

August 2024 Open Board Meeting Minutes

Woodlands Winding Brook HOA

August 8th, 2024 @ 7:00 pm

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

Zoom Meeting ID: 9202320239 (no password)

(Time frames below are for efficiency purposes)

- ❖ Homeowners present: [Shahana Ansari](#), Peggy Billeck, Connie Smith, Jeff Cupp, Brett Haviland, Shelley Taylor
 - ❖ Board Members present: Kris Kuntz, Jean Clausen, Li Meuser, Cathy Brown.
 - ❖ Professionals present: Ashley Ranard-Dowdy (Jamar), Aran Mordoh, Megan, Kristie Weddle
 - ❖ Notetaker for the meeting: Li Meuser
- **Call To Order / Welcome / Recognition of Attendees (7:00-7:04pm) ~ [Board Member Assigned]**
 - *Recognition of attendees (homeowners, board member, professionals and notetaker)*
 - *Logistics reminders*
 - **Time frame:** *Open board meetings 7-8:30 (with a 6-7 exec meeting prior).*
 - **Frequency:** *Open board meetings 2nd Thursday of the month from 7-8:30pm (no December meeting)*
 - *Zoom meeting ID: 9202020239 no password*
 - **Purpose: Open board meeting purpose:**
 - *Professionals & board reports information to homeowners (provides education when time allows)*
 - *Discussion and information sharing between homeowners to facilitate collective decision making and community building*
 - *HOA Board publicly votes on non-confidential, non-urgent new items of business.*
 - **Comment Period:** *Please hold all general homeowner comments for the “homeowner comment” period at the end of the meeting (last 15-30 minutes, as time allows). Topic specific feedback will be solicited on items before voting. We welcome homeowner comments, as it provides valuable feedback for the board’s decision-making process to help the community.*
 - **Conduct agreement:**
 - *No disparaging/derogatory written or spoken comments allowed. As a community, we will work to remind one another to refrain from personal or social identity attacks and focus instead on solution building*

- *Once a discussion or decision is over, we consider that discussion/decision dead and will not dedicate monthly meeting time to rehash it. We may talk about past discussions or decisions as they relate to future HOA actions or decisions to be made. Our focus is on moving HOA business forward.*
- *Disagreements are necessary and important. All disagreements should be voiced in a respectful and constructive manner. Assume goodwill of your fellow neighbors and HOA partners.*

□ **Conduct violations:**

- *1st violation = warning*
- *2nd violation = lose speaking privileges during homeowner comment periods (possible removal for meeting disruption)*

□ **Technology:** *Chat bar purpose: for technical issues, discussion time (same procedure as above)*

□ **We will do our best to have 30 minutes of reports/guest speakers, 30 minutes of new board business, and 30 minutes of homeowner comments (as time permits).**
We may deviate from this schedule based on the needs of items and time.

● **Land Acknowledgement & Grounding Exercise (7:04-7:05pm) ~[Board Member Assigned]**

- We recognize that our neighborhood and all of Bloomington sit on Native land – on the traditional homelands of the Miami, Delaware, Potawatomi, and Shawnee people and we acknowledge they are past, present, and future caretakers of this land.
- We also acknowledge that much of the economic progress and development in Indiana and specifically Bloomington resulted from the unpaid labor and forced servitude of People of Color - specifically enslaved African labor.
- We acknowledge that this land remains home to and a site of gathering and healing for many indigenous and other people of color and commit to the work necessary to create and promote a more equitable and just neighborhood and Bloomington.
- We move forward knowing and acknowledging our rich, complicated, and sometimes painful past so that we can learn from it and create a true land of opportunity.

● **Diversity Items (7:05-7:06) ~ Li**

Diversity Commitment

- The HOA board is committed to diversity, equity and inclusion
- Racial, homophobic, gender or any discrimination words or actions will not be tolerated
- If anyone ever experiences being a victim of a slur being towards them, they may file a homeowner request immediately
- Value the racial, gender, age, and other types of diversity in this board and community.
- The HOA board commits to ensuring accommodations are updated regularly for older residents and residents with different abilities

- ▮ Current ADA accommodations: closed captions turned on in Zoom meetings, microphones checked before Zoom meetings, ADA path to pond area deck being reviewed

Hate speech

- ▮ Strive to adopt a good will approach
- ▮ Zero tolerance policy for use of derogatory slurs
- ▮ Victims of hate speech may report incidents (include documentation if possible) so they may be formally documented by the board
- ▮ Value inclusivity and consider addressing the use of hate speech in the neighborhood an important issue

● **Financial Manager's Report** ~ Laurie Miller, Financial Manager ~ Laurie (7:06-7:11)

- ▮ Current report on financials that are sent out to homeowners and put up on the Homeowner Google Drive (this includes invoices, contracts and all other financial documents sent to homeowners)
- ▮ Any upcoming fees due
- ▮ Different ways to pay fees ~ reminder of paying on the website
- ▮ We've moved some money to a higher paying CD

● **Property Manager's Report** ~ Ashley with Jamar Property Management read her report (7:11-7:16)

- ▮ Report on work in the neighborhood and bids being acquired
- ▮ Bring up YMS ~ The Woodlands Yearly Maintenance Schedule to review with PM
- ▮ Link for YMS on the website on the www.woodlandshoa.net

● **Guest Speaker** (7:16-7:16) ~ **[Board Member Assigned]**

- ▮ *None this month*
- ▮ *Continue to review the updated Reserve Study 2024 (last study done in 2018), as it will inform homeowner questions for many of the guest speakers for the future*
- ▮ *Guest speaker yearly schedule:*
 - ▮ *October Annual Meeting: Legal counsel Jason from Mcauley Law*
 - ▮ *November open board meeting: Frank from First Insurance Group*
- ▮ **Homeowner question period** (if time)
- ▮ **Note: Guest speakers are arranged to help provide education on pertinent topics**

● **Approval of Minutes** (7:16-7:17) ~**[Board Member Assigned]**

☐ Open Board Meeting minutes from last month **Action:** Kris makes a motion to approve last month's meeting minutes. [Jeanette Clausen](#) second. All in favor, motion passed 4-0.

● **Report Board decisions made since the last monthly meeting (7:17-7:19pm) ~[Board Member Assigned]**

Discretionary Monthly Approval (DMA) ~ Property manager has \$1,500 per month per their contract.

Please note:

☐ Board AWM:

☐ Approval of Bluestone emergency tree work for \$1815

☐ Executive meeting decisions:

☐ Election of officers: Kris Kuntz, President and Treasurer, Cathy Brown Vice President, [Jeanette Clausen](#) VP over committees

☐ Liens/Foreclosures/payment plans signed by homeowners

☐ Broad HOA values and structure

☐ Property Manager DMA:

☐ See property manager report

Notes:

Time limitations: the HOA board is responding to homeowner requests to have more speakers at our meetings and more homeowner comment period time. This leaves us with less time to review contracts and The Woodlands has a large amount of external and common area maintenance work that must be contracted to meet the board's obligation to repair and maintain these areas. Please note that we review as many contracts as we can at open board meetings, but sometimes time limitations and confidential legal items limit this process.

"Action without a Meeting" (AWM) is business that is voted on by the board via the board email, which is standard practice for the board between meetings. Voting by email must be a unanimous vote by the entire board for the vote to pass. This is a standard and proper procedure and necessary for the large amount of maintenance that is required from a property as robust as The Woodlands.

● **Executive References (7:19-7:20pm) ~ Li**

☐ **Executive meetings**

☐ 07/16/24 (with AT)

☐ 07/25/24 (transition meeting for new board member)

☐ 07/30/24 (with AT)

☐ 08/06/24 (with AT)

☐ 08/08/24 (Monthly Executive)

☐ Arrearages, confidential matters, legal items, HOA requests, correct policies/procedures

- 1 lawsuit against the board originating in 2020

Note: The board cannot comment publicly on pending legal

- **Lawsuits/Legal Updates:** You can look up the public legal cases online
 - mycase.in.gov , or <https://public.courts.in.gov>
 - Current active case #s: 53C01-2105-PL-001157 (1 new confidential Attorney General complaint)
 - Non-active case #s: 53C06-2206-CT-001096, 53C06-2212-PL-002665, 53C06-2205-MI-001071 (& 5 confidential cases)
 - Helpful link to see up-to-date info in your neighborhood:
<https://monroein.elevatemaps.io/>
 - Cases that are private and can't be shared with homeowners: Bloomington Human Rights Commission, Indiana Civil Rights Commission and Protective Order Cases.
 - Filings of disability discrimination cases have increased greatly for all HOAs nationally
 - Please consider meeting with the board and then mediation before filing cases like these, as legal costs are shared by all homeowners. The board is hopeful that the neighborhood is moving in this positive direction, as we began having dispute and mediation meetings with homeowners, as well as more active participation from more neighbors in working to solve neighborhood issues. These are good steps forward for our community and shoutout to everyone giving their efforts.

- **President's Report (7:20-7:30) ~[Board Member Assigned]**

New/Updated Items:

- **2024:** Monthly HOA fees to stay the same and no special assessment for 2024
- **2024 Projects Large:**
 - Obsolete Pond Area / Stormwater Drainage Area Repair (Grant for extra funds awarded) is scheduled to begin the end of August.
 - Neighborhood wide drainage repair in 4 phases (estimated 2-3 years to complete)
 - Foundation drain repairs for all buildings based on need (2-3 years to complete with large drainage repair for cost saving measures)
- **2024 Projects Medium:**
 - Governing documents re-recorded (no changes), PDF document put onto the HGD & Website. More ADA compliant version, easier to read for homeowners who use assistive reading technology (old version scanned in and hard to read).
 - HOA Request system: now used for contractors and committees to submit documents (improving tracking, payment time and report responses)

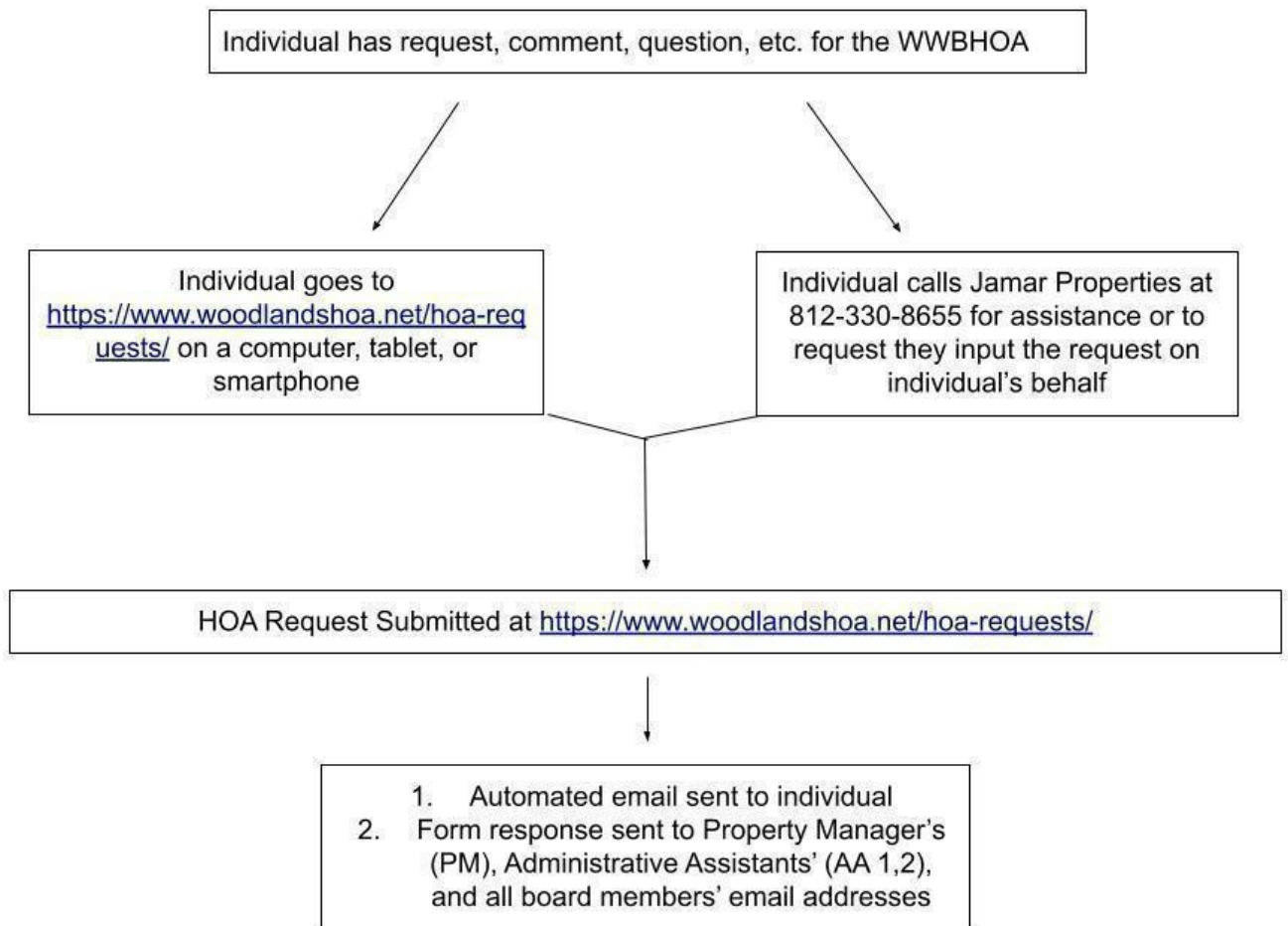
- Yearly Maintenance Schedule (YMS)
- Rules and Regulations update (last update 2018)
- Welcome Packet
- Committee structures and procedures
- **2023/2024 financials trends:** See information from the financial manager (financials sent out monthly and on the HGD)
 - Our 2023/2024 savings will be very important for reserve funds needed for big projects in 2024/2025: Drainage, modified bioretention area and possibly others.
 - **Arrears:** collecting on arrears (arrears \$26,772.45, down from \$31,322.09 in June).
 - Total account balance \$409,637.22 (see financial reports for more details)
- **Delinquency Policy Resolution (DPR):**
 - Effort for fair process to collect HOA fees (i.e., arrearages)
 - At 90 days late, FM sends 1st & 2nd written notices, then the account goes to legal. Please see the website for more info
- **Board Positions:**
 - 3 open board seats for 3-year terms starting in 2025.
 - Voting over mail October (due November 1 – see weekly announcements for details).
 - Please submit candidate nomination form on the website: <https://www.woodlandshoa.net/get-involved/>.
- **Calendar:** Please check the calendar regularly for updates and events (Homeowner Google Drive)
 - Spring garage sale
 - October annual meeting with budget review/approval
 - Fall Community Volunteer event (sept 14th) & chimney inspections
 - Volunteer Weeding every Monday at 7pm and Tuesdays at 8am & Saturdays at 11am

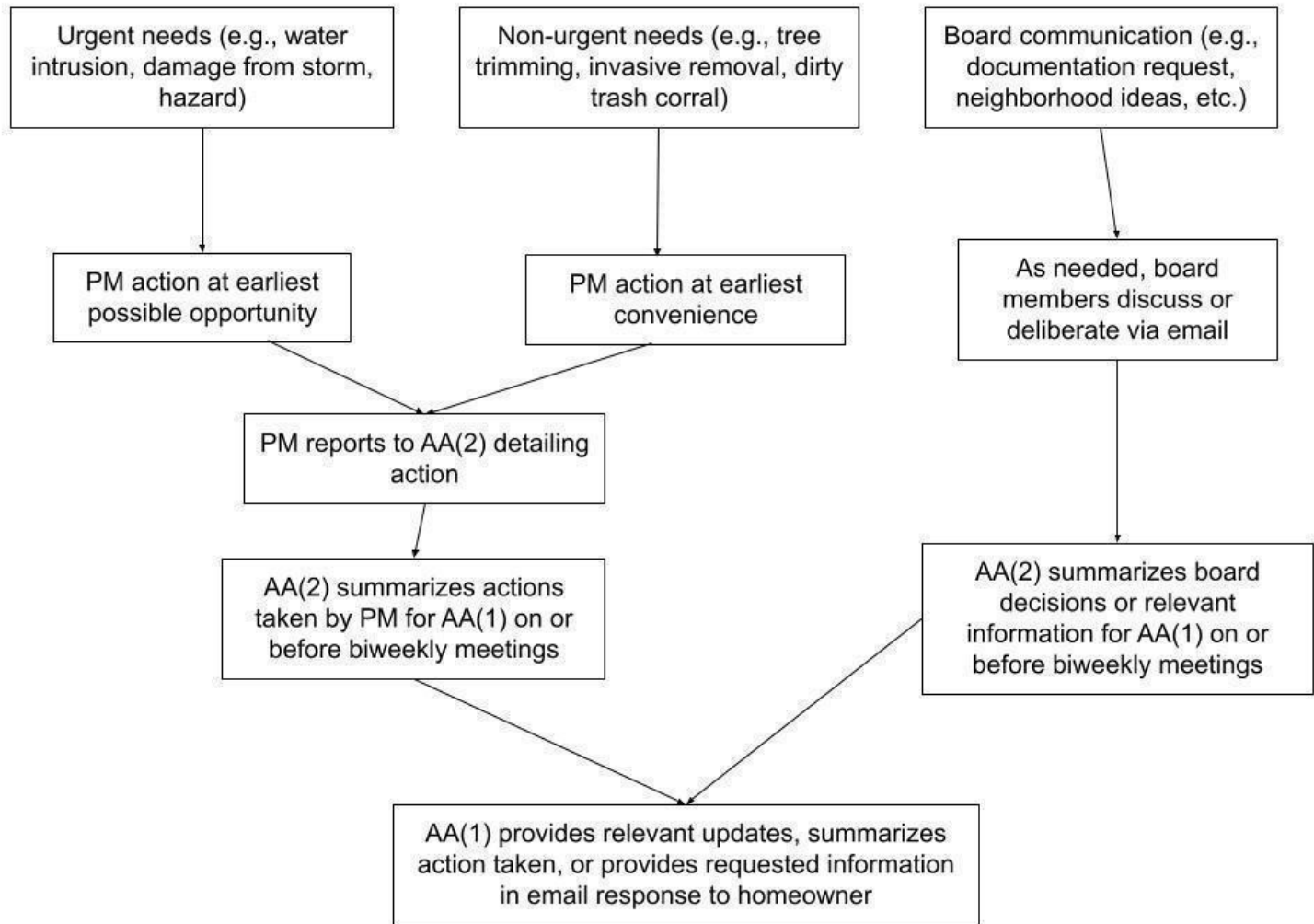
Dispute Process & HOA Request System (*Homeowners vs HOA Disputes*)

1. All **HOA requests** and communication **must** go through the HOA request page on the website: <https://www.woodlandshoa.net/hoa-requests/>
2. Including: maintenance, financial, documents, complaints, general questions etc.
3. Requests can be submitted on a computer or phone.
4. Call Jamar Property Management if you need help or would like for them to submit for you.

□ **Dispute Process:**

- 1. HOA request submitted on the website; homeowner unsatisfied with response.
- 2. A homeowner may ask the board for a zoom meeting if you feel that your request has not been resolved (use the HOA request portal on the website). Please do this **before** moving to legal action, as legal action costs all homeowners money and puts our insurance at risk. The meeting will be with one homeowner only and all board members must be invited.
- 3. If after a homeowner's zoom meeting with the board they feel their issue hasn't been resolved, a homeowner may ask for a mediated zoom meeting with the board through non-profit organization CJAM (homeowner must initiate).
- We must change the culture in our neighborhood to use an internal Dispute Process to save on legal costs, as this helps us avoid using legal methods for disputes. Legal action puts our whole neighborhood at risk and could potentially severely impact our homeowner fees and property values.
- If you are a homeowner in current litigation with the board, we CANNOT meet with you until your legal matter is resolved.





Please read standard items below to familiarize yourself with the correct procedures happening at The Woodlands.

Standard Items:

- **Top priorities for 2024 board:** Modified Bioretention Area, neighborhood drainage project, foundation drains, more items transitioned to professionals to avoid board member burn out.
- Reminder of a large issue that many HOA’s face: People abusing discrimination protection agencies by filing false disability discrimination claims over small board items (i.e., getting free legal help from these organizations) and the HOA’s legal team must then fight these baseless claims. If you don’t have a legitimate discrimination claim, please refrain from litigation and instead, request a meeting with the board. *Litigation costs all homeowners.*
- Fall 2024 next board member election cycle. Homeowners in good standing (up to date with HOA fees) may run for the board. Elections info and voting ballots are mailed by our property manager (Jamar) with easy voting procedures for all homeowners: Homeowner ballots can be mailed, emailed, or delivered in person to the property management office. (No election voting will take place on Zoom meetings) Next election cycle: Fall 2024. Three board seats will be open for 3-year

terms ~ (Li/Cathy/Jeanette). We seek strong and creative leadership for these elections to help move us toward more sustainable, efficient, and productive procedures.

- **Treasurer's Report** ~ (Kris) (7:30-7:35)

New/Updated Items:

- **Financial manager documents**: Emailed to homeowners and uploaded to the *Homeowner Google Drive* monthly
- **Financial Manager funds totals**: See financial statements
- **Legal expenses**: Still high due to internal conflict lawsuits, jeopardizes our external insurance cost
- **2024 budget**: Financial committee will track/make recommendations for the 2025 budget before annual meeting, as well as a 5–10-year budget recommendation
- **Reserve/RSI study** 2024 Updated Report on the Homeowner Google Drive
- **October 2024 annual meeting**: Where the budget will be reviewed and approved usually
- **Quarterly Internal Audits**: In progress for the new year, satisfactory for 2023
 - Q1 and Q2 are done and available on the HGD
- **HOA Payments**: can be made on the website: <https://www.woodlandshoa.net/payment/>
- Please check the “current financial manager procedures” for data and all correct procedures being taken by the board to ensure financial safety.
- Please note that current fees and yearly costs to homeowners can be found on the website

Standard Items:

- 2024 Fees on website: Units without a garage-\$385, units with 1 garage-\$400, units with two garages-\$415
- Delinquency Policy Resolution (DPR) for arrearages ~ All homeowners have a 90-day grace period.
- DPR notice; 1st notices mailed after arrearages are 90 days late. 2nd notices mailed the following month. Arrearages of more than 90 days late, with two notices sent will be turned over to our legal (contract to oversee arrearages/leas/foreclosures)
- DPR maximizes our assets & limits our liabilities. Fair for all homeowners. Lowers arrearages.
- Most financial procedures and safeguards explained with the Financial Manager Procedures

- **Current Financial Manager (FM) Procedures**

- FM sends financials via email (monthly) to all homeowners & puts on the Homeowner Google Drive in the “Financial Statements Public.”
- FM puts the invoices/receipts once a month in the “Invoices & Receipts.” *Homeowner Google Drive*

- FM puts the signed contracts once a month in the “Contracts.” *HGD after a board member and the contractor sign them and email them to the FM/PM/Board*
 - FM adds any insurance information for new contractors to the *Homeowner Google Drive*
 - FM adds the public contact list once a quarterly in “Contact List” with a reminder from the Admin Assistant via the YMS and emails those lists the PM & Board
 - Board members continue to add reports and studies to the homeowner Google drive as received (property manager, committee reports, meeting minutes and other)
Homeowners have access to documents within a reasonable amount of time.
- **Financial Manager** ~ Additional info for homeowners
 - **Financial Manager Procedures**: The board is following all procedures advised by our financial manager to keep our funds safe.
 - **HOA Board Approval**: HOA board business is approved by the board either by open board meeting, exec meeting when appropriate, action without a meeting over email or property manager allowed approval allocation (\$1,500 per month).
 - **Payment Approval**: Invoices are approved by two board members via the HOA Request system on the website before a check or online payment is made.
 - **Check Signing**: Checks are verified by two board members via HOA Request system or email before signed with Valerie’s signature stamp.
 - **Debit card purchases**: are approved by the board or property manager before use and have an invoice/receipt.
 - **Monthly Financial Statement Review**: Each month the financial statements are reviewed by the admin assistant and board prior to being sent out. The financial committee then gives feedback on these statements.
 - **Committee Reports**: (7:35-7:45) ~ [Board Member Assigned]
New/Updated Items
 - **Current Committees**:
 - **Grounds Committee**: Blair Beavers, Kriste Lindberg, Susan Seitzinger, **Jeanette Clausen** (head of committee)
 - **Finance Committee**: Cindy Johnson, Jim Mayer, **Kris Kuntz** (head of committee)
 - **Outreach Committee** (*Outreach, Welcoming, Recreational & Social Gathering Committee*): Peggy Billeck, Sam Troxal, **Cathy Brown** (head of committee)
 - **Buildings Committee**: Connie Beckwith, Jeff Cupp, **Jeanette Clausen** (head of committee). The committee did a walk around, esp looking at downspouts. Got another quote on repairing siding from Hostetter, which was similar to another quote we’ve received. They do offer a piece meal offering, which might help it be more affordable for us.

- Notes on how to get involved
 - Put in a homeowner request on the website indicating what committee you would like to join, and the board will vote on it.
 - Homeowners wanting to be more involved ~ this is a great opportunity!
 - Note: some committee members have reported facing harassment by fellow homeowners ~ this is not acceptable behavior. Please have respect for our hard-working volunteers!
- **Committee Reports:**
 - Grounds Committee ([Board Member Assigned or Committee Member])
 - Finance Committee: ([Board Member Assigned or Committee Member])
 - Outreach Committee: ([Board Member Assigned or Committee Member])
 - Buildings Committee: ([Board Member Assigned or Committee Member])
- Purpose of committee creation: Committees are being created to encourage participation and to get all members involved in this community. Broad participation will help us get to know each other and will help this board provide the best services in addressing the needs of the WWBHOA as per policies and practices. The committee structure is designed to improve community and strengthen stakeholder relationships by engaging homeowners to ensure the work of the WWBHOA gets done on behalf of the homeowners. We want to encourage homeowners to contribute to their association.
- **Operations Report** ~ (7:45-7:50) ~**[Board Member Assigned]**
 - Bring up Yearly Maintenance Schedule (YMS) to review
 - Link on the website on the www.woodlandshoa.net

New/Updated Items:

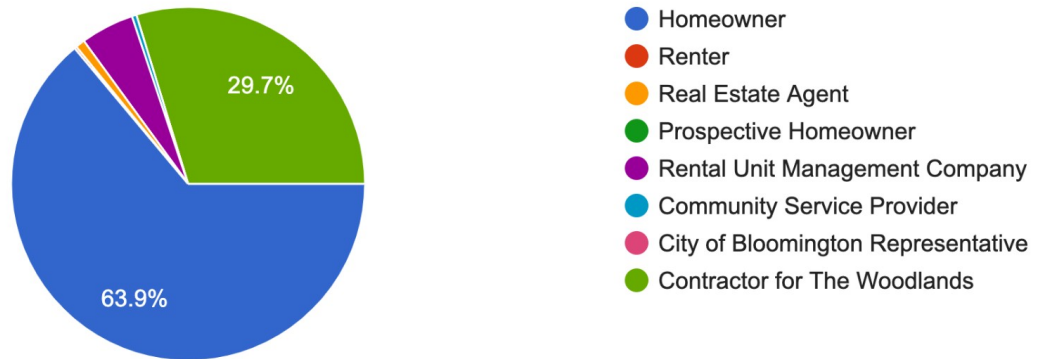
- 309 completed HOA requests in 2023, 454 HOA requests as of August 1, 2024
 - 2024 HOA Requests: 374 complete (1 duplicate), 6 pending/responded (homeowner), 24 pending (internal board) , 17 Committee pending, 13 not yet responded to, 20 Contractors
 - Current rate: estimated 2024 requests will be over 700, some take very little time, others take over an hour.
- All HOA requests answered and **documented in the HOA Request spreadsheet** in a reasonable amount of time

- Property Manager and Contractors to use the HOA request website process for better tracking
- Reminder of Common Areas & External Items:
 - Common area fences, sides/fronts/back of buildings & decks, trash area, dog stations, hammock area, pond area deck, basketball court & wood chip trails.
 - Repairs/restorations to the common areas ongoing

Charts (pulled on 08.05.24 so 471 responses)
Who is putting in HOA requests?

How are you affiliated with The Woodlands neighborhood in Bloomington Indiana?

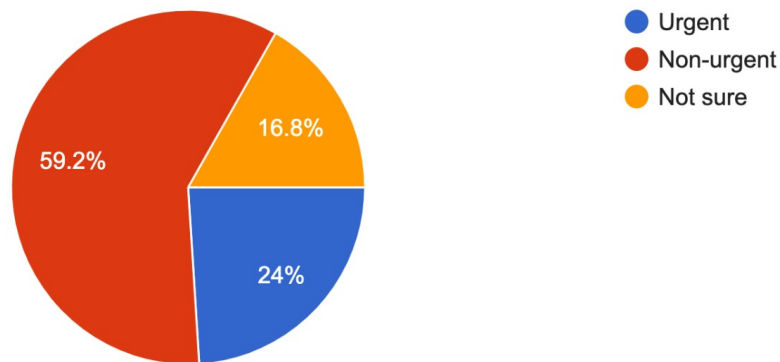
471 responses



Is it an urgent request?

Do you consider this request to be urgent (i.e., needing immediate action to prevent severe damage or harm) or non-urgent (i.e., needing action as pro... issue does not pose an immediate hazard or risk)?

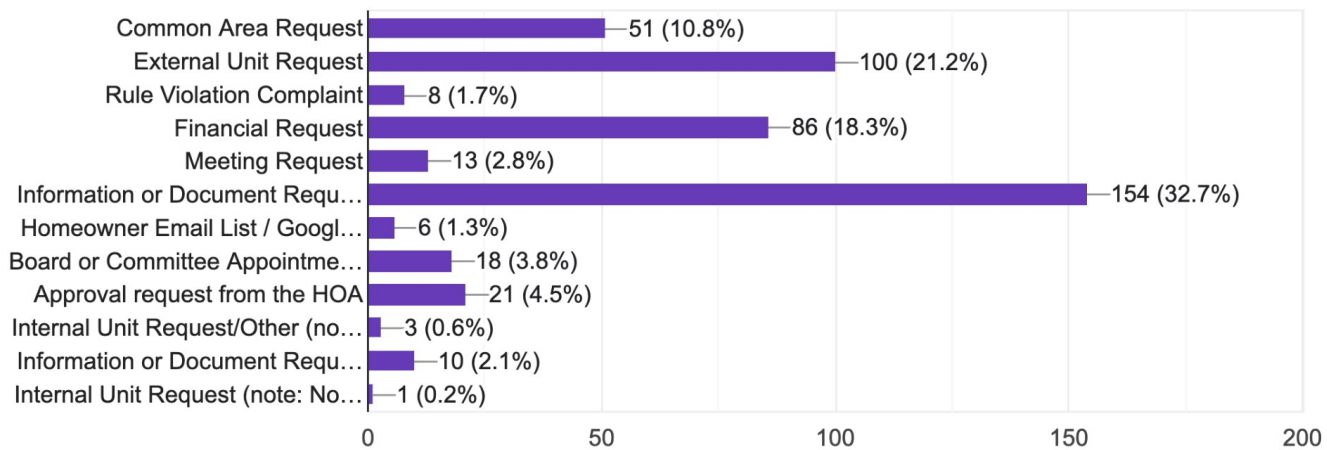
471 responses



What type of request is it?

Request Type: Note: in the following questions below, please only answer the question that corresponds with the request type you selected in this question.

471 responses



Standard Items: (slides hidden currently)

- **Common Area Privacy Fences:** don't let any plants grow up the sides/back/fronts of buildings or on decks/fences, plants damage the external buildings and make it difficult for building maintenance to be done, any plants growing up the buildings/decks must be removed for regular building maintenance.
- **Wood Chip Trail & Common Area Reminders:** keep personal items clear of the wood chip trails, pick-up after your dog around this common area, please do not disturb or move items in the common area like benches, picnic tables or hammock, please do not plant or put personal items in the common areas, as they belong to all homeowners to enjoy.
- **Dumpster area reminders:** Trash must be properly put into a securely tied garbage bag, garbage bags must be put into the dumpster with the lid close on top, no disposal of large items or furniture (all homeowners get charged extra for this), please keep the dumpster lids closed, please check both sides of the dumpster if full (back side being left empty), thank you for feedback, as we continue to improve the trash areas!
- **Dog bag stations:** dog waste must be properly put into a dog waste bag (available at all dog bag stations), dog waste bins are for dog waste only (please use regular trash bins for other types of waste, please be courteous and dispose of your dog waste promptly and don't let it sit outside for long periods of time, upon homeowner request the neighborhood now has 6 dog bag/waste stations, which should help keep our neighborhood clean and be convenient to all homeowners and renters, still having issues with some homeowners leaving dog waste a foot or two by the dog stations, please make the extra effort to clean up after your dog and check that your kids are doing the same!

- Quarterly newsletter via USPS, email, website and Homeowner Google Drive!
 - Common areas around the Woodlands have been repaired/restored and looking great: modified bioretention area deck, wood chip trails, picnic tables near the HOA garage and garden area and the green area between buildings 5 & 6.
 - Reminder that these common areas are for all homeowners to enjoy so please keep them clean and keep them free of personal items!!!
- **Homeowner Request Process**
 - All homeowner requests and communication must go through the HOA request page on the website.
 - Homeowner Request link: <https://www.woodlandshoa.net/hoa-requests/>
 - Including: maintenance, financial, documents, etc. (all requests MUST go through this system)
 - Requests can be submitted on a computer or phone.
 - Call Jamar Property Management if you need help.
 - We have a documented spreadsheet that we will have forever, and we are constantly aiming to fairly respond to the enormous number of requests that we receive, with the help of our admin assistant and property manager.
 - Requests are responded to in order of urgency/severity. For items not taken care of by professionals, it may take the administrative assistant (with board member guidance) anywhere from weeks to months to respond accurately, which is still a reasonable amount of time (after the professionals like our property manager and appropriate contractors have already responded to the issue).
 - If you are a homeowner in current litigation with the board, we CANNOT meet with you until that legal matter is officially resolved.

Quarterly Homeowner Feedback Survey

- The board aims to put out a quarterly homeowner feedback survey to homeowners, as we value your participation and feedback towards making important decisions for The Woodlands
- Homeowner Feedback Survey Link: <https://www.woodlandshoa.net/get-involved/>
- 2024 Q1 & Q2 Homeowner Feedback survey reports:
<https://drive.google.com/drive/folders/1A4CHfGRqO-8uL7j1eCCDCf-Vsmnlw2XP>

- Next town hall meeting: September 19 7-8pm on zoom (meeting ID 9202320239)

Standard Items: Meetings/items happening with Operations.

- PM: meeting with all our contractors & city officials, negotiated bids/contracts.
- FM: improving procedures for streamlined processes, all financial procedures.
- FIG (external Insurance): Invite Frank to November open board meeting to answer questions
- Tech: HOA request portal work, HGD items, website maintenance
- Legal HOA: Rules updates/enforcement, arrearages/DPR, prevent new lawsuits, HWA.
- Landscaper (R&S): Wood chips, cedar mulch (natural bug repellent), picking up tree branches/sticks, spray the wood chip trails, as needed additional support.
- Tree Professional (Bluestone): Tree report, injections, trimmings & removals.
- Engineer (Abrams & Moss): updated drainage & obsolete pond area reports to help with city of Bloomington possible funding, drainage design, schematic, soliciting bids, education and project management.
- Handyman (Lane Maintenance): Monthly trash area cleaning, gutters/downspouts, misc.
- Trash: Changing to trash dumpsters with lids, no recycling for the court (2 dumpsters needed).
- City Officials: working with PM & engineer on drainage & obsolete pond area repair.
- Chimney inspections (Julie Todd Cleaning LLC). Plan to schedule for October 2024 (well ahead of time for homeowners). Use form to request specific date or ask to be present: <https://forms.gle/9JqxdN2HAtuXcAvp8>
- Unit Keys ~ Property manager has (homeowners must provide them a copy) ~ homeowners must give a copy of their keys to the property manager.
- Permits: set-up a board civic access account for online permit applications: https://energov.bloomington.in.gov/energov_prod/selfservice#/home
- Community Building Items
 - Homeowner Conversation Google Group (run by the board). Link to be added: <https://forms.gle/wYs8443ZVokfpf2x7>
 - 2 yearly volunteer events: spring & fall (run by Buildings & Grounds Committee) ~ on hold until next Fall

- **Tabled Business** (*being researched/tabled for now, will move to new business when ready*)

- Updating the governing documents ~ being researched

- Welcome packet ~ Outreach Committee
- Request from homeowner to review key policy ~ currently the property manager holds the keys to all units (in-case of emergency and to go in to do the yearly chimney inspections). This how it has always been done. Some homeowners uncomfortable with this and asking for other options.

- **Pending Business** (*being worked on, will move to new business when ready*)
 - Grounds Maintenance Schedule (in progress) ~ B&G Committee
 - Updating Rules and Regs document ~ Committees, Admin Assistants, Board with legal
 - Drainage — structural engineer did walk through and hoping to have recommendation in August
 - Tree Report by Bluestone Tree

- **Yearly contracts to Review**
 - External Insurance policy First Insurance Group 12-month contract (review & sign in Nov 2024)
 - Landscaping R&S 10-month Contract March – Dec 2024 (3 year contract 2024/2025/2026)
 - Legal Contract: McAuley Law LLC, signed on 04/05/2023 (ongoing).
 - Property Management Jamar Contract 1/1/24-12/31/26 ~ (3 year contract 2024/2025/2026)
 - Trash Corral: cleaning/hose/mend 14-month contract Sept 22- Dec 23 (review & sign 2024)
 - Gutter/Downspout Cleaning (Fall/Spring schedule & spot in winter) ~ Completed 2023 \$6,500
 - Tree Report spring (2023 with Bluestone)
 - Tree trimming/removal (fall), invasive removals/treat (spring), tree injections/care (spring)
 - Decks power wash & stain (spring/summer every 5 years ~ last done 2017 summer)
 - Chimney Inspections: Julie Todd Cleaning LLC ~ (cleaning homeowner responsibility). Completed 2024, board pays the inspections, homeowners assessed for the required cleanings.
 - Invasive management/obsolete pond (2023/2024/2025 with Bluestone, until such time as a major repair happens to that area).

- Invasive management/The Woodlands common areas and external building areas (2023/2024/2025 with bluestone, Woody Invasive Management Contract).

- **Postponed Business**

Note: Will move to new business or Action Without a Meeting when ready.

- Foundation Drains Report/Bid
 - Data
 - Reason for Action: Water intrusion, need to repair external foundation drains
 - Professional Advising provided: Abrams & Moss to provide.
 - Cost/Benefit Analysis (budget)
 - Discussion:

Action: (Engineer project manager gathering bid)

- Drainage bid for phase 1
 - Data
 - Reason for Action: Large neighborhood wide drainage repair needed
 - Professional Advising provided: Abrams & Moss to provide.
 - Cost/Benefit Analysis (budget)
 - Discussion:

Action: (Engineer project manager gathering bid)

- **New Business** (7:50-8:20 pm)

Note: Board members are volunteers who were voted in by the homeowners and/or other board members. We listen to professional advice, consider homeowner input, and ultimately make the decision that we think will be best for the entire neighborhood.

- **New Business: Gutter and Downspout** issue identified by Jamar in-house maintenance
 - Data: Gutter issues still being working on (A problem for the last 5+ years at least)
 - Steve's roofing put on large gutters with hang-over style gutter guards 10-15 years ago (estimate ~ no data exists)
 - Steve's roofing was asked to come back multiple times when the gutters weren't working and wasn't very responsive (2022)

- Inspector identified that the hang-over gutter guards were the right kind for the steep pitch of the roof and water was just pouring over them directly at the buildings and animal nests were forming in the gutters
- Hang-over style gutter guards extremely difficult to clean, because they would have to be removed each time, in order to clean the gutters
- Hang-over style gutter guards removed and disposed of, for twice a year gutter cleaning
- April 2024 Jamar maintenance determined that the gutters on the highest point of the buildings was installed incorrectly (sitting two feet away from the building)
- Reason for Action: Keeping water away from the buildings
- Professional Advising provided: Currently Jamar is trying to get Steve's roofing to come out and meet with them so that Jamar's maintenance can show them that they installed the gutters incorrectly and ask them to move the gutters closer to the building or put on correct gutters
- Cost/Benefit Analysis (budget):
- Discussion: No action at this time ~ Jamar working on recommendations

Action: After receiving a bid that was half the cost, Kris has made a motion to accept a bid from Tim McCain for \$25,542 to raise the gutters and extend downspouts in the entire complex. [Jeanette Clausen](#) second. No discussion. Motion passed 4-0.

- **New Business: Bat issue**

- Data: Bat prevention on the exterior is needed to prevent bat infestations on the buildings
 - Current bat infestation (with bat bugs) on the roof of building 13: HOA taking care of external building item (all homeowners in that building responsible for the cost to do their attics)
 - When this bat infestation is cleaned out, they will just move on to another building if proper prevention measures aren't conducted
 - Rough estimates of prevention (\$20,000 ~ still pending & taken out of operational budget by finance committee in 2023)
 - Bat boxes installed around the neighborhood not enough
 - Screens need to be put up at the chimney caps and ends of buildings (over soffits) to keep the bats from finding homes on the outsides of the buildings
- Reason for Action:
- Professional Advising provided:
- Cost/Benefit Analysis (budget):
- Discussion: No action at this time ~ Jamar working on recommendations with a pest control company

Kris has made a motion to accept a bid from Wildlife Exclusion Service for bat removal and sealing up the buildings, which includes ridge guards, wedges in the corners of the soffits, vent guards, and "one

way outs” on the buildings which they will remove when they are no longer needed. Buildings 1, 3 and 6, but atm we’re just ready to move with buildings 3 and 6.

Action: Kris has made a motion to accept a proposal from Wildlife Exclusion Service , for buildings 3 and 6. \$4,950. No discussion. Motion passed.

- New Business: **Deck repair, power washing, staining**
 - Data:
 - Reason for Action: Needed for preservation of the decks
 - Professional Advising provided:
 - Cost/Benefit Analysis (budget):
 - Discussion: Motion:
 - Next steps:

Before we have the decks pressure washed and stained, we are going to make sure the decks are safe. Jamar will begin the safety process and then we will re-access in September.

Action: Motion:

- New Business: **Revision of Rules and Regulations**
 - Data: Rules and Regulations have been updated to be better organized and reflect changes in understandings of covenants and by-laws, are currently being reviewed by legal counsel
 - Reason for Action: some changes necessary for clarity and accuracy
 - Professional Advising provided:
 - Cost/Benefit Analysis (budget) -
 - Discussion:

Action:

- **Homeowner Comments 8:20pm-8:30pm. *As time permits (15-30 minutes at the end of meeting)***
 - Time keeper (verbal and hand signal warning at 2:30 & 3:00)
 - Logistics: Homeowner comments are for questions and feedback to the board only
 - No derogatory language in general or disparaging comments of board members or property manager/contractors (considered meeting disruption)
 - 1st rule violation results in a warning, 2nd violation results in loss of speaking privileges during homeowner comments.
 - Homeowners must limit their comments to 3 minutes per round & follow all board instructions.

- Board feedback will be given after each round of homeowner comments ~ no time limit, i.e., following procedures of city council meeting and response to multiple homeowners warrants it.
 - We will allow multiple rounds of homeowner comments, as time permits, until 8:30pm.
 - *Civil behavior must be conducted at all times. Attendees will receive a first warning, then will be muted for the remainder of the meeting.*
 - Format follows city council meeting standard, why there aren't time limits for board members (as well as the fact that the board is sometimes responding to multiple questions)
 - Please save specific questions about items (i.e. detailed invoice questions) or data for a homeowner request. All board members have access to this data but can't be expected to know it off the tops of their heads.
- **Follow-up items from the meeting (timelines and items due by next open board meeting)**
 - Signing of contracts and distribution to financial & property manager
 - Approved meeting minutes uploaded to the board Google Drive & Website
 - Put new meeting minutes on the board-partner Google Drive
- **Current Administrative Task list: (what tasks can professionals/board/community take?)**
 - Updating the homeowner google drive yearly with 2024 categories ~ AA2
 - Monthly Financial Tracking Live Budget `Cathy
 - HOA Request data review & report out ~ Admin Assistants & [Cathy]
 - Quarterly surveys & additional needed surveys for homeowners ~ [Cathy]
 - Adding people to the google groups, homeowner google drive (email updates) ~ [AAT]
 - Email FM with updated emails for the contact list updates: All board member
 - Meeting Minutes ~ Li / Administrative Assistant
 - Communication ~ Administrative Assistant / Property Manager (depending on task)
 - Board Announcements ~ Administrative Assistant
 - HOA request replies ~ Administrative Assistant
 - Monthly Newsletter creation & distribution ~ Administrative Assistants
 - Documentation proofing ~ [Board Member Assigned](as time permits)
 - Project manager ~ 1st point of contact Pending
 - Financial Manager year end budget review ~ pending

- Budget creation ~ Pending
- Quarterly internal audits ~ Pending
- Set and create agenda for meetings ~ [Cathy]
- Tech work on systems ~ Admin Assistants / [Board Member Assigned]
- Update website quarterly ~ Pending
- Upload meeting minutes and documents to website quarterly ~ Pending
-
- Update and upload documents to the Homeowner Google Drive Pending
- Meet with contractors (landscaping, handyman, engineer, city officials) Pending
- Correspondence and meetings with legal ~ Board members (point of contact Pending)
- Respond to homeowner requests via board decisions and rules ~ Admin Assistant
- Update Board HOA calendar & upload to Homeowner Google Drive ~ Pending

- **Announcement of Next Meeting**

- Next open board meeting September 12, 7-8:30pm on zoom
- Quarter 3 Town Hall 2024 on Zoom: September 19 7-8pm on zoom
- Monthly open board meetings are the second Thursday of the month from 7-8:30pm on zoom (n open board meeting in December over the holidays)
- Zoom information: Meeting ID: 9202320239 (no password)

- **Adjournment Time:**

Board Member Documents in Review (on the homeowner Google drive):

- Board Calendar (open board meetings/exec/town halls) ~ *subject to change*
- Property Manager Report
- Buildings & Grounds Committee Report (other committee reports as added)
- Agenda

Board Member Documents in Review (confidential ~ on board Google Drive)

- Multiple bids (other misc.)
- Meeting Minutes for review

The Woodlands HOA Website: <https://www.woodlandshoa.net/>

Homeowner Request link: <https://www.woodlandshoa.net/homeowner-requests/>

Homeowner Google Drive Access: <https://drive.google.com/drive/folders/0AINrI5OycSUwUk9PVA>