

**Winslow Farm Community Association, Inc.**

**Board of Directors Meeting**

Tuesday, August 9, 2022

Via Zoom

**Board Members Present: Sandy Martin (President), Ted Boardman (Vice-President, Secretary), Anita Douglas (Treasurer), Joan Freeman, Joan, Lewis, Michael Dalton and Sharon Dalton (Pegasus Property management)**

I. Call to Order: 6:00 p.m.

II. Minutes - A motion was made to approve the July 12 meeting minutes as corrected.  
MOTION – Anita Douglas                      SECOND - Joan Freeman                      PASSED

III. External Requests for Alteration

a. Motion to approve Salisbury request to screen in patio  
MOTION — Joan Freeman.              SECOND — Anita Douglas                      PASSED

b. Motion to approve Joan Freeman's request to paint her garage door. Joan Freeman recused herself.  
MOTION — Joan Lewis                      SECOND — Anita Douglas.                      PASSED

IV. Financials – Michael reported Pegasus Properties reviewed payments, checks, balances. We are mid-quarter, so this was not a full report. We have not yet received an insurance payout for the wooden walkway repair.

a. Joan Lewis asked what is our timeframe for overdue payment collection. He reviewed the process we went through this year to arrive at the current list of overdue fees. We gave additional time this year because of the property management transition. Thirteen accounts of homeowners who have not made payment arrangements have been sent to our attorney.

b. Sandy asked if an administration fee would be appropriate for WFCA to collect. Michael said there is commonly a HOA transfer fee and a management administration fee. The highest transfer fee he is aware of is \$600 and the most modest is \$100. Community Association transfers are a lot easier and should be a lower amount, in the range of \$25 to \$50. This covers information gathering to get input into the new systems, mailing lists, directories. We are not currently charging either of these fees. He recommended a \$100 transfer fee and \$25 management processing fee would be appropriate. These would be rolled into closing costs at the time of sale, typically paid by the buyer. Anita suggested

\$150 and motioned we adopt a transfer fee of \$125 and \$25 management fee.  
MOTION — Anita Douglas. SEOND — Joan Freeman PASSED

## V. Old Business

### a. Nature's Link.

- i. Fallen Tree on Deck in Laurelwood — Michael said this will be removed and the cost shared by the adjoining homeowners.
- ii. Sherry Towel Property — Sandy said conversations are still ongoing and suggested adding obvious dividing line markers would be worth considering once the lines are determined. Michael said he would send a letter to Hallmark Rentals and Property Management (for MCV) asking for their information about the property lines.
- iii. Pond Edge Trimming and Area by Paul Studear's Property — Michael is checking to see if we can waive workman's comp. For the service provider being considered to do the work. Sandy requested we get the information from this service provider within one week, or use another service provider if not. Joan Lewis volunteered to contact the service provider to see if they are interested in pursuing this work and then let Michael know the answer.
- iv. Pond Primrose Treatment — Sandy said she thought it made sense to ignore it this year because it would be taken care of by work next year. It is not evident that primrose is in ponds 1 and 2. Ted and Joan Freeman agreed. Ted said primrose could actually help absorb phosphorus helping to improve the quality of warm shallow water.
- v. Community Outreach — Sandy said she has reached out to the team and received permission to publish their contact information. She does not have a representative for Olde Mill, Moss Creek and Moss Creek Village.
- vi. Audit — No responses have been received from the service providers we contacted..
- vii. Spring Newsletter — Sandy said that in the past, we have sent the newsletter in printed form in the postal mail. She asked if we want to continue doing this. It would be four pages, double-sided. Michael estimated a cost of \$360 for postage and \$500 for printing. A suggestion was made to only mail the printed version to homeowners who have not provided us an email address, as Moss Creek Village does. Michael said we have 75% of homeowner's email addresses, so that would reduce our cost to about 25%, or \$212. Michael proposed we send a postcard to those homeowners for who we do not have email addresses and inform them that they can download the newsletter from our website, or call

Pegasus and ask for a printed copy to be mailed to them. Ted said that if our goal is to make sure as many homeowners get important information, putting more hurdles in their way might not be the way to do that. Several said that homeowners do not read the newsletter anyway. Joan Lewis said she knows a lot of people do read newsletters. Ted said that some homeowners may not have a computer, may be seniors, may just have a telephone. If we have information that we want all homeowners to receive important things they need to know, then we should send it to them in printed form without making them ask for it. Given we are more than halfway through the year and no printed information has been sent to them, he would think there would be some critical things they should know.

1. Joan Lewis suggested that we could start by sending a postcard to everyone and ask them how they want to receive this and future newsletters.
2. Sandy made a motion to put the newsletter on the website, email a copy, and send a postcard to inform them how they can read it online or get a printed copy sent to them.
3. Ted asked what will be in the newsletter? Sandy said information about not feeding deer, pond project update, and the new procedure to enforce violations of private property maintenance standards.
4. Michael said we could stress that there is some very important information about a change to enforcement for private property maintenance.
5. Sandy amended the motion to be a "postcard/letter."  
MOTION — Sandy Martin. SECOND — Joan Lewis PASSED

## VI. New Business

- a. Indiana HOA Act — Joan Lewis said she wanted people to think about this. If the association was formed after 2009, you have to follow this act. If established before, you have to follow six parts of it but not the entire act. We could opt-in to change our organization to just go over to the Indiana HOA Act, and agree to be bound by the entire Act. Sandy asked her to look into this further with Michael. One question would be would if we wanted to do this, could we do this with a board vote, or would it require a homeowner vote?

## VII. Pond Report

- a. Sandy reported that after a board work session, we have developed a draft agreement of how to proceed and requested going through it section by section, with votes for key components.
- i. The Board has decided to restore the ponds. Factors in the decision included:
    1. Survey results which expressed a clear preference of the majority in favor of restoring the pond system;
    2. Redesigning ponds 3 and 4 will require more costs including engineering, permitting, impact studies, landscaping
    3. The engineer's own estimate for costs showed restoration was less expensive, when the identical kind of dredging of ponds 6 and 7 was substituted for both design options;
    4. Only two ponds could be reconfigured, and all the others had to remain as ponds due to significant costs related to removing bridges and changing elevation of the lower ponds;
    5. Converting to underground drainage would be extremely unaffordable according to multiple professionals;
    6. Any long-term maintenance would work out to be minimal savings or about the same due to the more extensive landscaping for the stream channel and rain garden area.
  - ii. Anita made a motion that we will restore the ponds as opposed to doing a stream channel. Sandy wanted it to be noted this was unanimous.  
MOTION — Anita Douglas. SECOND — Ted Boardman. PASSED
  - iii. Timing of the Work — A motion was made to complete the work on all the ponds at one time. Almost \$20,000 will be saved with a provided discount if all the work is undertaken at one time. There will be less disruption to property, no inflation of costs over years, and will be uniformly completed and put this contentious issue behind us. This vote was unanimous.  
MOTION — Joan Freeman SECOND — Anita Douglas PASSED
  - iv. Funding Options — Sandy shared some of the details of possible options. One of them keeps dues at their current level and use a loan to fund part of the project, maintaining at least \$80,000 in reserves for the duration of the project. The second option would lower the amount to be financed with a one-time contribution from homeowners of \$250. The third would fund the entire project without a loan and a larger one-time contribution. Anita said we are discussing possible options that might be presented to the homeowners at the annual meeting.

1. Joan Lewis said we should use the term that is in the bylaws, special assessment. It would require a special assessment meeting. Sandy asked what is the voting requirement. Sandy thought this is an increase in dues not a special assessment. Joan Freeman and Anita thought it is a special assessment.
2. Michael said that if we do call this portion a special assessment, we will have an annual meeting that may or may not include a vote on a special assessment, depending budget approval. We would have a vote on three things. Options. If the one that requires a special assessment does not get 2/3 of the votes, than it would fail and the next highest voted option would win.
3. Anita said we are trying to present a budget that incorporates the special assessment.
4. Joan Lewis suggested we survey homeowners whether there is interest in a choice with a special assessment.
5. Sandy asked Michael if we could present three budgets and let people vote on them.
6. Michael said he could prepare three budgets. Each budget will be distinct and explained. The first option is no special assessment, the second option is one special assessment amount, and the third is the other special assessment amount.
7. Anita asked if we could start with a first vote on option B, then if fails, and vote on option C. Michael suggested we could first vote on whether we want a budget without a special assessment, or with a special assessment.
8. Sandy asked if we could just decide whether we want to provide three options and work out the details later.
9. Ted said we could just offer different budget proposals that include different dues increases. One with no dues increase, one with a dues increase that lowers the amount to be financed with a loan.
10. Sandy asked if we could agree to provide membership the opportunity to voice their opinion about how to fund the project. Joan Lewis and Joan Freeman said that's a given as part of our CCRs.
11. Sandy stated a motion as a question: Are we committed to the basic concept that we want to provide our membership with the opportunity to express their preference without how to finance the project? Joan Freeman said we established that in our July meeting.

Motion: We will let the members know that they will have multiple options on how to finance the pond system project.

MOTION — Joan Freeman. SECOND — Joan Lewis PASSED

- v. Pond System Project Request For Proposal (RFP) — Ted had drafted a RFP. Sandy tabled discussion about it but asked for board members to send him feedback for revision one week from today.
- vi. Annual Meeting — Michael reported difficulty finding a location to hold the annual meeting. Sherwood Oaks is unavailable, BHSS is unavailable, while the Woolery Mill would cost over \$3,000. The Convention Center is a possibility or the Switchyard Park Pavilion. The Great Room at the Convention Center is \$2,100 and the Duke Room east and west rooms are \$800 and holds 180-200 people. Joan Freeman suggested looking into the Cascades clubhouse. Michael was asked to find out if any acoustic improvements have been made at Switchyard Pavilion.

VIII. Adjournment – A motion to adjourn was made.

MOTION – Joan Freeman

SECOND - Joan Lewis

PASSED

*Ted Boardman*

Secretary  
Approved Oct. 11, 2022