

WINDRIDGE CO-OWNERS ASSOCIATION, INC.
Indianapolis, Indiana
Board of Directors Meeting Minutes 2018 – Jan

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 January 15, 2018 in the Community Room of Windridge Office, Indianapolis, Indiana. Board President, Vicki Eident, presiding; Beverly Watkins serving as Secretary.

ATTENDANCE

Directors:

X	Vicki Eident, President	X	Mike McCracken, Vice President	X	Beverly Watkins, Secretary
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X	Tom Eggers, Treasurer	X	Charles Boyle	X	Jon McGann
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X	Bill Pert	.	Eileen Scott	X	Karen Shepherd
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Staff:

X	Doug Beyers, Property Manager	X	Darcy Heyerdahl, Office Manager
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Owners Comments – none

Call to Order

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

Guest - Commander Joshua Barker, North District IMPD

1. North District is the most densely populated and economically diverse of the six Indianapolis districts, and has 205 officers, 25 per shift, covering 80 square miles.
2. Mayor Hogsett has accelerated the hiring of officers to match, and move beyond Indianapolis' previous maximum strength baseline.
3. Theft from vehicles is the most preventable crime. Do not leave valuables, including laptops, keys, phones, jewelry, and garage door openers in your car.
4. In answer to a question, Barker stated that keeping our gates closed during the day definitely reduces the risk of property crime since most robberies occur during the day.

Adoption of Agenda

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

Approval of Minutes

Eident asked for approval of the minutes of the November 20, 2017 Board Meeting.
*Watkins moved, 2nd by Pert, that the minutes be approved as distributed.
The motion was adopted.

Eident asked for approval of minutes of the October 2, 2017 Special Budget Meeting.
*McCracken moved, 2nd by Eggers, that the minutes be approved as distributed.
The motion was adopted.

Acknowledge of Previous Board Action

Eident asked for approval of the December 12, 2017 election of officers. The following Board members were selected for the coming year:

President, Vicki Eident
Vice President, Mike McCracken
Secretary, Beverly Watkins
Treasurer, Tom Eggers

*Pert moved, 2nd by Shepherd

The motion was adopted.

Architectural requests

5247 Windridge Drive: Requesting to replace 7 window units. White vinyl interior and exterior (exterior to be painted to match exterior as weather permits).

This request was forwarded to Board members on December 2, 2017 by Bill Pert for email approval.

Pert moved, 2nd by Eggers.

Motion was approved.

OFFICERS' REPORTS

President's Report – Vicki Eident

It is an honor to have been elected to serve as President of our homeowner's association. I am pleased to report that, at our annual meeting in December, **Charles Boyle, Karen Shepherd** and **Jon McGann** were elected to serve on our Board. Board members are elected to serve for a term of three years. Windridge is fortunate to have owners who are willing to share their time and talent by serving on the Board and by volunteering for other activities that enhance our community.

I speak for all of us in thanking Elle Keppler and Jane Loiselle as they retire from the Board. We have all benefited from their dedication to Windridge for the past three years. It is impossible, in this report, to list all of the things that have been accomplished under their leadership.

This has been an especially cold winter. I have taken the opportunity to accompany Doug as he has dealt with a few weather related challenges. I peered into the pit when the motor in our lift station needed replacing on a very cold day. I observed what happens when severe cold bursts frozen pipes in a home. I learned that a water main break is huge undertaking to repair. These events reminded me that, as owners, we can help by doing our part to keep things running but, when stuff happens, our hard working staff deals with it. Often we are unaware of the cold, wet, dirty, jobs they are doing but believe me, they are working hard and getting it done. Among the many things that were accomplished last year was development of a Strategic Plan. The Plan provides our marching orders for the entire year. Recently the board met for a six month review. A few areas needed to be changed, deleted or reworded. For the most part it was determined that the Plan will guide us well this year and many years to come.

Owners are encouraged to attend all open Board meetings. The Board meets on the third Monday of each month except December. Owner comments are welcome prior to the beginning of the meeting which begins promptly at 7 pm.

2018 Committee Liaison Assignments:

- A. Architectural - Bill Pert
- B. Budget - Karen Shepherd
- C. Cathedral High School - Karen Shepherd
- D. Human Resources - Vicki Eident
- E. Insurance - Mike McCracken
- F. Investment - Tom Eggers

- G. Landscape - Beverly Watkins
- H. Financial Planning - Eileen Scott
- I. Maintenance and Grounds - Bill Pert
- J. Marketing and Communications - Jon McGann
- K. Neighborhood - Tom Eggers
- L. Rules and Regulations - Vicki Eident
- M. Security - Mike McCracken
- N. Social - Charles Boyle

Treasurer's Report – Tom Eggers

TREASURER'S REPORT
 December 2017
 K = Thousands () = Negative Numbers

Results for the Year Ended December 31, 2017

Total Expenses are over budget	33.6	K
Some major reasons for the overage:		
Major Repairs and Replacements	74.3	K
Siding is 94.7 over budget		
but Painting is (31.4) under budget		
Gate Improvement is 11.7 over budget		
Building Maintenance	62.2	K
Foundation/Crawl Spaces is 37.6 over budget		
Building/Roof Repair 30.0 is over budget		
Grounds Maintenance	(16.0)	K
Most expenses under budget		
but Sewer/Lift Station is 22.0 over budget		
Salaries & Wages	(37.4)	K
Planned addition didn't occur		
Sewer	(26.8)	K
Lower than expected charges		

Balance Sheet - Reserve Fund

Community Building Financing		
Total Construction cost using Reserve Fund	220.3	K
Amount reimbursed from Operating Fund	51.1	K
Amount remaining to be reimbursed	169.1	K
Reserve Fund will be totally reimbursed in 2025		
Reserve Fund Investments		
Stifel/Thornburg Bond Fund	125.0	K
Vanguard Total Bond Fund	125.0	K

Manager's Report – Doug Beyers

Drainage and Erosion Planning- The Thicket Hill Drainage project contractor projects start date two to four weeks depending on the weather. This project was delayed due to contractor availability.

The north (main) exit gate and visitor gate. The exit gate was replaced. Weather has delayed the installation of the new opener. The new wider visitor gate has been installed. Weather has also delayed the installation of the new opener. The visitor gate is 3 feet wider than the old gate. This will allow trash trucks, and delivery truck to enter the visitor gate. Please use the three-digit call box codes when receiving deliveries.

Please note: when the new openers are installed there will be a 3 second delay before the gate begins to move. Please allow the gate to fully open before moving.

South Exit Gate – We continue to have issues with the south gate opener. This unit is the oldest of all our openers. I recommend that we replace this opener. Prior to replacement, a decision needs to be made concerning the function and layout of the south gate to avoid unneeded expense.

We have been delayed on downspout repair at 5314, 5318, and 5322 Windridge due to rain and work load. These will be our next major area of repair.

The 2018 assessment letters were mailed to owners. **Please make sure you are paying the correct amount if you do not use ACH.**

The 2018 Winter Resident Directory is available for pickup in the Windridge Community Room. Directories will be located on the table inside the community room door.

Water Main - There was a water main break on Whisperwood Lane late on December 30th. The Break was repaired on Sunday, December 31st. The cost of the repair was \$6,700.00.

A Lift station Pump Failed on December 21st. The back-up pump was installed. The failed pump is in process of being rebuilt. The cost to install the back-up pump and rebuild the failed pump was \$5,397.00.

We have had reports/calls from eight residents concerning frozen plumbing. One home has significant water damage. Please remember to keep your faucets dripping during extremely cold conditions.

North Point Engineering's design for an improved swale in the area of 5401 and 5347 Greenwillow Road is complete. Discussion on legal issues will be held in executive session.

I will begin meeting with contractors concerning 2018 drainage projects. These are projects that were planned for 2018.

5223 Windridge Drive is the first planned structural repair for 2018.

A motion regarding ACH was tabled pending further review.

COMMITTEE REPORTS BY BOARD LIAISONS

A. Cathedral High School – Karen Shephard
Update in Executive Session.

B. Insurance – Mike McCracken

We received the renewal premium notice for the association property and liability policy. The total cost of the insurance increased \$13,552.00 from last year. We have been advised by our agent that the increase is due to an adjustment in the amount of square footage insured. Doug and I are reviewing the increase and are scheduling a meeting with our agent to discuss this in more detail. We have renewed the policy, so there will be no lapse in coverage.

Due to the recent cold weather there have been a few units that had frozen pipes. One of the instances is pretty extensive. Doug and I are reviewing the association exposure for the needed repairs to determine if we should present a claim to our insurer for the damages sustained.

C. Landscape & Beautification – Beverly Watkins

Glennnda McGann, Committee Chair, held the first Landscape Committee meeting of the new year on January 4. The Strategic Plan was reviewed and minor tweaks suggested. The following points were discussed:

- Rules and Regs regarding landscaping will be reviewed by the Committee in preparation for a 'Landscaping Rules and Regs Reminders' memo to be sent to residents in March, bullet-pointing the most important items to guide them in their spring landscape planning.
- The Committee continues to request that the Board consider 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 asked if the plan for a Committee member to meet with Doug and our landscape contractor to explore possibilities has been set up.
- The Committee will do a complete landscaping inventory during the month of April to identify landscaping needs throughout Windridge. They will then partner with the Property Manager to determine and assign 2018 landscape projects.
- An Appreciation Luncheon for all 2017 Landscape Volunteers will be held in the Community Room on February 1 at noon. Volunteers will be recognized for the time, effort, and expertise they so generously offered in 2017 toward the beautification of the Windridge property. Invitations have been sent to volunteers this week. All Board Members and Windridge staff are cordially invited to attend.

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. Marketing and Communications - Jon McGann

No written report but Jon will be preparing recommendations for the improvement of the Windridge website, to be reviewed with a committee comprised of Vicki Eident, President; Darcy Heyerdahl, Office Manager; Tom McNulty, Owner; and Jane Loiselle, Owner and former Marketing and Communication Liaison.

E. Neighborhood – Tom Eggers

No written report but Tom shared that Taco Bell will soon be joining the Millersville neighborhood, at the corner of Emerson and 56th, formerly occupied by Dinius Automotive. A Public Hearing to approve a variance for setbacks will be held on January 16th.

A Public Hearing has been requested by the owner of the Walgreen Property on February 7th to allow for a Dollar Tree store at that location. Millersville will be requesting a continuance to allow time to properly prepare. The continuance date has not been set but residents are encouraged to watch for notice of it and save the date.

The Millersville Annual Meeting will be held at Fatima on February 15, at 7:00pm. Residents are encouraged to attend. Parking is limited so carpooling is advised.

F. Security – Mike McCracken

We again want to remind all residents to lock and remove all valuable items from vehicles parked outside. While we live in a gated community that provides some deterrent to criminal activity, everyone needs to remain vigilant in protecting their property. We also encourage all residents to leave their outside lights on at night to assist in enhancing the security of the community.

G. Social – Charles Boyle

I have been in contact with the Welcome Committee and made them aware of the two new property owners. They will be visited next week and I may accompany one of the visits.

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

Unfinished Business: NONE

New Business:

The Board reviewed and confirmed their continued approval of the current Snow Removal Policy, a copy of which is attached.

WINDRIDGE SNOW REMOVAL POLICY

TO BE ADMINISTERED AT THE DISCRETION OF THE PROPERTY MANAGER AND MAINTENANCE LIAISON OF THE BOARD OF DIRECTORS

The following listed policy is a guideline. The policy is meant to be followed through common sense interpretation, depending on prevailing and forthcoming weather conditions.

Snow removal will begin when approximately two inches of snow has accumulated on the streets. Treatment of roads for icy conditions will be done as needed. Removal of overnight snowfall will begin as weather dictates. The order of snow removal priorities is as follows:

- All streets and gate areas.
- Fire hydrants to be clear and accessible.
- **Driveways may not be cleared unless there are 4 or more inches of snowfall.**
- Driveways may or may not be cleared the same day as streets.
- Driveways may not be plowed if cars are parked in drive.
- Sidewalks may or may not be cleared the same day as streets and driveways.
- Residents who have not requested snow removal from sidewalks will not have their sidewalks cleared of snow.

Adjourned to Executive Session at 8:50 pm to discuss: Cathedral litigation

The meeting reconvened at 9:32pm. No action was taken.

Meeting was adjourned at 9:32pm.

The next Regular Meeting will be at Windridge Community Building on Monday, February 19, 2018 at 7:00pm.