

**WRA Minutes**  
**April 12, 2021**

President Jim Wills called the meeting to order at 7:03 p.m. This meeting was held virtually on the GoToMeeting platform due to COVID 19 restrictions and concerns. Directors present: Jordan Allen, Gary Booth, Justin Cash, Debbie Gwaltney, Thomas Hickey, Tonya Holland, Lynda Pace, and Jim Wills. Guests: Business Manager LeAnn Granic, Financial Manager Lisa Crowder, and seven (7) residents. *Please note: The GoToMeeting platform allows for both visual and telephonic attendance. Directors and residents were informed of the change of venue via email. Instructions on how to attend the meeting were provided by Business Manager Granic. Attendees were identified visually on the platform by name or icon, whether attending visually or telephonically.*

Director Pace made a motion to approve the February 8, 2021, Regular Meeting Minutes. Director Allen seconded. The motion passed.

Director Pace made a motion to approve the March 8, 2021, Regular Meeting Minutes. Director Hickey seconded. The motion passed.

#### Financial Report:

Financial Manager Crowder submitted the following Financial Report:

1. Finance Manager Crowder provided all financial statements via email to each Director prior to the meeting. Director Tracy also provided each Director with an Executive Summary prior to the meeting. There were no questions regarding this information.
2. The WRA Financial Statements and Supplementary Information for the Year Ended December 31, 2020 (the “audit”), is complete and has been provided to each Director. Residents wishing to receive a copy of the audit may do so by contacting Business Manager Granic.
3. Director Hickey moved to accept the report as presented. Director Pace seconded. The motion passed.

#### Business Manager’s Report

1. Annual Election: Three hundred fifteen (315) ballots were returned for the 2021 election of Board of Directors. This was seventeen (17) ballots short of the 332 (three hundred thirty-two) ballots required to achieve a quorum.
2. Gates and Cameras:
  - a. The barrier arm on the back gate was knocked down several times in the past few weeks; many of these occurred when vehicles “piggybacked” behind resident cars.
  - b. A resident has volunteered to help reattach the arm when it is knocked down.
  - c. Sixty-four (64) new barcodes were issued in the last 30 days.
3. RV Lot:
  - a. A storage container has been abandoned at the RV lot.
  - b. The fence has been cut and is in disrepair due to age. Appointments with fencing companies for quotes to repair/replace the RV lot fencing were delayed due to weather. These appointments have been rescheduled for the week of April 12, 2021, weather permitting.
  - c. Gravel delivery will be scheduled for May, weather permitting.
    - i. Resident will be notified to move their items stored at the lot prior to delivery of the gravel.
    - ii. Gravel will be spread in the main/center areas of the lot. Residents may choose to independently move some gravel into their individual spaces if they wish.
4. Communications:
  - a. The April newsletter was emailed to residents, and the website was updated. The February and March meeting minutes will be added to the website when they have been approved.
  - b. New residents have been added to the online resident directory and email distribution list. Four new residents were provided with welcome packets and barcodes.

#### New Business

1. Board of Directors Election:
  - a. Three (3) candidates were listed on the ballot to fill four (4) vacancies on the WRA Board of Directors for the 2021-2024 term.
  - b. Despite an extension of the ballot deadline, a quorum was not achieved in the 2021 election to fill the vacancies on the Board of Directors for the 2021-2024 term. Only 315 (three hundred fifteen) of the 332 (three hundred thirty-two) ballots necessary to achieve the quorum were received. The election has been declared invalid and the vacancies were not filled through the election process.

- c. In the event that a quorum is not achieved, the remaining members of the Board of Directors may either call a second meeting for the purpose of electing new Directors (WRA Covenants and Restrictions, Article I, Section 6) or choose to fill those vacancies by appointment of a new Director to the board (WRA By-Laws, Article V, Section 5). Director Booth motioned that the vacancies on the Board of Directors for the 2021-2024 term be filled by appointment rather than revote. Director Hickey seconded. The motion passed.
  - i. Director Booth motioned to appoint Johnny Barnes to the WRA Board of Directors for the 2021-2024 term. Director Hickey seconded. The motion passed, effective immediately. This will be Director Barnes' second term.
  - ii. Director Booth motioned to appoint Doug Ross to the WRA Board of Directors for the 2021-2024 term. Director Hickey seconded. The motion passed, effective immediately. This will be Director Ross' first term.
  - iii. Director Booth motioned to appoint Terry Tracy to the WRA Board of Directors for the 2021-2024 term. Director Hickey seconded. The motion passed, effective immediately.
  - iv. One vacancy remains on the WRA Board of Directors for the 2021-2024 term.
2. Board of Directors Officers/Executive Committee: Director Pace nominated the following slate of individuals for the 2021-2022 Executive Committee: Jim Wills (President), Justin Cash (Vice President), Debbie Gwaltney (Secretary), and Terry Tracy (Treasurer). All nominated directors agreed to serve in those positions to which they were nominated. Director Pace moved that the Executive Committee slate be approved as nominated; Director Booth seconded. The motion passed, effective immediately.
3. Committee Assignments: New committee assignments are as follows:
  - a. Lakes: Justin Cash/Lynda Pace
  - b. RV Lot: Jordan Allen/Thomas Hickey
  - c. Trash: Tonya Holland
  - d. Golf Course: Gary Booth
  - e. Special Events: Debbie Gwaltney/Tonya Holland
  - f. Covenants and Restrictions: Doug Ross
  - g. Stormwater: Open
  - h. Architecture Review Board: Lynda Pace
  - i. Roads: Jordan Allen/Thomas Hickey
  - j. Sewers: Lynda Pace
  - k. Security: Johnny Barnes
  - l. Landscaping: Justin Cash
  - m. Playground: Tonya Holland
4. Annual Audit:
  - a. Director Tracy provided a review of the 2020 annual audit. The WRA is in a favorable cash position, and all required reserves were fully funded. Any homeowner interested in receiving a copy of the WRA 2020 audit may do so by contacting the business manager. Director Cash moved that the WRA 2020 annual audit be accepted as presented. Director Hickey seconded; the motion passed.
  - b. A work session will be held on May 17, 2021 at 7 p.m. to create a list of projects that need to be addressed this year.
5. Water Main Proposal: Catoosa Utility District Authority (CUDA) provides water to all areas of Windstone, except Whisper Creek. They have proposed that they replace the current PVC water main running along Windstone Drive with a twelve-inch (12") metal main. Details of the project are not yet known. Director Wills will invite a representative from CUDA to make a detailed presentation concerning this proposal at the May 2021 Regular Meeting.
6. Covenants and Restrictions:
  - a. Several residents have been observed driving low-speed vehicles similar to golf carts on WindStone streets. For the safety of all users of WindStone's roads, golf carts and similar vehicles are not permitted within Windstone. (C&Rs, Part II, Article I, Section 30). A number of residents addressed the Board of Directors regarding this matter. Director Tracy motioned that a letter be sent via normal channels of communication (email or physical mail) to all WindStone homeowners, reminding them that low-speed vehicles and golf carts are not permitted on the streets of WindStone. Director Pace seconded; the motion passed.
  - b. Enforcement of Covenants and Restrictions: The WRA BoD has the authority to enforce the C&Rs through notification of violations, assessment of fines, or other actions as deemed necessary to prevent or correct C&R infractions (C&Rs, Part IV, Article IV, Sections 1 and 2).
  - c. All residents are provided with a summary of important guidelines and regulations when moving into WindStone. The complete C&Rs are also available in a password-protected section of the WindStone website. Residents are also provided with instructions on how to access these documents upon moving in WindStone. All residents and guests are expected to adhere to all WindStone C&Rs when within the bounds of the development.
7. RV Lot:
  - a. A resident who works in law enforcement requested the use of a spot in the RV lot in exchange for the use of that spot. This request was denied.
  - b. It was suggested that the spot with the abandoned storage container be leased for an increased annual amount, rather than paying to have the container removed. No decision was made in this matter. Please also see Business Manager's Report, Item 3a.

## Unfinished Business

1. Windstone Drive Walking Bridge Repair:
  - a. Director Cash has continued to seek bids from several companies in regard to the repair of the walking bridge along Windstone Drive. He has received no additional responses from most, although two firms indicated that they might be interested if an engineering and design package is completed by a reputable firm. These companies each recommended a separate engineering firm to complete that work.
  - b. Any governmental code changes implemented since the time that the bridge was originally built must be included in the repair of the bridge. Paris Restoration will be contacted to ensure that any such updates are included in their proposed scope of work.
2. Culvert Repairs: RP Concrete has provided a bid to repair a damaged culvert on Lonesome Dove Drive. As additional potential similar repairs have been identified within WindStone since this bid was received, no action was taken on this matter. Director Tracy will meet with a representative from RP Concrete to determine if these additional repairs can be addressed at the same time as the Lonesome Dove repair.

## Committee Reports

1. ARB:
  - a. The ARB has reviewed and approved the following requests from WindStone homeowners in March 2021:
    - i. Tree removal (2)
    - ii. Exterior painting (4)
    - iii. Addition of stone to home exterior (1)
    - iv. Add patio cover (1)
    - v. Roof replacement (1)
    - vi. Update landscaping (1)
  - b. The ARB has reviewed and denied the following request(s) from WindStone homeowner(s) in March 2021.
    - i. Installation of wood privacy fence (1).
  - c. The ARB continues to remind residents that all exterior projects (new roofs, repainting, fences, pool installations, etc.) need to be approved prior to the onset of the work.
2. Lakes:
  - a. Lake Haven:
    - i. The well pump line has been repaired and is now operable.
    - ii. One of the legs on the fuse box for the well pump has come loose and will be repaired.
  - b. Lake Wisley: no issues.
3. Trash Service: No activity.
4. RV Lot: Please see Business Manager's Report, Item 3 and New Business, Item 7.
5. Roads: Please see New Business, Item 2.
6. C&Rs: Eight issues were addressed this month. Three were quickly resolved. Five are ongoing. One resident has been contacted several times regarding a sewage issue. They have not responded to any phone calls or emails regarding this matter.
7. Golf Course: No activity.
8. Landscaping: Director Cash is attempting to schedule a meeting with the parties involved with maintaining the landscaping sprinkler systems. The first meeting was cancelled, and a new meeting has not yet been scheduled.
9. Security: No report.
10. Sewers: Please see New Business, Item 5.
11. Special Events: The April Yard of the Month was awarded to Jonathan and Beth Ray, 24 Meadowstone Circle.
12. Playground: No activity.
13. Stormwater: No activity.

Director Pace moved to adjourn the Regular Meeting. Director Barnes seconded. The motion passed and President Wills closed the Regular Meeting at 9:38p.m. The next regularly scheduled meeting will be held on May 10, 2021 at 7 p.m. The meeting format will be determined closer to that date and will be dependent upon governmental COVID restrictions in place at that time. Residents will be informed of the meeting format prior to the meeting.

Respectfully submitted,

Deborah S. Gwaltney, Secretary

Jim Wills, President