

WINDRIDGE CO-OWNERS ASSOCIATION, INC.

Indianapolis, Indiana

Board of Directors Meeting Minutes 2018 – May

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 May 21st, 2018 in the Community Room of Windridge Office, Indianapolis, Indiana. Board President, Vicki Eident, presiding; Beverly Watkins serving as Secretary.

ATTENDANCE

<u>DIRECTORS</u>	
Vicki Eident, President	X
Mike McCracken, Vice President	X
Beverly Watkins, Secretary	X
Tom Eggars, Treasurer	X
Charles Boyle	X
Jon McGann	X
Bill Pert	X
Eileen Scott	
Karen Shepherd	X
<u>STAFF</u>	
Doug Beyers, Property Manager	X
Renee' Michael, Office Manager	X

CALL TO ORDER

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

OWNERS COMMENTS

- Kathleen Roman suggested there be a better process for letting residents know the status of their work orders.
- Tom McNulty expressed concern that if electricity is out, his sump pumps would be inoperative, resulting in drainage issues. Also, as head of Windridge Neighborhood Watch, he requested access to an Excel list of Windridge addresses.
- Bob and Karen Layton requested consideration of their architectural request.

MAYORS ADVOCATE – Gregory Garrett 317-327-5119 – Mayor’s Action Center 317-327-4622

- If you identify streets in need of repair, contact Mayor’s Action Center before July.
- Construction of the Purple Line along 38th Street will begin following completion of the Red Line. The Purple Line will doubtless move more traffic onto other main arteries such as Emerson.
- High weeds and grass that exceed twelve inches in height is a violation of the Environmental Public Nuisance Ordinance and should be reported to the Mayor’s Action Center.

- Garrett is looking into status of vacant apartments on Emerson.

ADOPTION OF AGENDA

- ❖ Eident asked for approval of the agenda for the May 21, 2018 meeting.
 - * Tom Eggers moved, 2nd by Mike McCracken, to approve the agenda.
 The motion was adopted.

APPROVAL OF MINUTES

- ❖ Eident asked for approval of the minutes of the April 16, 2018 Board Meeting.
 - * Beverly Watkins moved, 2nd by Tom Eggers, to approve the minutes as previously distributed.
 The motion was adopted.

ACKNOWLEDGE OF PREVIOUS BOARD ACTION

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

ARCHITECTURAL/LANDSCAPE REQUESTS

- **Previously submitted to and approved by board members via email:**

ARCHITECTURE REQUESTS

- **5401 Greenwillow**
Request to replace existing sliding patio door in master bedroom with PELLA #350 vinyl frame, almond color at owner's expense.
- **5240 Windridge Drive**
Request to replace garage door with Amarr 'Olympus' #500, almond, installed by Precision Door Service at owner's expense.
- **5312 Whisperwood**
Requesting to replace Garage Door -- Pella Traditional - insulated (Sandstone) ... will need to be painted to match building. Lowes installation at homeowner's expense.
Requesting to replace garage coach lights.

LANDSCAPE REQUESTS

- ❖ Eident asked for approval of the landscape requests listed below.
 - *Mike McCracken moved, 2nd by Charles Boyle that the requests be approved.
 The motion was adopted.
- **4915 Windridge Drive**
Remove dying arborvitae and replace with new arborvitae at owner's expense.
- **5222 Fawn Hill Court**
Permission to cut down a few maple saplings in the woods behind unit to open canopy. Will then plant several understory trees at owner's expense. Request for staff to cut down one maple which is larger.
- **5321 White Marsh Lane (Owner may perform work at their own expense or submit work order.)**
Owner requests ivy be removed from her yard and cleanup performed.
- **5325 White Marsh Lane**
Owner requests to plant lilac bush by fence at owner's expense.

- **5312 Whisperwood**

Remove three large bushes adjacent to walkway and replace with boxwoods at owner's expense.

Request a dead tree between driveways be removed and dead branches trimmed from tree in front yard by staff.

Requests permission to place flagstone directly beneath living room sliding doors at owners expense.

- **5312 Whisperwood #2**

Plant dogwood tree where they've removed a bush at owner's expense.

- **5228 Fawn Hill Terrace**

Owner wants to plant specified plants, flowers, and bushes in the foundation planting area at owner's expense.

- **5228 Fawn Hill Terrace (Approved staff removal of crabapple but not pine)**

Owner has requested removal of two trees, a crabapple and a pine tree, in the common area in front of her home.

- **5232 Fawn Hill Terrace (Approved staff to remove bush only. Owner approved to plant hostas and mulch under pine tree at owner's expense.)**

Owner requests staff to weed south garage foundation, remove a pine bush, and mulch under pine tree. Request to plant hostas in south garage foundation at owner's expense.

OFFICERS' REPORTS

PRESIDENTS REPORT – Vicki Eident

- On May 9th four Windridge board members attended the semi-annual dinner and educational seminar at Primo Banquet Hall and Conference Center, presented by our HOA lawyers, Eads, Murray and Pugh. The evening included discussion of hot topics relevant to matters affecting homeowner and condominium owners associations. Topics covered included short-term rental legislation, use of solar panels, fair housing laws/challenges, and law updates.
- **The annual Windridge picnic is planned for Saturday, June 23rd at 4:00 in the area across from the office building. A flyer with details will be distributed prior to the event. Owners are encouraged to save the date.**

VICE PRESIDENTS REPORT – Mike McCracken No Written Report

SECRETARY'S REPORT - Beverly Watkins No Written Report

TREASURER'S REPORT – Tom Eggers

TREASURER'S REPORT	
April 2018	
K = Thousands () = Negative Numbers	
Results for April 2018	
Total Expenses are under budget	(21.7) K
Grounds Maintenance is under budget	(7.1) K
Major Repairs/Replacements under budget	(6.6) K
Building Maintenance over budget	10.6 K
Rent Budgeted expense has not been booked	(17.5) K
Results for Four Months Ended April 30, 2018	
Total Expenses are under budget	(83.6) K
Grounds Maintenance under budget - various exp	(10.2) K
Building Maintenance under budget - various exp	(10.2) K
Major Repairs/Replacement under budget	(43.4) K
Truck not purchased (-20.0)	
Tree Removal under budget (-14.6)	
Salaries & Wages under budget	(14.4) K
Water/Sewer over budget	7.5 K
Rent Budgeted expense has not been booked	(17.5) K

MANAGER'S REPORT – Doug Beyers

- During the summer Windridge hires a number of contractors. These contractors are contracted to do a specific job at a specific price. Please do not interfere with the contractors. If you have a concern please contact me at the office.
- Emergency Call-The emergency phone number should only be used for emergencies. Emergencies are: Water main breaks, Fire, Loss from property due to damage, Personal injury from accident on common area, Main sewer line back-ups, and other such things. **You must leave your name, address, phone number, and state your emergency.** If you do not leave this information, you will not receive a call back. If the reason for the call is not a Windridge emergency, you will not receive a call back.
- Power outages, phone or cable outages, trash pickup missed, interior plumbing issues, heating and air-conditioning outages, garage door openers not working, being lock out of your home, dead animals, and other such items are not considered Windridge responsibilities or emergencies. **Do Not Call the Windridge Emergency Number After Hours for Non-Emergency Issues. The Windridge Staff is not a 24-hour personal service.**
- We have had a few issues concerning pets. The main complaints are dogs being off leashes and owners not cleaning up after their dog. Remember Marion County has a strict leash and curb/litter law. Please be courteous by picking up after your pet. See the following Rule and Regulation for Pets:

- Pets must be in compliance with all Marion County/City of Indianapolis ordinances including, but not limited to, vaccinations, identification, curb/litter, and leash laws. See references below. Pets may be taken outdoors only when on a sturdy leash and continuously under direct visual supervision. Pet owners are responsible for controlling their pets and for the removal and cleanup of any and all waste created by a pet. Pet owners will be fully liable for any damage to Common Areas or Limited Common Areas caused by their pets. Any pet which, in the judgment of the Board of Directors, is causing or creating a nuisance, disturbance, noise, health or safety hazard, or if interfering with another Dwelling Unit owner's use and/or enjoyment of his or her Unit, shall be permanently removed from the Property following three (3) written warnings about the pet's behavior being given to the respective pet owner by the Board.
- South Exit Gate – We have pricing for the South Gate Upgrade to discuss. The board needs to decide next steps or to defer upgrade of the South Gate. The upgrade will allow residents to enter with remotes, trucks to enter, and all to exit the South Gate by office onto Emerson Way. The current opener will need to be replaced with new loops if the gate upgrade is not approved.
- Drainage and Erosion Planning-
The Thicket Hill Drainage Project is almost complete. Finish grading and seeding remains to be completed. This will be done by the Windridge staff to reduce cost.
5314, 5318, and 5322 Windridge rear drainage is almost complete. Finish grading and seeding remains to be completed. This will be done by the Windridge staff to reduce cost. The front downspouts will be our next major area of staff drainage repair.
5338 White Marsh drainage has been installed. Grading and seeding were completed by the staff. Asphalt repair remains.
- 5223 Windridge Drive structural repair was completed.
- Cathedral and Windridge Fence-The fence construction is complete. New gates are in the process of being constructed by the staff. After the fence/gates are completed grass and other vegetation will be added to enhance the appearance.
- Removal of dead trees and trees with potential property damage is underway. Dead limb (dead wooding) trimming is planned for July/August.
- North Point Engineering design for an improved swale in the area of 5401 and 5347 Greenwillow Road is complete.
- A section of flat roof was replaced at 5378 Whisperwood Lane.
- The staff ordered and replaced two leaking chimney caps and made major repairs to one chimney.
- We have contacted contractors to evaluate foundation leak and quote pricing for repair.
- Currently, we have one summer employee. Another will start later in May. An ad for a full-time maintenance employee has been put on indeed and Monster.com. Response has been low.

COMMITTEE REPORTS BY BOARD LIAISONS

ARCHITECTURAL - Bill Pert

- **5322 Thicket Hill Lane**
Request to replace existing block patio with wooden deck mounted on concrete pads (same footprint), using pressure treated materials, flashed where attached to building, at owner's expense.
*Motion to approve request by Mike McCracken, 2nd by Jon McGann.
Motion was adopted.
- **5314 Windridge Drive**
Previously approved Deck Repair - Pending
- **5380 Thicket Hill Lane**
Replace four outdoor lights - D.T. Electric, LLC.
*Motion to approve request by Mike McCracken, 2nd by Tom Eggers.
Motion was adopted.

BUDGET - Karen Shepherd

- Seven owners have volunteered to be on the 2019 Budget Committee. Owner Dan Evard has agreed to chair the committee.

CATHEDRAL HIGH SCHOOL - Karen Shepherd - to be discussed in Executive Session.

HUMAN RESOURCES- Vicki Eident

- The Association is still conducting a search for a full-time maintenance employee.

LANDSCAPE & BEAUTIFICATION – Beverly Watkins

- Ken Myers, member of the Landscape Committee and Master Gardner, purchased 100 small, Norway spruce for under \$50 from the Indiana Dept. of Natural Resources and has planted them throughout Windridge. They're known for their durability, winter interest, and sound dampening.
- **The Landscape Committee will have a Work Day on Saturday, June 9, at 9:30 am, rain or shine! We will be removing weeds and English ivy from the boulders and adjacent trees in the area. INTERESTED RESIDENTS are invited to pitch in! We'll meet at the lower intersection of Whisperwood and Thicket Hill. Bring water, gloves, weeding tools (especially pruners and edger's) and a sense of humor!**
- There are approximately 28 common planted areas (corner gardens, shade garden, etc.) that require tending. The Landscape Committee will try to develop an 'adopt a plot' program which would allow interested residents to volunteer to help maintain a specific area.
- *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 1:00p.m. in our Community Room. All are welcome.*

MARKETING & COMMUNICATIONS - Jon McGann

- Strategic plan for Association Website Redesign was submitted for Board review.

NEIGHBORHOOD - Tom Eggers

- The Millersville Association has contacted 48 businesses within the Millersville Village. They will be listed in a directory in the Millersville website. From time to time businesses will be profiled in the Millersville newsletter. 'Village of Millersville' signage is being planned to enhance the identity of the Village.
- The Millersville Association, in partnership with various city departments and officials, recently succeeded in getting trash picked up from the roadside areas along the Binford corridor.
- Residents are always invited to support clean-up efforts throughout Millersville. Recently, Windridge resident Charlene Hederick, a Keep Indianapolis Beautiful volunteer, led a community effort to clean up the Emerson Bridge of trash and broken glass. Windridge residents who wish to join in clean-up projects should watch for future announcements.

SOCIAL - Charles Boyle

- The Social Committee will be meeting with the Welcoming Committee to identify and outline ways to better support each other's' efforts.

UNFINISHED BUSINESS

- The Board is considering a plan that would require all owners to use the ACH (Automated Clearing House) process to pay their monthly assessment or be charged a surcharge. Also known as 'direct payment', ACH payments are electronic payments that are created when the customer gives an originating institution the authorization to debit directly from the customer's checking or saving account for the purpose of bill payment. The process is easy, safe, efficient, and economical and provides cost and time savings for our office administration. Currently, over 80% of our owners use the ACH system and all new owners are required to use this process. A letter explaining the advantages of ACH will soon be sent to those owners not already using this process. Owners are encouraged to reach out to their neighbors currently using ACH and Board members to learn more about the benefits ACH can offer.
- As the Board considers converting the South Gate to a resident-only entrance (as well as a continued exit), residents will be able to see the suggested configuration outlined on the pavement at the Windridge Picnic on June 23rd. Feedback will be welcomed.

NEW BUSINESS

- Shepherd recommended reviewing the Windridge solar panel policy before new legislation is enacted. To be discussed at June meeting.

ADJOURNED TO EXECUTIVE SESSION at 9:13pm to discuss: Cathedral litigation

REGULAR SESSION RECONVENED at 9:50pm.

MEETING WAS ADJOURNED at 10:15pm.

The next Regular Meeting will be at Windridge Community Building on Monday, June 18, 2018 at 7:00pm.