

# WINDERMERE HOMEOWNERS' ASSOCIATION BOARD MEETING

Board Meeting Minutes

**APPROVED JULY 18, 2022**

June 20, 2022 / 7:00 pm / via Zoom online meeting

## 1. **Windermere Neighbor Discussion with Meg Stanley**, regarding Architectural Review Committee, various neighborhood projects, concerns voiced by neighbors. Key topics:

- Ways to address projects that take longer to execute than anticipated, creating disturbances to neighbors.
- Pool projects and impact on stormwater drainage, neighboring properties.
  - Has been repeat issue on several occasions.
  - ARC process needs to include review of grade changes, drainage requirements.
- Changes in scope of projects not addressed with ARC
- Contractor issues:
  - Equipment and parking: Need to stay on one side of street and assure clear passage and sight lines.
  - No material or equipment storage (e.g., overnight) on street, sidewalk, rights of way.

ACTION: Don and Meg will review issues/concerns with Architectural Review Committee, generate recommendations.

## 2. **Call to Order**

Following discussion, meeting called to order at 7:40 p.m. Quorum requirement met.

Directors present included:

Don Wyatt – President (term 01/01/2021 - 01/01/2023)

Greg Estell – Member at Large (term 18/01/2021 - 01/01/2023)

Jason Luebke, Member at Large (term 01/01/2021 - 01/01/2023)

Chad Ertel, Kirkpatrick Management Company (KMC) Community Manager

Directors not present:

Brian Butler – Secretary (term 01/01/2022 – 01/01/2024)

Mike Brown - Treasurer (term 01/01/2021 - 01/01/2023)

Erica Wise – Member at Large (term 11/01/2022 - 01/01/2024)

## 3. **Review April Minutes**

- May 20, 2022 minutes were approved as amended, correcting term for Erica Wise.

## 4. **Treasurer's Report:**

- Delinquency Report: Reviewed delinquency report – ten properties are now in collections process for past due HOA fees, with no voluntary payment arrangements.
- Receivables report – \$15,629.94 due as of 31 May, 2022
  - Past 90 days: \$13,038.48
  - 60-89 days: \$155.00
  - 30-59 days: \$75.00
  - Current: \$2361.46
  - In collections: 9740.48
  - Payment arrangements: \$526.00
  - Delinquency rules: Feb 1 – reminder, March 1 – overdue notice, April 1 – final notice. April 15<sup>th</sup> – should be sent to attorney.
- Past due HOA Fee Issues:
  - Balroyal Court property – **ACTION: Board unanimously approved directing EMP to move forward with legal action for relief of bankruptcy stay, as resident is not making payments as agreed and mandated by Bankruptcy Court.**
  - Final notice/legal action letters generated a number of payments in May.
  - Small dollar amounts (not generating final notice/legal action) remaining will be included in 2023 HOA dues statements.
  - Pool memberships not available to residents with unpaid HOA accounts of any amount (nor to residents with unaddressed HOA violations).
- Windermere Blvd. & Heritage Green entrance light pole damage.
  - KMC is attempting to confirm payment plan with resident responsible.
  - Account will be subject to normal collection processes and legal action if no payment is made or payment plan agreed.
- Contract/invoice approval/payment for amounts in excess of KMC limits noted, and invoice then paid. Chad/KMC noted process was not followed as agreed, will review process to assure no repeat failure.

## 5. Management/Vendor Report:

- **Landscaping**
  - 96<sup>th</sup> St. & Woodmont Entrance RFP
    - Tabled to next meeting.
    - Plan is to move forward after July meeting and confirm decision in August.
    - Autumn (September/October) is preferred timing to complete work.
  - Glenn Abbey entrance lighting (ground) completed by Encore.
  - Light pole damage (vehicle accident, Windermere Blvd. & Heritage Green): Equipment replace and operational.
  - Street sign knocked down – Windward Pass: Repair not yet completed. Chad/KMC to obtain finials and address.
  - Irrigation system: Up and running. Need to address damaged valve handles.
    - Don will provide list of locations where valve/valve handle replacement is needed.
    - Chad will use this information to seek bids on project.

- Triangle/evergreen area on golf course not being managed by Encore (?). Chad/KMC to review with Encore.
- **Pool**
  - Bathroom remodel nearly complete, small number of punch list items for prompt resolution by KMC:
    - Complete partition installation.
    - Toilet paper & feminine product dispensers
  - General management concerns
    - Pool closed twice by Fishers Health Department for chlorine levels/reporting delays. Resident concerns noted.
    - HOA Board members (Wyatt, Estell, Brown) met with AMI manager 18 June to discuss concerns, how HOA and AMI can best support effective pool operations.
    - Staffing is improved, some good response from neighborhood. Still needs to be watched.
    - Chlorine supply is tight, AMI will assure back-up supply is available and transfer pump lines as needed.
    - Documentation of pool testing, sample submission, reviewed and new process to be implemented in coming weeks.
  - New caulking installed by James Meyer. OK so far.
  - Pool surface will need to be replastered for next season. Need to include review of stainless panels and determine cause of ongoing water leakage (long term problem?).
    - **ACTION: Chad/KMC to solicit bids, with submission to Board for approval not later than August meeting, supporting work in September/October or early spring.**
- **Playground & Recreation Courts**
  - **Playground equipment:**
    - Areas with failing expanded metal have been repaired with angle iron supports and caulking. OK for now, to be monitored.
    - Full review of long term playground equipment needs, design and replacement costs needs to be completed. Resident input required.  
**ACTION: Establish committee and look to vendors for initial concepts. Goal would be to support decision making in fall and execution in early 2023, in time for spring/summer.**
  - **Basketball goals:** Completed, look great.
  - **Pickleball/Tennis and basketball courts:** Sealing/painting of tennis and basketball courts to be completed in October – best timing available from supplier (Leslie Coatings).
  - **Signage:** Signs noting facilities are for Windermere residents only is now installed.
- **Pond Treatment & Animal Control**
  - No update on algae control.
  - Canada Goose roundup & egg oiling to take place. Seems late, eggs have hatched. Need report from vendor.

- Muskrat damage on HOA property around ponds: Seems only reasonable way to address is with rip-rap installation. **ACTION: Chad/KMC to review costs.**
- **Violation report**
  - Board reviewed current report key issues are boulevard trees, mailboxes, light poles and trash can storage.
  - Confirmed unaddressed/recurring issues will result in refund of pool membership fees, inability to use community facilities.
  - Review of 6' fence claimed to have been previously allowed by ARC is not possible to confirm. Working with resident to determine next steps when fence is repaired/replaced.
  - **ACTION:**
    - **Chad to send summary of items ready for legal action for board review and approval of next steps.**
    - **Don and Greg to work on clarification of boulevard tree requirements and communication to homeowner, in coordination with ARC.**

## 6. New Business

- Activities & Communication – Brittany Luebke offered to support HOA activities & communication efforts by organizing food trucks at the pool for the summer, occasional all-resident emails, and updating activities section of HOA website. Offer was accepted with gratitude, noting:
  - Confirmation from KMC that there are no insurance/liability concerns with food trucks (none expected);
  - Concern that emails should be limited to avoid “spamming” residents. Website and posts on neighborhood FaceBook page (not associated with HOA, but a good vehicle for communication) were considered preferred means of communication.
  - Don will arrange access to website content administration.
- Pool Access – Teddy Bear Day Care request – TBDC requested pool access for older (7+ years old) children, under supervision of their employees. After discussion, Board agreed to decline.

## 7. Next Meeting & Adjournment

Next Board of Directors Meeting will be Monday, July 18, 2022 at 7:00 pm. Unless otherwise noted on the Windermere website, the meeting will be via teleconference.

**Meeting adjourned meeting at 8:20 pm.**

Submitted: Greg Estell, Acting Secretary  
Windermere Homeowners' Association