

WINDRIDGE CO-OWNERS ASSOCIATION, INC.

Indianapolis, Indiana

Board of Directors Meeting Minutes 2018 – June

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 June 18th, 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 –

MAYOR'S ADVOCATE – Gregory Garrett 317-327-5119 – Mayor's Action Center 317-327-4622

- IMPD still investigating Dollar General shooting...no suspects in custody at this time. Millersville retail area is still felt to be a safe area in which to shop.
- Any road repair recommendations should be given to Greg by July 1.
- Purple line (38th from Keystone to Post) will probably start June 2019, with traffic being diverted to other arteries such as Emerson and Millersville Road. We will receive info in advance regarding alternate routes during construction.
- Information on voting center changes will be forthcoming
- The recent rash of car break-ins (two in Windridge) has prompted IMPD to increase patrols in the area.

ADOPTION OF AGENDA

- Eident asked for approval of the agenda for the June 18, 2018 meeting.
* Eggers moved, 2nd by McCracken, to approve the agenda.
The motion was adopted.

APPROVAL OF MINUTES

- Eident asked for approval of the minutes of the May 21, 2018 Board Meeting.
* McCracken moved, 2nd by Boyle, to approve the minutes as previously distributed.
The motion was adopted.

KNOWLEDGE OF PREVIOUS BOARD ACTION

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

ARCHITECTURAL REQUESTS PREVIOUSLY APPROVED ELECTRONICALLY

- **5329 Thicket Hill**
Motorized awning over existing patio
- **5261 Windridge Drive**
Replace Garage Door
- **5240 Windridge Drive (Approval on condition that owner signs liability agreement for skylights.)**
Power wash and re-stain deck and stairs. Install table rail in place of current top railing. Install built-in bench along left side railing. Install 2 skylights in kitchen and 2 sun tunnels foyer and guest bath

ARCHITECTURAL REQUESTS TO BE APPROVED AT BOARD MEETING

- **5365 Whisperwood**
Remove and repair all front entrance decking and railing.
*McCracken moved, 2nd by Watkins that request be approved with following stipulation:
Property Manager will procure estimates to replace the sidewalk portion (3 feet wide walk from drive to front door) of standard construction and hire the contractor. The motion was adopted.
- **5322 Windridge Drive**
Reconfigure flower bed and replace broken stepping stones along either side of driveway.
*Watkins moved, 2nd by Shepherd to NOT APPROVE due to incursion onto common area. Stepping stones must be removed.
The motion was adopted.
- **5318 Thicket Hill**
Replace 17 double hung windows, one sliding door, one storm door at owner's expense.
*McCracken moved, 2nd by Pert that request be approved.
The motion was adopted.
- **5216 Fawn Hill Ct.**
Replace 2-panel sliding patio door.
*McCracken moved, 2nd by Boyle that request be approved.
The motion was adopted.

LANDSCAPE REQUESTS PREVIOUSLY APPROVE ELECTRONICALLY

- Eident asked for approval of the landscape requests listed below.
 - Pert moved, 2nd by Eggers that the requests be approved.
The motion was adopted.

- **5321 White Marsh Lane**
Owner wants two dying bushes by garage removed by staff. Will replace with mulch at owner's expense.
- **5334 Thicket Hill**
Plant two trees (tulip and buck-eye) in common area at owner's expense.
- **5365 Chipwood Lane**
Plant a new flowering cherry by garage in place of removed dead tree at owner's expense.
- **5316 Greenwillow (Brick border must be flush to ground to allow mowing.)**
Replace dead bushes on south side of home with similar type or yews. Replace rotted wood border around mailbox base with brick. All at owner's expense.
- **5333 Hawks Point**
Remove dying bushes from foundation planting area-replace with mulch and flowers.
- **5212 Hawks Point (Approval with stipulation that mulch 'build-up' must be reduced and pulled away from structure.)**
Lay locking bricks to contain mulch in foundation area to prevent spillover onto sidewalk and porch.

OFFICERS' REPORTS

PRESIDENT'S REPORT – Vicki Eident

- I have enjoyed learning about the systems that make life in Windridge carefree for me. One of those systems is our lift station. It makes sense that the stuff that we pour down a drain or flush down the toilet head to a treatment facility somewhere in Indianapolis. However, before our sewage is sent off site it must be pumped from one of three lift stations in Windridge. Unfortunately a rag or some other object occasionally gets tangled in the mechanism. As a result the pump service must be called to make the expensive repairs. In addition, once or twice a year it is necessary to have another company come to pump greasy sludge from the pit. Residents are encouraged to help care for this unglamorous part of our infrastructure. Please be cautious about what is sent down the drain. Remind guests that even items labeled "flushable", such as diapers and wipes, should be placed in plastic bags and put into the trash container. Additional materials, such as kitty litter and grease, should be put in a container and placed in the trash as well.
- One night recently there was a rash of auto break-ins in the Millersville area. Two owners in Windridge were among the victims. All of the vehicles were unlocked and the cash was the only thing missing. Our gates may deter some criminals but someone who is determined may get in to Windridge. Please be vigilant. Don't leave cash or valuables in your car especially if parked outside. Keep your garage door closed, lock doors and windows, and turn on outside lights.
- Pedestrians and cars share the road in Windridge. For everyone's safety please observe 20 mph when driving.

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	
May 2018	
K = Thousands () = Negative Numbers	
Results for May 2018	
Total Expenses are under budget	(12.1) K
Building Maintenance under budget	(3.4) K
Salaries & Wages under budget	(6.0) K
Results for Five Months Ended May 31, 2018	
Total Expenses are under budget	(95.7) K
Grounds Maintenance under budget - various exp	(10.8) K
Building Maintenance under budget - various exp	(13.7) K
Major Repairs/Replacement under budget	(44.4) K
Truck not purchased (-20.0)	
Driveway Replacement under budget (-15.0)	
Erosion/Drainage under budget (-7.1)	
Salaries & Wages under budget	(20.4) K
Water/Sewer over budget	8.1 K
Rent Budgeted expense has not been booked	(17.5) K

MANAGER'S REPORT – Doug Beyers**EMERGENCY CALL NUMBER**

- 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 locked 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.

PETS

- 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. Direction is needed from the board.

TERMITE INSPECTIONS

- Termite Inspections will be scheduled the week of July 16, 2018. A notice will be put in the tubes with scheduling instructions.

GUTTER CLEANING

- Gutter cleaning has started for the entire community. Cleaning will take about two weeks.

SIDEWALKS

- We have replaced two sidewalks and one complete drive and another partial drive.

INSURANCE

- Insurance work was completed on 4937 Windridge.

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. We are waiting for the ground to settle. 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 after the dirt settles. The front downspouts will be our next major area of staff

drainage repair. I have pricing to install drainage lines. 5338 White Marsh drainage has been installed. Asphalt repair remains.

CATHEDRAL & WINDRIDGE FENCE

- 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.

TREE REMOVAL

- Removal of dead trees and trees with potential property damage is underway. Dead limb (dead wooding) trimming is planned for July/August.

IMPROVED SWALE

- North Point Engineering design for an improved swale in the area of 5401 and 5347 Greenwillow Road is complete. We will discuss in new business.

BASEMENT FOUNDATION

- We have contacted contractors to evaluate basement foundation leak and quote pricing for repair at 5205 Windridge. The repair is scheduled for June 19, 2018

STAFF UPDATE

- Currently, we have three summer employees.
We are in the process of screening a new full-time employee.

COMMITTEE REPORTS BY BOARD LIAISONS

A. Cathedral High School - Karen Shepherd - to be discussed in Executive Session.

B. Landscape & Beautification – Beverly Watkins

- On the morning of June 9, fifteen volunteer residents met at the boulder bank on Whisperwood and Thicket Hill with clippers and rakes in hand to clear weeds and ivy from this lovely Windridge feature. Thank you to all who attended and to Landscape Committee Chair Glenda McGann for organizing and directing this project (and to those who drove by and cheered us on)!
- The Committee reminds all residents that Board approval must be received BEFORE making any changes to Limited Common Area (with the exception of planting perennials and annuals) and particularly before doing ANYTHING to Common Area including the planting and removal of plants, shrubs, trees, mulching, and the placement of any statuary, benches, or stepping stones/tiles.
- **5153 Windridge Drive -**
Group request to have leaves removed annually and a one-time application of mulch supplied by Association for the Common Area woods in front of condos 5211-5231 on Windridge Drive. The neighbors will spread the mulch. Also requesting permission to add a few redbud and dogwood saplings at owners' expense. Owners to maintain the grounds.
*Moved by McCracken, 2nd by Pert to approve request.
The motion was adopted.

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.

C. Neighborhood - Tom Eggers

- The Millersville Association is in the process of:
 - Creating Millersville signage to be placed at entrances to the Millersville Village.
 - Creating a directory of the 48 businesses plus 9 buildings with leasable space on the website.
 - Creating a new newsletter.

D. Social - Charles Boyle

- The annual Windridge Picnic will take place Saturday, June 23, at 4 pm, in the area across from the office.

UNFINISHED BUSINESS

- As stated in last month's minutes, the Board supports a plan to require all owners, as of January 1, 2019, to use the ACH (Automated Clearing House) process to pay their monthly assessment or be charged a \$5.00 surcharge each time they pay by check. 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 will provide 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. Non-ACH owners are encouraged to reach out to their neighbors currently using ACH and Board members to learn more about the benefits ACH can offer.
- Pert submitted a letter explaining the new ACH policy to be mailed to non-ACH owners in mid-July.
- Eident asked for approval of proposed letter for July mailing.
 - *Watkins moved, 2nd by McCracken to approve pending minor corrections.The motion was adopted.

NEW BUSINESS

- Swale and Berm - Greenwillow and Cathedral swale and berm maintenance will be completed when we receive permission from Cathedral to access the area.

ADJOURNED TO EXECUTIVE SESSION AT 9:20 PM TO DISCUSS: Cathedral litigation

REGULAR SESSION RECONVENED AT 9:35 PM

MEETING WAS ADJOURNED AT 9:35 PM

The next Regular Meeting will be at Windridge Community Building on Monday, July 16, 2018 at 7:00pm.