

WINDRIDGE

2017 Annual Report



Laurel Hall

WINDRIDGE CO-OWNERS ASSOCIATION

5105 Hawks Point Road
Indianapolis, IN 46226

BOARD OF DIRECTORS 2017

PRESIDENT	Eleanor Keppler
VICE PRESIDENT	Vicki Eident
TREASURER	Tom Eggers
SECRETARY	Jane Loiselle

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ARCHITECTURE

Bill Pert

BUDGET/FINANCE

Beverly Watkins

COMMUNICATION/MARKETING

Jane Loiselle

LANDSCAPE

Vicki Eident

CATHEDRAL

Eleanor Keppler

HUMAN RESOURCES

Eleanor Keppler

INSURANCE

Michael McCracken

LONG RANGE PLANNING

Elaine Scott

MAINTENANCE/GROUNDS

Bill Pert

NEIGHBORHOOD

Beverly Watkins

RULES/REGULATIONS

Eleanor Keppler

SECURITY

Michael McCracken

SOCIAL

Vicki Eident

INVESTMENT

Tom Eggers

EMPLOYEES

Douglas Beyers – Property Manager
Darcy Heyerdahl – Office Manager
Javier Alvarado – Maintenance Supervisor
Efrain Romo – Maintenance

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2017 LETTER FROM THE PRESIDENT - 2017

In January, Michael McCracken and Beverly Watkins were elected as new Board members and Tom Eggers was reelected. They each will serve a three-year term.

In August, we sadly lost long-time Board member, Rick Alexander. Rick was months from completing his third term on the Board and had served as association president for seven years. His service and leadership has been greatly appreciated. As outlined in our documents, any vacancy shall be filled until the next annual meeting. We welcomed Charles Boyle, who ran for the Board during the previous election, to complete remainder of the term.

This year the Board determined that a Strategic Plan would be helpful to give us direction. Owner, Jon McGann, volunteered to lead us through the strategic planning process which resulted in the following Vision:

Windridge Condominiums will be a preferred residential community that is naturally beautiful, friendly, diverse, secure, thriving, and influential in the Millersville area.

Using the Mission outlined in our documents the Board identified the following five goal areas:

- Finance
- Infrastructure
- Internal Sense of Community
- Beauty of the Community
- External Influence in the Millersville Area

Measurable objectives were developed for each of these areas. Then strategies and tactics were devised to obtain the objectives. The Board used the plan as a guide for making decisions related to using resources, developing policies to improve the quality of life for all residents, and improving communication. The 2018 Board is presently evaluating progress toward the goals making revisions for the coming year.

During the past two years approximately twenty percent of our units have changed Owners. As a result many questions arose regarding the responsibilities of the Owners and those of the Association. In order to clarify such questions, "New Owner" meetings were conducted to review the newly revised *Introduction to Windridge "Homeowner's Manual"* and answer questions regarding By-Laws and Rules & Regulations. These meetings were well-attended and received positive feedback. I thank Newsletter Editor, Kathleen Roman, for her volunteer services to assist with the revising of the homeowner's manual.

It has been a privilege to serve our community as a Board member and officer. I took the challenge of being the association president as a one-year commitment. Thanks for your support in making it a very rewarding year. We are fortunate to have the professional service of our dedicated staff of Property Manager, Doug Beyers, Office Manager, Darcy Heyerdahl, and the Maintenance team of Javier Alvarado and Efrain Romo. I am confident that the 2018 Board with the able leadership of Vicki Eident will enjoy the same support as they make decisions to move Windridge forward.

Eleanor Keppler

2017 PROPERTY MANAGERS REPORT

I would like to take this opportunity to acknowledge and to thank Rick Alexander for his many years of service to Windridge. Rick was a friend and a confidant that helped me not only to be a better property manager but a better person. We will all miss his leadership, friendship and humor.

2017 was another busy year.

A Strategic Plan was developed with the board of directors to focus our direction to better serve the community. The following vision was developed: Windridge will be a preferred residential community that is naturally beautiful, friendly, diverse, secure, thriving, and influential in the Millersville area. To support our vision, goals were also developed with objectives to measure and strategies to reach the objectives.

As the Property Manager, I prioritize the use of resources based on the current and long term needs and wants of the community. There are routine reviews to improve services and to control the overall costs. The Windridge Co-Owners Association, Inc. Reserve Accounts total was \$552,500.00 as of December 31st. These are the funds that will be used to replace our roads, roofs, and other major capital expenses planned in the future.

In 2017 we completed siding and painting on the last 34 homes of the eight-year paint cycle. The next paint cycle will begin in 2019. We installed two new gates with openers at the main entrance. We also widened the visitor entrance gate by three feet to allow better truck access. In addition, two large drainage projects were completed. One was on the south end of Windridge Drive and the other was in the White Marsh and Chipwood Lane area.

2018 will also be busy. We have a number of drainage and erosion projects planned. We will also continue to replace a limited number of sidewalks and drives. On a positive and also a sad note, we are nearing the end of the dead Ash Tree removal. Over the last five years we have removed over two hundred and fifty dead Ash Trees due to the Emerald Ash Borer.

Windridge is a beautiful and unique community. It is a quiet, wooded sanctuary that is a wonderful place to live. To maintain our community, it takes everyone's involvement. Involvement is more than just paying your fees. It is volunteering, attending community gatherings, and supporting the Board of Directors. As Property Manager, I look forward to working with you and the Board of Directors to maintain and improve the community.

Sincerely,

Doug Beyers
Property Manager, Windridge Co-Owners Association

2017 CAPITAL REPLACEMENT RESERVE

In 1982 the Windridge Board was informed that the Horizontal Property Regime Act requires every condominium co-owners association to establish a Capital Replacement Reserve. A section of the Act is quoted as follows:

Sec. 22-(a)-[Co] Owners are bound to contribute pro rata, in the percentages computed according to section 7 of this chapter, toward the expenses of administration and of maintenance and repair of the general common areas and facilities, and in the proper case, of the limited common areas and facilities of the building, and toward any other expense lawfully agreed upon.

(b) No co-owner may exempt himself from contributing toward such expenses by waiver of the use of enjoyment of the common areas and facilities or by abandonment of the condominium unit belonging to him.

(c) All sums assessed by the association of co-owners shall be established by using generally accepted accounting principles applied on a consistent basis and shall include the establishment and maintenance of a replacement reserve fund for capital expenditures and replacement and repair of the common areas and facilities, which fund shall be used for those purposes and not for usual and ordinary repair expenses of the common areas and facilities. This fund for capital expenditures and replacement and repair of common areas and facilities shall be maintained in a separate interest bearing account with a bank or savings association authorized to conduct business in the county in which the horizontal property regime is established. Assessments collected for contributions to this fund may not be subject to Indiana gross income tax or adjusted gross income tax. (As amended by Acts 1977, P.L. 308, Section. 30.)

After careful consideration, the Board of Managers of Windridge Co-Owners Association adopted the following resolution:

Whereas, the Indiana Horizontal Property Regime act mandates that every condominium homeowners association establish a capital replacement reserve to provide a reserve fund for future replacement of capital assets of common properties,

Now, therefore, be it resolved that:

- There is established a Windridge Co-Owners Association Capital Replacement Fund to provide for future replacement of common properties;
- That in 2017, a sum equal to 29.36 percent of the assigned monthly assessment for each Windridge owner be deposited in the Association's Capital Replacement Fund; and that the money in this fund shall not be co-mingled with the general assessment fund nor used to pay any expenses for the operation and general maintenance of the common properties.

BALANCE SHEET

As of December 2017

	Actual as of			Actual as of
	December 31, 2017			December 31, 2016
	Oper Fund	Reserve Fund	Total	Total
Cash	145,293	246,362	391,655	416,972
Rent Investments		51,149	51,149	33,241
Reserve Investments		255,055	255,055	249,559
Reserve Unrealized Gain/Loss on Invest		(4,055)	(4,055)	(5,651)
Assessments Receivable	25,037		25,037	11,209
Other Receivable	16,647		16,322	16,647
Prepaid Expenses	1,072		1,072	22,756
Property, net of accumulated depreciation	212,787		212,787	221,026
Comm bldg reimb due from oper fund		169,125	169,125	187,033
Total Assets	400,836	717,636	1,118,472	11,514,678
Accounts Payable	47,075		47,075	40,051
Accrued Expenses	2,390		2,390	10,224
Prepaid Assessments	2,603		2,603	2,930
Comm bldg reimb due to reserve fund	169,125		169,125	187,033
Total Liabilities	221,193	0	221,193	240,238
	179,643	717,636	897,279	911,229
Total Liabilities & Fund Balances	400,836	717,636	1,118,472	1,151,467

PROFIT AND LOSS BUDGET VS ACTUAL

January through December 2017

		2016 Actual			2016 Budget	Over/(Under)
		Oper Fund	Reserve Fund	Total	Total	Budget
Revenue						
	Regular Assessments	682,284	350,000	1,032,284	1,032,293	(9)
	Water & Sewer Assessments	140,004		140,004	14,000	4
	Special Assessments					
	Rent Investment Income		965	965	820	145
	Reserve Investment Income		5,439	5,439	5,000	439
	Phi Psi Reimbursement	13,270		13,270	13,270	
	Total Revenue	835,558	356,404	1,191,383	1,191,383	579
Expense						
	Grounds Maintenance -3rd Pty	177,828		177,828.00	187,150	(9,322)
	Building Maintenance -3rd Pty	120,318		120,318.00	58,100	62,218
	Major Repairs/Replace -3rd Pty		457,329	457,329.00	383,000	74,329
	Maintenance Supplies	7,640		7,640.00	9,200	(1,561)
	Payroll Taxes/Benefits	23,774		23,774.00	27,245	(3,471)
	Water	50,071		50,071	49,000	1,071
	Sewer	64,221		64,221	91,000	(26,779)
	Insurance	74,079		74,079	83,500	(9,421)
	Legal & Professional	16,542		16,542	20,300	(3,758)
	Security Expense	3,865		3,865	6,500	(2,635)
	Office Expense	18,682		18,682	23,900	(5,218)
	Rent Budgeted	17,000		17,000	17,000	
	Bad Debts	2,167		2,167	6,000	(3,833)
	Depreciation	8,238		8,238		
	Total Expense	790,423	457,329	1,247,751	1,205,293	42,458
Other Income						
	Interest Income	763		763		763
	Miscellaneous Income	1,674		1,674		1,674
	Investment Expense					
	Total Other Income	2,437		2,437		2,437
	Revenue over(under) Expense	47,572	(100,924)	(53,352)	(13,910)	(39,442)

2017 SECURITY REPORT

Mike McCracken- Liaison Director

Purpose: To monitor and address the security needs of Windridge, including security systems, gates, fences and the community's sense of security with guests, contractors, and non-resident traffic.

Security cameras were installed at the front gate. These cameras provide a 360 degree view of vehicles entering and leaving the property. We have used the cameras to identify vehicles damaging the gates and assisted law enforcement in their investigation of a stolen vehicle. This addition has provided an additional level of security for all residents. Additional cameras will be placed at the south gate later in 2018.

The complex had a couple of residential burglaries and two vehicle thefts during 2017. As a result of these instances, all residents were provided with some safety tips to protect their property. We will continue to send these reminders over the year.

We have continued to support the Neighborhood Watch Program within the community. I especially would like to thank Jim Loiselle for his leadership and expertise in getting the program started. We will miss his many contributions.

2017 INSURANCE

Mike McCracken – Liaison Director

Purpose: To develop and implement policies and procedures that minimize adverse effects of losses specified in the Association's Declaration of Horizontal Property Ownership.

The coverage provided to our Owners, in the name of the Association has been renewed with Travelers Insurance Company. Our insurance agency, Gregory & Appel, coordinated a renewal for us with an annual premium of \$73,540.00. This is an increase of \$9,719.00 from the 2017 premium. We solicited bids from other insurance carriers, but due to loss history, none were willing to provide us with a bid. No claims were filed against our policy in 2017.

2017 LANDSCAPE & BEAUTIFICATION

Vicki Eident-Liaison Director

GOAL: Create a balance between cultivated and natural landscapes that enhances the property with fiscally manageable maintenance.

The infestation of the Emerald Ash Borer resulted in the expensive removal of many dead trees. The possibility of trees or falling branches damaging homes has been averted. As part of an ongoing tree replacement process, an assortment of fifteen hardwood and flowering trees were planted throughout Windridge.

Gardens at the front gate and near the community building were planted with annuals and perennials. Maintenance of these beautiful gardens will be an ongoing project. Many of the perennials in these areas were donated and relocated from other gardens. Everyone benefits from the efforts of our volunteers who maintain our beautiful gardens.

Windridge received a generous donation from an owner resulting in the installation of a beautiful Shade Garden on Whisperwood. The initial design and installation of shrubbery was completed by a professional landscaping company. Additional perennials and ground cover were planted by owner volunteers. Donations of any kind toward landscaping in Windridge is welcome and gratefully appreciated.

Removal of invasive honeysuckle continues to be a focus. Much of it was removed behind Whisperwood and Thicket Hill by volunteers. Shade loving understory plants were donated and planted by an owner to begin to fill in the newly cleared area.

In the spring Committee members conducted an extensive inventory of the property. Neglected landscaping was identified. Dead or diseased trees were marked for removal by Windridge staff. During the year several large neglected gardens were removed and more easily maintained grass was planted.

The Landscape Committee approved twenty landscape requests. Owners cooperated by updating their foundation plantings, tending neglected areas, and planting colorful annuals. All of this attention enhanced the natural beauty of Windridge. The Landscape Committee meets monthly on the third Thursday of each month in the Community Building. All of their efforts, that have enhanced the beauty of Windridge, will be appreciated for years to come.

2017 BUDGET & FINANCE

Beverly Watkins – Liaison Director

Purpose: A committee of owners to recommend to the Board of Directors an Annual Budget of revenue sources and the expenditure of funds for 2018.

Owners who voluntarily served on the committee were: Jim Higgs-Chair, Charles Boyle, Lea Carroll, Mary Dunson, Dan Evard, Alan Norris, and Paul Schroeder. Director Beverly Watkins served as Board Liaison; Property Manager Doug Beyers provided the committee with financial information and a budget proposal; Treasurer Tom Eggers advised the committee.

First time committee members attended an orientation meeting in late July where the budget process was reviewed by Tom Eggers. The entire committee then met with the Property Manager and the Treasurer in early August where Doug Beyers presented his proposed 2018 Budget and committee members were given an opportunity to ask questions. The Budget Committee then met two additional times in August during which time priorities were established, the budget was dissected and analyzed, and concerns and proposals were debated, until the members agreed upon a final proposal.

The five guiding principles as set forth by the Budget Committee in assessing the budget and developing their proposal were:

1. Resident Safety is a top priority.
2. Water infiltration and habitability of homes must remain a key concern.
3. Special assessments are to be avoided by proper long term planning.
4. Be mindful of owners on fixed incomes.
5. Maintain the natural beauty, which is the “crown jewel” of Windridge.

The committee’s final budget proposal was presented to the Board and attending Owners by the committee’s Chair at a Special Board Meeting on October 2, for purposes of debate and amendment. The Board accepted the committee’s budget which resulted in an average unit increase in monthly dues of 2.25% for 2018.

The Board’s approved budget was presented to the Owners at a Town Hall meeting in November with time for questions and answers. Owners then voted to adopt the Board’s proposed budget at the Association’s Annual Meeting in December.

The 2018 Budget does the following:

- Supports beautification of Windridge grounds through improved lawn care and landscaping maintenance
- Funds strategic prioritization of current erosion issues
- Infrastructure needs continue to be met
- Many small savings incorporated into the budget to offset areas of increase
- Increases the regular assessment to meet all planned spending

2017 INVESTMENT COMMITTEE

Tom Eggers – Liaison Director

Purpose: To monitor and plan for Windridge’s long-range funding needs for the Reserve Fund. This committee coordinates with the Property Manager to project expected expenditures for Major Repairs and Replacements in future years. The committee then develops plans for funding those expenditures, and for investing a portion of the Reserve Fund amounts until they are needed to finance the expenditures.

Our Reserve Fund is used to pay for Major Repairs and Replacements in the current year and also must be adequate to pay for major needs in future years, such as repaving roads and replacing roofs.

In 2015 the Board approved financing the construction of the Community Building by using Reserve Fund balances. The plan is to reimburse the Reserve Fund from the Operating Fund annually in the amounts we would have paid for office rent. We have invested those amounts in CDs each year from 2015 to 2017. We estimate the Reserve Fund will be fully reimbursed in 2025.

Our Reserve Fund balances have been adequate for us to invest a portion of them for a greater return. Our By-Laws authorize us to invest up to 50 percent of the Fund for that purpose.

To determine the appropriate levels of investment, the Financial Planning Committee reviewed the long range forecast of expenditures and fund balances over the next 20 years. As a result of the committee’s research they recommended to the Board that we invest in two bond funds. The Board approved the recommendation and the investments were executed in August and September 2016. In 2017 the committee recommended, and the Board approved, no change to those investments. The two bond funds have increased the income over what we would have received if the balances had been held only in interest-bearing accounts with banks or credit unions.

2017 LONG-TERM PLANNING

Eileen Scott – Liaison Director

Purpose: To monitor and plan for Windridge’s long-range funding needs for the Reserve Fund. This committee coordinates with the Property Manager to project expected expenditures in future years. The committee then develops plans for funding those expenditures, and for investing a portion of the Reserve Fund amounts until they are needed to finance the expenditures.

In October, an ad hoc committee was assembled to consider the goals of the strategic plan for finance, infrastructure, security, our place in the Millersville area, the beauty of the community and the internal sense of community. Participants were asked for ideas and suggestions in each area, generally structured as: current status; desired future status/outcomes; what the benefit would be considering all residents of Windridge; possible actions to achieve the desired outcomes; and possible sources of funding, if needed. After discussion of each of the areas, participants were asked to rank the five most important ideas. A summary of the ideas and suggestions was presented to the Board for discussion. Several of the ideas are being advanced by working groups.

2017 SOCIAL COMMITTEE

Vicki Eident – Liaison Director

Purpose: Plan, prepare, produce, publicize and oversee various activities and events for the participation and enjoyment of residents and their guests.

The popular Wine Time reorganized under a new name. First Friday Social met monthly beginning in March and ending with a holiday party in December. As many as forty residents participated each month in various homes throughout the year. Reminders continue to be sent via e-mail and each month's location is posted on the Windridge website. All residents are welcome.

Popular activities in Windridge include Dine Around and Cheap Eats. Several book, craft and game clubs also met in small groups to socialize. Taking advantage of the community room for meetings this year were the Monday book club as well as Mah Jongg and bridge groups.

Owners are encouraged to use the room to gather.

Both the Spring and Fall picnics were well attended by more than sixty residents. Those in attendance at the Annual Meeting in December enjoyed refreshments provided by the Social Committee.

An ad hoc committee met to discuss the future of the tennis court which is in disrepair. The committee was unable to reach a consensus as to the most appropriate use of the space. Suggestions included several multi use recreational possibilities. Owners are encouraged to provide ideas and potential funding for utilization of the space.

2017 ARCHITECTURE

Bill Pert – Liaison Director

Purpose: Evaluate resident requests and make recommendations to the Board of Directors for additions, alterations or replacements to structural component or exterior surface of their unit.

During 2017 there were a total of 45 different projects requested by residents to make alterations or additions to their units. The vast majority were approved, as submitted. Only a few needed slight adjustments and/or compromises to reach a consensus that could be approved under our existing guidelines and regulations.

Requests fell into the following categories:

- Gas Line Connections (6)
- Windows/Shutters (10)
- Decks/Steps (10)
- Patio Doors (3)
- Patio Repair (1)
- Decorative Rail Fencing (3)
- Garage Door Replacements (4)
- Skylights (3)
- Storm Doors (2)
- Lighting (4)
- Radon Mitigation (1)

Most of these requests were Board approved by a unanimous email vote. Using electronic voting reduces the time required for approval of routine requests. If any board member questions the request, it will be added to the agenda at the next Board meeting for discussion. This procedure is consistent with the new state laws governing condominium associations.

2017 RULES AND REGULATIONS

Eleanor Keppler - Liaison Director

Purpose: To review, maintain, modify, prepare and publish accurate copies of all the corporate documents for the Windridge Co-Owners Association, Inc.

Ad hoc committees developed and recommended to the Board new policies related to the following:

- Propane and Gas Grills
- Satellite Dishes
- Dumpsters and Storage Pods

The policies were Board approved and added to the *Introduction to Windridge Homeowner's Manual*. Copies of the updated manual were distributed to all homeowners in the tubes with the request that previous manuals be discarded. This document is available on the Website.

Owners were reminded of the Rules and Regulations for submitting architectural and landscape requests, following the posted traffic signs, and parking in appropriate locations. This information was posted on the Website, distributed in the tubes and posted on the guardhouse window.

The committee continued implementing the Grievance Resolution for Condominium Associations. Letters were sent to Owners informing them of covenant violations and requesting compliance. Owners were given the right to appeal the violations and request a face-to-face meeting with Board members. Through this process the Association and Owners were able to resolve most violations and follow the covenants outlined in our documents.

2017 CATHEDRAL HIGH SCHOOL

Eleanor Keppler – Liaison Director

Purpose: To maintain and foster a communications dialogue between Cathedral High School administrators and Windridge Co-owners Association.

Windridge has an ongoing lawsuit against Cathedral High School pertaining to a common drainage pipe that was damaged during construction of a softball field. The Association continues to document flooding from heavy rains that result from the plugged pipe. In July, after no progress toward the settlement of the suit, Windridge's legal council recommended that the lawsuit be amended to include the contractor who installed the softball field. The amended complaint has initiated some communication between the contractors and Windridge's legal counsels.

Windridge has initiated written communications with Cathedral related to violations of agreement that was established when the athletic fields were approved.

2017 NEIGHBORHOOD

Beverly Watkins – Liaison Director

Purpose: To maintain and nurture a cordial, cooperative relationship with Phi Kappa Psi, owners of Laurel Hall, and with the surrounding Millersville community.

Listed in past years as “Phi Kappa Psi”, this focus area is now called “Neighborhood” and has expanded to include our neighbors throughout Millersville. This supports our Windridge vision statement which calls for Windridge to become more involved in the Millersville area.

Our relationship with the Phi Kappa Psi National Fraternity, owners of Laurel Hall, continues to be excellent. They have kindly shared their facilities with Windridge for our November Town Hall Meeting and our December Annual Meeting. And they graciously invited our entire Windridge neighborhood to their elegant Holiday Open House in November, where Windridge residents were once again “wowed” and were most appreciative to have been included in this wonderful event.

Beginning in 2017, the Windridge Board adopted a strategy which includes reaching out to neighboring communities, area schools, and public agencies for our mutual benefit. Windridge residents have been encouraged to participate in Millersville activities such as the Clean-Up and Keep Millersville Beautiful efforts along Fall Creek and Emerson, various local environmental projects, and volunteering for fun activities and behind-the-scene support for our area schools.

Tom Eggers, Windridge Board Director and Treasurer, is a board member of Millersville at Fall Creek Valley, Inc. and encourages Windridge owners to attend Millersville annual meetings, attend zone hearings, and read the Millersville monthly newsletters.

The Board also works closely with our Mayor’s Advocate, Greg Garrett, who attends our monthly Board Meetings, shares information, and listens to our concerns. Windridge residents are encouraged to get involved in our Millersville neighborhood as we all work together to make Windridge and Millersville a preferred residential community.

**CELEBRATING RESIDENTS
IN MEMORY
2017**

As we remember our neighbors...



Mary Jane Ritter

Ron Riggs

Rick Alexander

Norma Hoffman

Russell Cunningham

Frank Sablan

Gene Hamilton

Max Beaty

Louise Cowing

Ellen Daniels-Howell

**The happiest people I know
are people who don't even think
about being happy.**

**They just think about being good
neighbors,
good people and then happiness
sort of
sneaks in the back window when
they
are busy doing good.**

WINDRIDGE CO-OWNERS ASSOCIATION

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BOARD OF DIRECTORS 2018

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

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ARCHITECTURE

Bill Pert

BUDGET

Karen Shepherd

COMMUNICATION/MARKETING

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