assume chairmanship of the Landscape Committee. She is a master gardener who has dedicated many hours helping to improve the beautification of Windridge. She is actively recruiting new members. Windridge is fortunate to have several knowledgeable volunteer residents. Donated time and resources provided Windridge with especially beautiful gardens this year. A special thanks to all who were able to help.

The Committee would like to ask the Board to reconsider their policy re: pruning. Less aggressive pruning will allow bushes to naturalize and reach their potential beauty. In addition conservative pruning could save Windridge money. Committee members plan to meet with Doug and our landscape contractor to explore possibilities.

As part of our Strategic Plan the Landscape Committee is planning a newsletter. Content would be focused on educating owners about landscaping and beautification efforts.

*In a recent "Indy Star" column Dr. Dirt reminded us all that grass needs adequate water and sunlight to grow. **It is unrealistic to expect grass to thrive in shady areas under trees.** He suggested wildflowers grown in shredded leaves or mulch as an alternative under trees. Non-invasive shade loving plants may also be considered for ground cover. The Landscape Committee is willing to provide owners with guidance. Remember, a landscape request must be submitted and approved prior to any gardening in common areas in Windridge.*

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

D. Long Range Advisory Planning – Eileen Scott

An Ad Hoc committee conducted a very productive meeting on Thursday, October 26th from 6-8 pm in the Office garage. The purpose was to brainstorm, discuss and prioritize ideas which support our Strategic Plan. Fifteen owners and four board members were present. A summary of the topics discussed and prioritized was distributed. Additional analysis will be done and a follow up meeting scheduled during January, 2018.

E. Marketing & Communications – Jane Loiselle

1. A list of 30+ Top Views on our website this year to date – 1st *Welcome to Windridge*- 5,831 views.

2. A chart of the Total Number of Views each month from *Aug, 2016 through Nov, 2017.

3. A chart of the Average Views per Day from *August, 2016 through November, 2017.

*Although we had an active website all during 2016, the counter feature was not activated until August, 2016.

Marketing & Communications Report

Top Posts for the year:

| Title | Views |
|---|-------|
| Welcome to Windridge | 5,831 |
| Condos For Sale | 4,574 |
| ! Residents ONLY – Password Protected | 1,788 |
| Contact Us | 577 |
| ! Announcements etc. | 506 |
| 2017 minutes | 506 |
| Useful Information | 471 |
| Our Neighborhood | 467 |
| Association's Corporate Documents | 339 |
| History of Windridge | 327 |
| Services Provided by our Association | 201 |
| About Windridge Condominium Homes | 166 |
| Photos of homes & landscaping | 161 |
| 2016 Minutes | 153 |
| Our Grounds | 145 |
| Rules & Regulations | 127 |
| Clubs & Social Activities | 122 |

| | |
|---|-----|
| Windridge Unit Map | 120 |
| Windridge Rain Gardens | 108 |
| More photos of our homes | 107 |
| ! Clubs & Social Activities | 104 |
| Annual Reports, Financials & Capital Reserve | 99 |
| ! Windreader Newsletter | 82 |
| Vol 1, No. 3, Summer 2017 | |
| Architectural and Landscape Request Form | 76 |
| Invasive Honeysuckle | 74 |
| Our Board of Directors | 73 |
| Board Meeting Schedule | 48 |
| Community Resources | 43 |
| Millersville@Fall Creek Valley our Neighborhood Association | 41 |
| Around our neighborhood | 31 |
| Security Tips – from our Neighborhood Watch coordinator | 27 |

4. Discussed changes in listing *Condos for Sale* on our website due to the Metropolitan Indianapolis Board of Realtors' (MIBOR) rules.

5. Kathleen Roman submitted *End of Year-One Review* of our newsletter ***Windreader***. Consensus of the board is that the ***Windreader*** has been highly successful and we would like it to continue. We all profusely thanked Kathleen for her dedication and volunteerism in many areas within Windridge.

Windreader

Community Newsletter Proposal

End-of-Year-One Review

Monday, November 20, 2017

Objective:

- 1. Year-end review of a completed year of Windreader publication for Windridge residents.*

2. *Has the publication met its stated objectives?*
3. *Have staff time and resources been adequate for production?*
4. *Have the demands of production caused inconvenience/time constraints/other to staff?*
5. *Are the Board and staff content that production of the newsletter continue?*
6. *Proposed technology changes: A more user-friendly desktop publishing software.*

Proposed that a neighborhood newsletter be developed to:

1. *Promote neighborliness.*
2. *Increase awareness of the Windridge neighborhood and broader Millersville community.*
3. *Encourage community volunteerism and activism.*
4. *Highlight the lives of Windridge residents and persons of special interest to the community.*
5. *Provide information about various aspects of condominium living.*
6. *Transmit educational updates and resources pertinent to senior living.*

Proposed that a newsletter should be published 4 times per year with a potential to increase publication if:

1. *Readership requests.*
2. *Administrative support exists.*
3. *Sufficient staffing and distribution resources are available.*

Increase/decrease publication dates.

Proposed that the newsletter be distributed electronically to all co-owners who have registered email addresses with the Windridge. No more than twenty color copies of the publication will be available in the office for co-owners who do not have email. The reasons for this limitation are:

1. *Strongly encourage electronic communication within the Windridge community.*
2. *Reduce expenses for paper and color printer reproduction.*
3. *Review (and possible revision) of the printed copies commitment scheduled for November 2017.*

Number of requests for printed copies, per Darcy:

Additional number of hours involved with layout, per Darcy:

Suggestions for fine-tuning process, per Doug and Darcy:

Proposed that topics for articles will be solicited from Windridge residents, committee members, and the Windridge Board of Directors. Proposed topics will be submitted for review to: Property Manager, Office Manager, and the Board president.

Any changes to be made in the review process.

F. Neighborhood – Bev Watkins -

Millersville at Fall Creek Valley, Inc. received an Indy Chamber of Commerce “Monumental Award” in October for the beautiful Millersville at Fall Creek Preserve. They have also received a \$1000 grant from “Keep Indianapolis Beautiful”.

G. Security – Mike McCracken

Over the past month there have been some thefts in Windridge. Two residents’ vehicles were stolen and one residents’ vehicle was broken into. We have placed a safety reminder in all tubes, which is attached.

In An Emergency Call 9-1-1

- Any crime happening Right NOW
- Suspicious activity IN PROGRESS
- Robbery or burglary IN PROGRESS
- Fire/Medical Emergencies
- Any life threatening incident.

What Information Is Required

- Address where you need the police, fire or ambulance
- Name and phone number of person calling
- Follow these steps when you call:
 - Stay calm.
 - Answer the dispatcher’s questions.
 - Have your address and phone number ready. (Cell phones do not tell where you are)
 - Know what the problem is.

Non-Emergency # 317.327.3811

Courtesy number for incidents NOT occurring RIGHT NOW

What Is a Non-Emergency?

- Your house or car are broken into, but it is not in progress.
- Vehicle accident but there are no injuries.
- Vandalism.
- Non-life threatening incidents not in progress.

There may be a delayed response since 911 Emergencies take priority.

After the emergency or incident has been reported to the police.

- Notify Windridge Office Windridgecondos@gmail.com or #317-251-7861
(M-F)
or # 317-698-6435 (after 4pm or weekends)

How Can Windridge Help?

- Renew security by changing codes and deactivating gate openers.

What You Can Do to Protect Yourself

| Vehicles | Unit |
|---|--|
| Keep locked and close windows/sunroof | Lock doors and windows |
| Never leave keys or valuables in the car | Turn on your front and rear porch lights |
| Never leave running or unattended | When out, leave lights and TV or radio on |
| Do not leave your vehicle title in the car | If available, activate the security system |
| If at all possible, store your vehicle in your garage | When on vacation, notify your block captain and the office |

Please contact the police – CALL 911 – if the crime is in progress or you feel in danger of physical harm.
If the crime is not in progress, call the non-emergency number -317-327-3811.

We are asking residents to notify the Windridge office AFTER the incident is reported to the police.
We will cooperate and assist law enforcement as is appropriate.

H. Social – Vicki Eident

The Welcome Committee visited two new owners. They were advised of upcoming meetings and events. Some of the rules and procedures in Windridge were addressed as well.

The Social Committee will provide light refreshments during the Annual Meeting on Sunday, December 10th.

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

Unfinished Business: NONE

New Business: NONE

Adjourned to Executive Session at 8:40pm to discuss: Collections, Cathedral law suit and Covenant Violations updates.

The meeting reconvened at 9:30. No action was taken.

Meeting was adjourned at 9:31pm.

The Annual Meeting will be at Laurel Hall on Sunday, December 10, 2017 at 1:00pm.

The next Regular Meeting will be at Windridge Community Building on Monday, January 15, 2018 at 7:00pm.