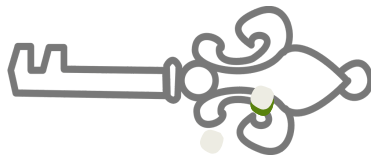


*Welcome
Home*



the woodsands

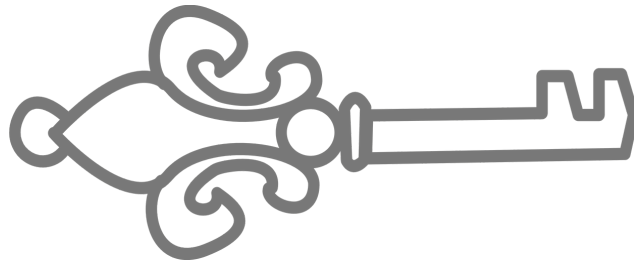


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Dear Woodlands Homeowner,

Welcome to the Woodlands! We are thrilled to have you as a member of our neighborhood community.

As you settle into your new home, please don't hesitate to reach out to our Property Manager or HOA board members with any questions or concerns.

Thank you for choosing to make the Woodlands planned unit development community your new home. We look forward to getting to know you and creating lasting memories.

Best regards,

The Woodlands HOA Board

Contact Information

Property Manager

Jamar Property Management, LLC

120 W 7th Street, Suite 204

Bloomington, IN 47404

Phone: 812-330-8655

Website: <http://www.jamarproperties.com>

Please ask for Ashley ~ she is the main contact at Jamar for us

In case of an emergency please dial 911

Bloomington Non-emergency 812-339-4477

Utilities

ELECTRIC

Duke Energy

800-774-1202

www.duke-energy.com

WATER

City of Bloomington Utilities

812-349-3930

utilities.cs@bloomington.in.gov

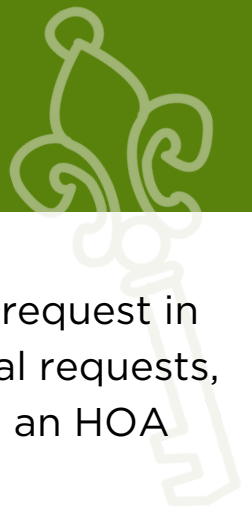
GAS

CenterPoint Energy

800-227-1376

centerpointenergy.com

HOA Requests



The Woodlands HOA request form is used to put in any type of request in our neighborhood. This includes: maintenance requests, financial requests, general questions, document requests and more! Please submit an HOA Request : <https://www.woodlandshoa.net/hoa-requests/>



These requests can be submitted by computer, tablet, or smartphone, or you can request that our property management company Jamar (812-330-8655) help you over the phone or submit the request on your behalf.

An Administrative Assistant will respond to your request and our property manager will coordinate any applicable items for repair. The purpose of the HOA request system is to facilitate proper care of our neighborhood and to provide a response system that is fair to all individuals.

Maintenance

Who is responsible for maintenance, repair and replacements?

A chart identifying who is responsible for the cost of repairs and maintenance for the property is posted on the Woodlands website at:

<https://www.woodlandshoa.net/>

Select the Governing Documents Tab and then select the Rules and Regulations document (the chart is within this document) or use the QR Code below for a direct link to the Governing Documents and then select Woodlands Owner vs HOA Responsibilities.



Note that in general, repairs inside the unit are the responsibility of the homeowner, while external repairs and maintenance are the responsibility of the HOA. To request external maintenance, homeowners should submit an HOA request.

Questions?

Where can I find general information about the Woodlands?

The Woodlands website is the best place to start! Any publicly available information about the neighborhood will be listed here. You can find agendas/meeting minutes from past board meetings, the online fee payment tab, newsletters, maps, governing documents, neighborhood rules, the HOA request tab, and even this welcome packet, if you would like to view a digital version.

How do I access the Woodlands HOA Website?

The Woodlands HOA Website is a public website that can be accessed at the following address:

<https://www.woodlandshoa.net>



How is information regularly communicated to Homeowners?

A weekly emailed announcement is sent out, usually on Wednesday afternoon, communicating current events and containing reminders of ongoing activities and things to keep in mind. A quarterly newsletter is sent via USPS and also email. All owners receive these communications. If you do not get a weekly email, please let the Board know by submitting an HOA request indicating this and the email that should be used.

Questions?

Where can I find general information about the Woodlands?

How do I access the Woodlands Homeowner Google Drive?

In order to access the Woodlands Homeowner Google Drive, please submit an HOA Request Form indicating your desire to access the private google drive. A gmail address is necessary for access. Once you have been added as an authorized user, the homeowner google drive can be accessed at: <https://drive.google.com/drive/folders/OAINrI5OycSUwUk9PVA>



What kind of information is on the Woodlands Homeowner Google Drive?

The homeowner google drive contains information that homeowners can have access to including: meeting minutes, agendas, financial statements, copies of invoices, copies of contracts, governing documents, rules, maps, studies and more.

Where can I find the Declaration of Covenants and By-Laws?

Governing Documents are located on the Woodlands HOA Website: <https://www.woodlandshoa.net/governing-documents/>
From the Governing Documents Tab you can choose Covenants or By-Laws to access the most up to date documents.



How can I become involved?

There are several opportunities to become involved at the Woodlands:

Attend HOA meetings:

The Woodlands Open Board Meetings are the second Thursday of each month (no meeting in December). The meetings are conducted over zoom 7:00-8:30pm.

Quarterly Townhalls are held the third Thursday of March, June and September. The meetings are conducted over zoom 7:00-8:30pm.

The Annual Homeowners Meeting is held in October. The meeting is conducted over zoom 7:00-8:30pm.

Special meetings will be held at various dates/times, on specific topics and projects the neighborhood is working on. These meetings will be announced via the HOA email announcement system.

Location: Zoom (<https://iu.zoom.us/j/9202320239>)

Zoom Meeting ID: 9202320239 (no password)

Volunteer (in-person events):

Annual Garage Sale (Spring)

Community Volunteer Event (Fall)

Grant Writing/specific project

Participate in Seasonal Surveys and other data collection

<https://www.woodlandshoa.net/get-involved/>
on the Woodlands website. Go to the “Get Involved” tab.



How can I become involved?

Ongoing Volunteer:

HOA Board
Finance Committee
Buildings Committee
Grounds Committee
Outreach Committee

If you are interested in getting involved, please submit an HOA Request Form indicating which event or committee you would like to join.

The Woodlands also has a few homeowner connection sites:

- **Homeowner Conversation Google Group** (run by the board): This is a private group. Simply go to the address below, indicate that you would like to join and provide your email address. Once your request is reviewed, you will have access to the group.

<https://forms.gle/wYs8443ZVokfpf2x7>



- **Facebook Group** (homeowner run): This is a private facebook group. Search “Neighbors of the Woodlands Bloomington” and request to be added to the group. An administrator will verify you are a homeowner, renter or community partner and allow access.

- **Homeowner Group** (Homeowner run): This is a private group for homeowners and renters who have an owner’s permission to join. Simply go to the address below and make an account. Once the administrator verifies you are a homeowner, you will be granted access.

<https://woodlandsworld.org/>



Please Note: All of these groups have their own rules for content and participation.



When are fees due?

When are the Woodlands fees payable:

1. Monthly HOA fees on the 1st of each month
2. External insurance due annually, 1/2 in January, 1/2 in June
3. All fees have 90 days before interest, notices or collections occur.

All fees can be paid online or by mail-in check.

To pay online, go to the Woodlands website “payment” tab at:
<https://www.woodlandshoa.net/payment/>



Payments can be mailed to: The Woodlands Winding Brook HOA
P.O. Box 2316
Bloomington, IN 47402

Fees:

Association Fees are payable monthly on the first of each month.

Homeowners also pay an annual insurance premium, which underwrites the cost of the umbrella policy the HOA purchases each year. This premium is based on the square footage of each unit and is therefore a variable cost to homeowners, dependent on the size of their individual unit. Insurance bills are mailed to homeowners in December for the following year. **The external insurance payment is due in two installments, payable by January 31st and June 30th each year.** Note that this insurance premium is in addition to your personal insurance policy for your unit.

Monthly fees (not including insurance) for 2024 are listed below.

- Units without a garage: \$385 per month.
- Units with one (1) garage: \$400 per month.
- Units with two (2) garages: \$415 per month.



For information on the Woodlands payment policy, please visit the Woodlands website, <https://www.woodlandshoa.net/governing-documents/> and select delinquency policy.

the Woodlands' Rules & Regulations

The Woodlands' Rules and Regulations are updated from time to time. For the most up to date version of the Rules and Regulations, please visit the Woodlands website at:

<https://www.woodlandshoa.net/>, select the Governing Documents Tab, then select Rules & Regulations or use the QR Code below for a direct link to the Governing Documents. From there, select Rules and Regulations.



Two Rules for new Homeowners to act on:

Keys: All homeowners are required to provide a physical copy of their unit key to our property management, Jamar. The key is needed in order to provide access to conduct the required annual chimney inspections and to allow the property manager access in case of an emergency when the homeowner is unavailable. [Jamar Property Management is located at 120 W 7th St Suite 204, Bloomington, IN 47404, open 9-5 weekdays. Phone (812) 330-8655]

Mortgage Information: Every homeowner with a mortgage is responsible for providing the Property Manager with the name and address of the first mortgage holder. This is required by Article IX of the By-Laws and should be submitted via an HOA request unless it has been provided by the Title Company as part of the closing paperwork.



Please keep in mind..

Trash Areas: Trash is picked up on Mon/Wed/Fri/Sat. Recycling is picked up on Tues/Thurs. All trash should be disposed of in a securely tied bag. Recycling items should be placed in recycling bins without bagging. For more information on what can and cannot be recycled in our neighborhood, check out <https://bloomington.in.gov/sanitation/recyclingtation/recycling>. Check the city's website here for information on how to recycle other items.

Cars & Parking: We have lots of families, pedestrians, bicycles riders - drive slowly and back out/exit parking spaces carefully. Homeowners should ask their guests (including service providers) to park in Visitor parking spaces for the duration of their stay in your unit. Visitor spots are first come first serve and are used by Homeowners, visitors and contractors at the Woodlands. These visitor spots can't be reserved, but all homeowners have one numbered reserved parking spot for their unit. Disability parking spots are larger spaces in order to accommodate potential larger equipment, but should still only be occupied by one vehicle per parking spot.

Pet Waste: As a courtesy to everyone who lives in or visits the Woodlands, please clean up your pet's waste. There are multiple dog stations throughout the property for your convenience.

Outdoor Personal Property: Homeowners are asked to move any personal outdoor property indoors in the event of high winds, storms, and/or during regular maintenance work to reduce the risk of damage to personal outdoor items.

Please keep in mind..

Landscaping: Landscape maintenance occurs March-December. It includes mowing, leaf removal/shredding, monthly stick removal, fall/spring bush trimming, fall/spring wood chip trail renewal, and spring cedar mulch application in common areas and the fronts of units (a natural termite repellent). In order to remain cost-effective, all landscaping must be standardized for all external (front, side, rear of units) and common areas. Our landscapers work very closely with the Property Manager to address the needs of the Woodlands. Please put any suggestion you may have in a HOA Request System and/or consider joining the Grounds Committee!

Invasive Plants: Residents are prohibited from planting invasive plants around their unit or in the common areas. For an updated list of invasive plants, please consult the invasive plant list from the Indiana Invasive Species Council. The list can be found at: <https://www.entm.purdue.edu/iisc/invasiveplants.html> Hired contractors are conducting woody and herbaceous invasive management and will remove invasive plants seen anywhere on the Woodlands property. When in doubt, please do not plant.

Insects: Pest prevention is conducted at the Woodlands in the spring and fall by Julie Todd LLC. Ahead of this work, please try to keep your front and rear area as clear as possible of bulky personal items, so that this regular maintenance can be conducted to prevent incidents of insect infestations.

Lighting: Use yellow lights outside units to deter bugs and bats (Recommended by Julie Todd LLC).

Please keep in mind..

Annual Chimney Inspection and Cleaning:

Pursuant to our external insurance policy, all homeowners are required to allow the HOA to conduct yearly chimney inspections. This inspection is necessary to reduce the risk of fire from improperly maintained/cleaned chimneys. The annual inspection is usually conducted in October and is paid for by the HOA. If a chimney requires cleaning, the cost of the cleaning is a homeowner expense and the charges are assessed to the homeowner's account. Cleanings are usually conducted at the time of inspection. If any internal repairs are needed on a chimney, it is the responsibility of the homeowner to schedule and pay for such repairs with a contractor of their choice. The chimney inspection report is given to the HOA. If a homeowner wants the section specific to their unit, they can submit an HOA Request to have it sent to them. Details of the scheduled inspection are communicated each fall and include information about days of inspections and a survey for scheduling an inspection.

Tree Work: The inspection for the annual tree report is conducted in May, tree injections in June, tree trimmings in the fall and any tree removals throughout the year as needed. If you have any concerns about particular trees (health of a tree, a tree's impact over cars or buildings) please put in an HOA request and these will be forwarded to Bluestone Tree to evaluate in their yearly inspection. They also conduct our woody invasive management (which includes removal and treatment of all larger invasives throughout the Woodlands and in the obsolete pond area).

Rental Procedures

Owners wishing to rent their unit are required to have a rental occupancy permit from the City of Bloomington (<https://bloomington.in.gov/housing/rental-occupancy>)—(All rental properties (with the exception of Indiana University) located within the City of Bloomington corporate limits must be registered with and inspected by the Department of Housing and Neighborhood Development (HAND). Maintaining an unregistered rental carries a penalty fine of up to One Hundred Dollars (\$100) per day. Rental regulations are covered by the Title 16 of the Municipal Code.) This protects other property owners in The Woodlands as well as the landlord.

Owners of rented units are required to provide the following information by January 10th each year:

- 1) Tenant's name(s), phone number and email address
- 2) Current Lease Agreement
- 3) Proof of Renters Insurance
- 4) Proof of Registration with HAND

These documents should be submitted to the board through the HOA Request Form.

Owners are asked to share Newsletters, Announcements, and other communication from the HOA with their tenants in order to keep them informed of what is going on with the property. In addition, a copy of the property Rules & Regulations must be supplied to your tenants. Any damage to the Common Area due to a rule violation by a tenant will be the financial responsibility of the homeowner and tenant.

Please note: Per the governing documents requirement of single family occupancy, short-term rentals like VRBO and Airbnb are not allowed.