

## February Open Board Meeting Agenda

Woodlands Winding Brook HOA

February 20, 2025 @ 7:00 pm

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

Zoom Meeting ID: 9202320239 (no password)

- ❖ Homeowners present:
- ❖ Board Members present:
- ❖ Professionals present:
- ❖ Notetaker for the meeting:
- **Call To Order / Welcome / Recognition of Attendees ~ Kris + Other Board Members**
  - Recognition of attendees (homeowners, board member, professionals and notetaker)
  - We will do our best to have 30 minutes of reports/quest 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.*
- **Rules of Conduct**
  - Racial, homophobic, gender or any discrimination words or actions will not be tolerated
  - We value the racial, gender, age, and other types of diversity in this board and community.
  - Current ADA accommodation: closed captions turned on in Zoom meetings, microphones checked before Zoom meetings
  - Strive to adopt a good will approach
- **Approval of Minutes Kris**
  - Open Board Meeting minutes from previous meeting. **Action:**
- **Report Board decisions made since the last monthly meeting**

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

  - Board AWM:
    - None
  - Executive meeting decisions:
    - 11-20-24 Accepted quote for Service Solutions \$10,325 to remove most of wood chip trails and put down multiple seeded erosion blankets between building and at south end of basin area. -- 4 Yes, 1 Absent
    - 12-11-24 Voted to accept Jamar Property Management 1 year contract with full property and financial management for 2025. \$36,000 -- 5 yes
    - 12-30-24 voted to accept C&H contract for snow removal for Jan. – March/April 2025. – 3 Yes, 2 Absent
    - 1-21-25 Voted to accept contract with Kelley Pest Control & Termite Services for \$2346 plus optional warranty extensions at \$300 per year for termites around Building 6. – 4 yes, 1 Absent

Notes:

*“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.*

- **Guest Speaker**
  - None this month.*

- **Executive References**
  - Executive meetings**

- 11-20-24 (Board Only)
- 12-11-24 (Board Only)
- 12-30-24 (Board Only)
- 1-17-25 Legal Meeting (Jason Mcauley, Board, Admin)
- Tuesday Weekly Meetings (Board, Admin, Jamar)
- 2-20-25 Board Only Executive Meeting

*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>
    - Currently NO legal cases outstanding against the HOA.**
  - 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.
  - Please consider meeting with the board and then mediation before filing cases like these, as legal costs are shared by all homeowners.

- **President's Report**

New/Updated Items:

- 2025 Projects Large:**
    - Finalizing drainage requirements to appease City
    - Replacement of Siding on all buildings (7+ years to complete)
    - Foundation drain & Stormwater drain repairs for all buildings & waterproofing based on need (7 years to complete)
  - 2025 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).
    - Looking at all contracts & vendors to see where changes should be made to preserve funds but also keep stable/upgrade the community.**
    - Yearly Maintenance Schedule (YMS)
    - Committee structures and procedures
  - Board Positions:**
    - Welcome Cathy Brown, Keith Mize and Donna Davis as our new Board members from 2025-2027.**
    - 2 open board seats for 3-year terms starting in 2026.
    - 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 Clean-up Event?
  - Summer Town Hall Get-together in July
  - Chimney inspections
  - Fall Community Volunteer Event
- Operations Report** ~ Kris
  - Property Manager Report
- **Treasurer's Report** ~ (Kris)
  - Financial manager documents:** Emailed to homeowners and uploaded to the *Homeowner Google Drive* monthly
    - Working on finalizing 2024 documents. Basic totals will be available at the meeting.
- **HOA Payments:** can be made on the website: <https://www.woodlandshoa.net/payment/>
  - Please note that current fees and yearly costs to homeowners can be found on the website
  - Updated delinquency rules: At 60 days in arrears, late fees begin. At 120 days late, legal proceedings begin for collection.
- **Committee Reports:** ~ Kris
  - **Current Committees (Committee Chair in bold):**
    - Grounds Committee: Blair Beavers, Susan Seitzinger, **Jeanette Clausen**
    - Finance Committee: Cindy Johnson, **Kris Kuntz**
    - Outreach Committee (*Outreach, Welcoming, Recreational & Social Gathering Committee*): Peggy Billeck, Sam Troxal, **Cathy Brown**
    - Buildings Committee: Connie Beckwith, Jeff Cupp, **Jeanette Clausen**
  - 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!
- **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])

### **Quarterly Homeowner Feedback Survey**

- No surveys yet for 2025. Suggestions?
- 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: Wednesday March 19<sup>th</sup> 7-8pm on zoom (meeting ID 9202320239)

- **New/Ongoing Business**

- New Business: **Landscaping/snow Removal contract for 2025**

- Board is actively getting bids and hopes to be able to finalize this soon. We may not have all the information together in time to discuss fully at this meeting.

**Motion:**

- New Business: **Bat issue**

- Data: Bat prevention on the exterior is needed to prevent bat infestations on the buildings
  - Current bat infestation (with possible bat bugs): HOA taking care of external building item (all homeowners in that building responsible for the cost to do their attics)
  - Rough estimates of prevention \$2500-\$3000 per building.
  - Screens need to be put up on the chimney caps and ends of buildings (over soffits) to keep the bats from finding homes on the outsides of the buildings
- Discussion: Board approved remediation on 2 buildings and is waiting for bid on additional buildings. As on Feb. 2025, we still aren't getting bids.

- New Business: **Deck repair, power washing, staining**

- Data: Decks last inspected & cleaned in 2017
- Reason for Action: Needed for preservation of the decks
- Professional Advising provided:
- Cost/Benefit Analysis (budget):
- Discussion: Motion:
- Next steps: Jamar is finalizing deck reports and marking them in order of issue safety/severity. We hope to start work as weather gets better this spring.

- New Business: **Removal of Woodchip Trails per City of Bloomington Request**

- We received approval to keep the trail between the Court and Circle, no others. A contract was signed at the end of November for removal of the remaining trails and the addition of seeded erosion blankets in between buildings.

- New Business: **Dog Cleanup Costs**

- Data: Costs for 2023 = \$1715.00. costs for 2024 = \$5520.00  
Cost increase due to increase in labor cost for cleaning and restocking.
- Motion has been requested to remove the waste containers and only leave the bag stations for pet owners.

**Motion:**

- New Business: **HOA Cell Phone Requirements/Cost**

- Data: An HOA cell phone has been contracted with Verizon for the last 2 years. The phone is used for the ever-increasing 2-party authentication requirements. We are currently paying \$35.00 per month.
- Motion has been requested to change the phone company used to USMobile at \$8 per month.

**Motion:**

- New Business: **Sink Hole Remediation**
  - Data: A largish sink hole has opened up near the driveway by the basketball court. Investigation in underway to see what the best way to handle it will be. Homeowners should be careful when walking in that area.
  
- **Homeowner Comments.** *As time permits (15-30 minutes at the end of meeting)*
  - 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.
  - 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.
  
- **Announcement of Next Meeting**
  - Next open Board Meeting Wednesday, April 16<sup>th</sup> from 7:00-8:30pm
  - Next Town Hall Meeting Wednesday, March 19<sup>th</sup> 7-8pm on zoom
  - 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-requests.net/>

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