



Woodlands Winding Brook HOA

Board meeting minutes

January 16, 2020

7:00 pm Monroe County Library, Room 2A

I. Call to order/Welcome

- Ken Shafer called the meeting to order at 7:06pm.
- Board members present: Ken Shafer, Susan Seitzinger, Brian Dahlberg, Connie Beckwith, Edward Gubar, Beth Tankersley
- Homeowners present: Aran Mordoh, Cindy Johnson, Jeanette Clausen, Matthew Odle, Cathy Stone, Sherry Jeffers, Shelley Taylor, Sarah Taylor and Alessandra Ferrerio
- Also, present: Jamar Properties: James Eiermann
- Absent: Carolyn Brown

II. Approval of minutes from October 2019

- Announcement "informal November non-quorum minutes available on website" as messages from president, but no approval actions taken
- Ken motion to approve meeting minutes for October and November. No one opposed. Minutes approved.

III. Board appointment of director vacancies

- Ken discussed recent resignation of two previous board members and current vacancies to be filled. Sara Taylor resigned her position in November 2019. Diane West resigned her position effective January 16, 2020. Diane's letter is attached.
- Homeowners Susan Seitzinger and Edward Gubar responded to the board regarding these vacancies. Both Susan's and Ed's letters to the board are attached. Ken moved to appoint both Susan and Edward to fill director positions. Connie B. seconded. Approved.

IV. Election of new officers - Ken

- Connie B. nominated Ken Shafer as board president. Nomination seconded by Edward G. Nomination approved.
- Connie B. nominated Susan Seitzinger as board vice president. Nomination seconded by Edward G. Nomination approved.
- Ken S. nominated Beth Tankersley as board secretary/non-voting member. Edward G. seconded. Nomination approved.

- Connie B. nominated Ken Shafer as board treasurer. Susan S. seconded. Nomination approved.

V. Financial manager report - Carolyn Brown

- Carolyn was absent so a financial report was not given.

I. Protocol for homeowner comments

- Discussion of how the Woodlands meeting will be structured moving forward. Ken noted times in the past where business could not be completed in the allotted time frame and this needed to change. During future meetings the floor will be reserved to members of the board to address agenda items. Homeowners present must be acknowledged and recognized by a director to enter current discussions. There will be time allotted at the end of each meeting for homeowners to comments. Allie F. and Aran M. asked for clarification of the new protocol and questioned whether this was in by laws. Ken and Brian explained we will follow the Roberts Rule of Order guidelines, which is commonly used to conduct board meetings

VI. Property manager report - Jamar Properties

- James gave a summary of issues regarding the most recent rain fall. There were units with water in the basement and a unit with a roof leak. Flex tubes were installed on drains to help carry water away the buildings.
- He reported confirmation from Kevin Potter that the deck post on unit 2323 does need replaced.

VII. Presidents report

- Ken discussed the need to help finance the foundation and water issues. Currently there are 5 active complaints with the attorney general. Applying for a loan is probably not a good option currently, due to operating at a loss and litigation issues. If turned down, it will also go in our credit file. Special assessment is a last resort option.

VIII. Formation of committees

- Susan discussed committee formations and some of the duties to each.
- Building and Grounds: Brian D. will possibly head this committee. Aran M. will also be on the committee.
- Finance committee will include putting together a 5 - 10-year plan to assess HOA, it's needs and assures the board operates according to our covenants. Ken will possibly head this committee.
- Communication committee will include the Woodlands website, new resident welcome packages, newsletter and community partnerships.
- Community committee will help find partners for services internally and externally, host neighborhood get-togethers and seek out grants.
- Susan will list more information on our website.

- Ken stated he would like the board to delegate more and to see all homeowners participate in bettering our neighborhood by joining a committee.
- Ed G. inquired about the suitability of attorney general complainants serving on committees. Ken will discuss this with Kim Sutter.

IX. Old business

- Tree removal bids
 - Discussion of \$6600.00 bid from R & S Lawncare. Bid included 5 trees to be removed. Four of the trees were identified. James will find out the location of the tree not identified.
 - Connie moved to approve the tree bid pending on the identification of the 5th tree. Ken seconded. Motion carried unanimously. Bid accepted.
- Handicap Parking for 2380
 - There was discussion between Connie and James on whether the currant spot needed painted or an additional spot added. No current action on this item. Susan will find out what requirements are needed to move forward.
- Deck post inspection and repair
 - Unit 2354 deck post is rotted and not touching the ground. James requested bid from Roger Remodeling on replacing 6 deck posts on building 6. Connie asked to have Kevin Potter check all posts. Connie will continue to follow up with Kevin Potter and this issue.

X. New Business

- Adoption of a Code of Values
 - Susan discussed the need to adopt a code of values to help bring us back to center when we lose focus. She passed out a card listing these values. Ken moved to adopt the Woodlands code of values. Brian seconded. None opposed.
 - Susan will have posted on website.
- Building 3 roof
 - Connie discussed bids from McCoin and RCV. RCV's bid was for Owens Corning shingle and McCoin's bid for Atlas shingle. Discussions included using the same contractor for consistency. The current replaced portion of the roof has a 50-year warranty on it. Brian is in favor of keeping metal. Sarah T. stated this would raise a red flag for home inspection. Having two different roofing materials is not an industry norm.
 - Ken moved to accept the McCoin bid using Atlas shingle. Connie seconded.
 - Allie stated the roof is half metal and asphalt on the other building. She asked for metal on the front. Ken mentioned a risk in delaying this for another month due to weather and we currently do not have a bid for what Allie is asking.

- Ken stated the motion had been made and seconded. Discussion closed. Vote taken. Brian stated he dissented his vote and voted Nay. Susan abstained. Ed, Connie, and Ken voted Aye. The motion passed. Bid approved.
- Binding authority by president
 - Ken moved to have the office of president and vice president to have binding authority. Ed seconded. Not opposed. Motion approved unanimously.
 - Ken move to authorize up to \$1000.00 between the president and vice president per month to have work done, without board approval. Ed seconded. No discussion. Not opposed. Motion approved unanimously.
- Rules and regulations update
 - Elizabeth Starr (previous president), had reworked the rules and regulations with suggested new wording (Sections #4, #22, #33). A handout was available with the new wording highlighted.
 - Ken moved to adopt. Brain seconded. Motion to table to review them until next regular board meeting. Not opposed. Motion to table approved unanimously.
- HAND Grant Application
 - Ken would like to table this item. Discussion needed with Doris Simmons.
 - Susan moved to assign this task to the Community committee. Ken seconded. No discussion. Not opposed. Motion approved unanimously.
- Master insurance deductibles and claim guidelines
 - ⊖ Discussion of how to make a claim under the master condo insurance policy. A handout was available and sent out in an email. Frank Eberle, of First Insurance Group, through which the HOA has its policy, has seen this writeup and blessed it.
 - Ken moved to adopt. Brian seconded. No discussion. Brian motioned to table until next regular board meeting due to time restraints. Susan seconded. Not opposed. Motion to table approved unanimously.
- Clarification of special resolution
 - A special resolution was approved by members at the annual member meeting on October 10, 2019. Ken discussed the clarification of the special resolution documentation. Currently the document is still in draft form. Connie and Ken met with Kevin Potter, structural engineer, on January 14, 2020, and presented him with a copy of the special resolution and the special resolution clarification, and having read both, he stated that he "was on the same page." He is currently working on additional verbiage to make a few items more technically precise.
- Special assessment of \$1000

- The Board was unable to take this matter up, due to lack of time. Ken moved to set another meeting of the board to discuss the special assessment. Brian seconded. Passed without objection.
- Exterior Wood Restoration negotiation
 - Ken stated that in his phone conversation with John Nearon, of Exterior Wood Restoration, regarding the patch upon Sarah Taylor's roof over Unit 2376, that they felt the roof for building 3 was no longer suitable for restoration. Ken expressed pessimism that the remaining seven buildings not yet restored or with new roofs, likewise, would still be suitable for restoration, or not at nearly the price quoted last year. It is still possible to have Exterior Wood look at those seven buildings later this spring for a final determination on Exterior Wood's willingness to take on more restoration work. No action taken.
- Property maintenance schedule
 - Due to time restraints, Susan will send the property management schedule via email.
- Downspout/drainage repair
 - Discussion of downspout and drainage repairs. Current bid from Outdoor Improvements, LLC totals \$17735.00. It includes 26 downspouts, tree and plant removal, concrete walks, gravel and flooding of basketball court. The flooding of the basketball court is due to its dual-purpose use as a secondary water runoff retention area. Connie mentioned Kriste's 2354 and Beth's 2329 downspouts were not on this list, but that she was working on an addendum to the contract with Outdoor Improvement to cover additional work like that, including re-grading around building 3.
 - Ken moved to approve the bid Connie seconded. No discussion. None opposed. Bid approved unanimously. Ken then stated that since the bid was now effectively a contract, he would release copies to the homeowners showing the itemization of the work, and these were passed around.
 - Brian asking about holding Hoosier Water Way accountable for their issues. Sarah wants to make sure her building is included on the proposal. Ken confirmed that downspouts for units 2376 and 2378 were on the remediation list.
 - Allie encouraged Ken to check with Frank Eberle of First Insurance Group, regarding liability for this project
 - Ken will contact Frank Eberle to discuss.

XI. Homeowner general comments

- Sherry Jeffers asked about postponing the revised rules and regulations on prior approval regarding planting. She wondered if her passed approval is still in effect and Is it in still her file. Can we discuss at next meeting? The rules and regulations update was tabled until the next regular meeting, and discussion will happen at that time.

- Matt asked, regarding general maintenance, who he should he report issues to. Connie suggest reporting all items to James. Can also take pictures and send to Brian and Building and Grounds committee.
- Ed mentioned it is not clear what section of yard/area is the homeowners. He suggested another survey. Brian agreed. This may require looking at the plot maps.
- Shelley Taylor stated she wants another meeting place. She questioned what happen to suit against Hoosier Water Way. Wants board members to respect others in room.

XII. Adjournment

- Meeting adjourned at 9:00PM
- Next meeting is to be held February 13, 2020 at 7:00pm Monroe County Library, Room 2A

XIII. Action items

Person responsible	Action item
Ken	Discuss suitability of homeowners being on committees if not in good standing with HOA
Susan	Have committee information added to website
James	Find and ID the missing tree
Connie	Continue to follow up with K. Potter on deck posts
Susan	Find out requirements for handicap parking space
Susan	Have code of values posted to website
Ken	Discuss with Frank Eberle transfer of liability re: drainage
Susan	Email property maintenance schedule
Ed and Connie	Plot map review

Attachments.

Susan Seitzinger board submission letter

Edward Gubar board submission letter

Diane West resignation letter