

WINDRIDGE CO-OWNERS ASSOCIATION, INC.

Indianapolis, Indiana

Board of Directors Meeting Minutes 2018 – FEBRUARY

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 February 19, 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	
X	Tom Eggers, Treasurer	X	Charles Boyle	X	Jon McGann	
X	Bill Pert	.	Eileen Scott	X	Karen Shepherd	
		Staff:	X	Doug Beyers, Property Manager	X	Renee Michael, Office Manager

Call to Order

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

Owners Comments – none

Special Comments by President Vicki Eident

Most of you are already aware that Darcy Heyerdahl, our office manager, will be leaving us. For the past three years Darcy has been the first friendly person to meet with and welcome new owners to Windridge. She has been the voice of reason and reassurance speaking with and explaining things to residents and guests.

We all benefit from the skills that Darcy has shared:

- Helped facilitate the move into our new office.
- The accuracy and efficiency of QuickBooks bookkeeping has been improved.
- Darcy has encouraged the use of ACH in collecting monthly fees which has increased accuracy as well as saving us money.
- Her improved bill payment process has resulted in additional savings.
- Recently Darcy executed the move to a new phone and internet provider saving us even more.

As if that isn't enough, Darcy has masterfully used her computer skills to assist publication of the Windreader Newsletter, typed meeting minutes, designed miscellaneous flyers and notices, and organized a blood drive in Windridge! No doubt there are many other tasks that she has cheerfully performed that have kept Windridge's office running smoothly.

Darcy, we are sad to see you go and you will be missed. Thank you for all that you have done for Windridge. I speak for all of us, as we wish you health and happiness in your new home in Columbus.

I am pleased to introduce Renee Michael who has been hired as our new office manager. Renee comes to us with extensive office management credentials. We feel that she will be a great asset to Windridge.

For the next few weeks Darcy and Renee will be working together to assure an efficient transition.

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

- Garrett shared that Stephen Clay had stepped down as President of the City-County Council earlier that evening, replaced by Vop Osili. Clay will retain his position as council member.
- We were encouraged to think about road repair projects to be sponsored in 2019 and to contact the Mayor's Action Center with specific issues/locations. (Pot holes are still scheduled to be repaired on Kessler and Binford.)
- Garrett advised that IPL should be contacted immediately when street lights are out on Emerson.
- Indy Moves is conducting community open houses to discuss projects (transportation systems, walking trails, bike paths, sidewalks, etc) and to get local input. Check Indy Moves online for upcoming meeting dates.

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 January 16, 2017 Board Meeting.
*Pert moved, 2nd by Shepherd, that the minutes be approved as distributed.
The motion was adopted.

Acknowledge of Previous Board Action

Eident asked for approval of the architectural requests listed below.
*Watkins moved, 2nd by Pert, that the requests be approved. The motion was adopted.

Architectural requests

Previously submitted to and approved by board members via email:

5210 Fawn Hill Ct. - Arch Request

Homeowners are requesting to replace 2 (double) sliding patio doors. The vendor is Apex Energy group & the expense will be covered by the homeowners. See attached brochure for photos of the actual door. Except for the grid pattern, their door will be the same as the door on the front cover of this brochure and the door on page 5.

5337 White Marsh Lane - Security Light

Install a motion sensor/solar powered - security light on back corner of unit. Next door neighbor has been consulted re: location & direction of illumination. Will be at the Owners expense.

5420 Windridge Drive - Window Replacement

Requesting to replace all (18) windows along back side of building. [NOTE: Owner plans to do front of unit in 2019] New installation(s) will be “pebble” in color, Casement style w/ a ‘colonial’ grid pattern for Champion Windows & photo attached. Will be at the Owners expense.

OFFICERS' REPORTS

President's Report – Vicki Eident

The days are finally getting longer, winter will soon be behind us, and Indiana pot hole season has begun. Street repair in Windridge will be accomplished soon weather permitting. The good news is that our gates have been fixed and are operating properly. The upgrade and repair of our gates has been a large expense. Safety regulations require a three second delay and beeping sound. In order to avoid damage, please allow the gate to open completely before proceeding.

Windridge is a member of Community Associations Institute. CAI is an educational and informative organization for condo and community associations. They provide instruction and assistance in areas such as leadership, business practices, legal, and professional development. Thanks to Jon McGann for representing Windridge at a recent CAI seminar. He will be sharing his experience with the board.

Thanks to the Windridge owners who attended the annual Millersville Association meeting on February 15th. Windridge is part of the Millersville community and reaps the benefits of everything that this vibrant organization accomplishes.

*Todd Wilson from DPW updated us on nearby projects. Soon improvements will be made to Fall Creek Trail and parking will be added to the area. The bike lanes on Emerson are scheduled to be repainted. TAP, a transportation alternate program will begin improving walkways in order to promote pedestrian traffic in the area.

*Mark Zwoyer from DPW shared plans to repave Binford from Allisonville Road to I-465 this year. In addition pedestrian friendly intersections will be installed on Binford at 62nd, 67th, and 71st.

Millersville residents will participate in the Great Indy Cleanup starting at 9 am on Saturday, April 14th. Windridge residents are encouraged to participate. Meet at the White Building near Starbucks on 56th St.

Windridge residents are also encouraged to assist in gardening and planting flowers in the medians on Emerson at 9 am on Saturday May 5th. We are grateful for the volunteers who maintain these lovely areas so close to the Windridge property.

Once again the owner of the abandoned Walgreen's building is requesting a variance to rent to a dollar store. Windridge is opposed to another discount store in the area. Please show your support by attending the hearing at **1:00 pm on March 7th in the City County Building**. Due to parking issues, carpooling is recommended.

This year several owners expressed a desire to increase the landscaping budget in order to improve the lawn areas in Windridge. Since appearance of our green space is important and

expensive to maintain, please avoid parking or driving on the grass. This time of year when the soil is wet, car tires cause a lot of damage. Residents and guests are encouraged to use their drive way for parking. If parking on the street is necessary, please keep all four tires on the pavement.

Vice President's Report – Mike McCracken No Written Report

Secretary's Report - Beverly Watkins No Written Report

Treasurer's Report – Tom Eggers

TREASURER'S REPORT

January 2018

K = Thousands () =

Negative Numbers

Note

: A few final adjustments have been made in the December report.
The minor changes have not affected the analysis made last month.

Final Results for the Year Ended December 31, 2017

TOTAL Revenue is under Expenses	(39.4)	K
OPERATING Revenue is over expenses	47.6	K
RESERVE Revenue is under Expenses	(100.9)	K

Results for January 2018

Total Expenses are under budget	(35.8)	K
Major Repairs and Replacements	(26.2)	K
Truck replacement not made		

Reports this early in the year are not indicative of future results.

Manager's Report – Doug Beyers

Up-Date for north (main) exit gate and visitor gate. The north exit gate opener was installed in January. Weather has delayed the installation of the new opener for the visitor gate. The new 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 – A small group met and developed a basic design for the gate layout. This design will be reviewed by a qualified contractor for recommendations, alterations and pricing.

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

North Point Engineering design for an improved swale in the area of 5401 and 5347 Greenwillow Road. The design is complete. Discuss legal issues in executive session.

Drainage and Erosion Planning- The Thicket Hill Drainage Project start date is dependent on the weather.

5338 White Marsh drainage project is underway. This project is located on the asphalt and was not affected by weather conditions.

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

When you are away for an extended period of time or on vacation, it is important that you have someone check your home. Someone should check the furnace for operation frequently during extreme cold. Precautions should be taken to prevent water pipes from freezing. All windows and doors should be locked for security. The mail and newspapers should not be allowed to accumulate. Mail should be held or forwarded. The newspaper delivery should be stopped. Lights on timers should be checked to make sure they are functioning. Notify your neighborhood block captain and the Windridge Office when you will leave and return. Also provide the office with emergency contact information in case of an emergency.

Removal of dead trees and trees with potential property damage risk will begin in the next few weeks.

We will begin replacement of the old chain link fence between Cathedral and Windridge with a new eight-foot wood fence as weather permits. This fence was budgeted for 2018 and is part of a security improvement. After the fence is completed grass and other vegetation will be added to enhance the appearance.

The maintenance staff has been focused on removing dead ornamental trees that were previously marked by the landscape committee. The staff has also been filling/patching holes in the streets.

COMMITTEE REPORTS BY BOARD LIAISONS

A. Cathedral High School – Karen Shephard

Update in Executive Session.

B. Human Resources - Vicki Eident

Eident introduced our new Office Manager, Renee Michael, to the Board members and welcomed her to Windridge.

C. Insurance – Mike McCracken

Doug and I have the estimates to repair the unit on Windridge Drive that suffered severe water damage due to a broken pipe. We are reviewing the needed repairs to determine the association's responsibility for some of the repairs.

D. Landscape & Beautification – Beverly Watkins

A Landscape Volunteers Appreciation Luncheon was held on February 1st in the Community Room. Luncheon was served to attending volunteers, board members, and staff, and plaques were presented to show the appreciation of the Board and the community.

Glennnda McGann, Committee Chair, led Landscape Committee meeting on February 1st. The following points were covered:

- After meeting with the Property Manager and lawn care contractor, a recommendation was made to have a moratorium on pruning in 2018 to give bushes a recovery period. During that time the committee will develop a plan to partner with owners to inventory and mark bushes for non-pruning in the spring and fall of 2019. Homeowners who do not want any pruning will continue to contact the office and a ribbon will be tied to their mailbox.
- In place of pruning in 2018, the lawn care service will use the contracted hours for lawn repair and possibly for honeysuckle removal.
- Spring Landscaping Tips will be distributed in March. Owners are to refer to the current Landscaping Rules and Regulations on our website.
- The Property Manager is seeking specific planting recommendations for two areas in need of replacement plants. The committee will discuss and finalize at the March meeting.

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 and for new plantings or removals in limited common areas (except annuals and perennials).

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

E. Marketing and Communications - Jon McGann

- I have completed my draft Assessment of the Windridge website. The Communications Committee will be meeting next Tuesday evening to begin their review of that document and to revise as appropriate/necessary, including the list of Recommended Action Steps. The finalized Assessment will then be presented to the Board for their review.
- Implementation of approved changes will begin thereafter. Note that the changes will likely take 3-5 months to implement.

F. Security – Mike McCracken

- Charles Boyle and I met with Jim Loiselle, the Neighborhood Watch Coordinator to discuss the transition to a new coordinator. We have been advised that Tom McNulty will be taking over the duties of the coordinator. There will be a meeting held in the near future to facilitate the transition, conduct a retraining of captains and formulate a plan to recruit additional captains.

G. Social – Charles Boyle - No Written Report

- Boyle is looking forward to meeting with new residents to welcome them to the neighborhood and answer any questions they may have. New residents will be contacted soon to arrange a time.
 - A new euchre group has been started! Check the website for upcoming dates and times.
- *Social organizations and events are included on the windridgecondos.com website.*

Unfinished Business: NONE

New Business:

- Jon McGann shared learnings from the CAI workshop he attended which focused on home-owner association best practices. Some specific topics from his notes will be discussed at the March meeting.
- A proposed policy regarding ACH was presented, without formal motion, and in the interest of time will be taken up at the March meeting.
- A proposed 'abridged version' of key Rules and Regulations was presented and will be reviewed by the board members, who will recommend changes/corrections to Jon McGann prior to the March meeting, where a decision to distribute will be made.

Adjourned to Executive Session at 8:20 pm to discuss: Cathedral litigation

The meeting reconvened at 9:05 pm. No action was taken.

Meeting was adjourned at 9:05 pm.

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