

WRA Minutes
April 8, 2019

President Rene Straub called the meeting to order at 7:01 p.m. at the Whisper Creek Clubhouse. Directors present: Jordan Allen, Justin Cash, Bob Christenson, Debbie Gwaltney, Tonya Holland, Mike Nist, Lynda Pace, Steve Patterson, Rene Straub (immediate Past President), and Terry Tracy. Director absent: Jared Stehney (proxy held by Steve Patterson). Guests: Business Manager LeAnn Granic, Sean Rowe of Aquatic Resource Management, and four (4) neighborhood residents.

The March 11, 2019, Minutes were approved by e-mail. Guests were asked to sign-in. Comment cards were provided for guests; none were received.

Financial Manager Julie Shull has submitted her resignation. She submitted the March 2019 Financial Report to the WRA Board of Directors prior to the meeting. Director Nist moved to accept the financial report as presented, Director Straub provided the second. The motion passed.

1. No Directors posed questions regarding this report.
2. No attorney's bills have been received since January 31, 2019. New billings will be reflected in future financial statements. To date, the WRA has paid the attorneys \$281,252.94 for items related to the Morris case. This balance is subject to change, as other legal work done on behalf of the WRA will incur additional expenses.
3. Capital Bank is now FNB Bank. The financial statements have been edited to reflect this change.

Business Manager LeAnn Granic reported on the following:

1. Office Equipment: The current printer/scanner is not functioning properly and is inadequate for the scope of needs and will be replaced by equipment that can handle large print jobs and has the ability to scan more than one page at a time. Several options are being considered, and pricing options will be presented to the Executive Committee.
2. DVR and Cameras:
 - a. The DVR at the rear gate which stores back-up video has failed and needs to be replaced. Pegasus has provided a quote for the replacement and installation on a new DVR. The new unit will be the same DVR and software as front gate.
 - b. One of the back-gate cameras needs to be re-sealed as moisture has collected around the lens cap. Pegasus Controls will make the necessary repairs next week. The lens of second camera at the rear gate has been cleaned by a resident volunteer.
3. 100 bar codes and 10 gate remotes (used by motorcyclists) have been ordered.
4. 2018 Annual Audit: A draft of the 2018 audit was prepared by Andrew Grimes, CPA and has been received for review. Copies of the final audit will be made available, via email, to residents at their request.
5. Maintenance and Repairs:
 - a. Gary Gilbreath has been contacted regarding a quote to repair the wooden bridges and handrails. He has not yet replied.
 - b. Allied Electrical has been contacted regarding the maintenance and repair of several lights.
6. Website/Email: Nine (9) email campaigns have occurred during the last 30 days. According to anonymous data collected by the email program, 60% of these emails have been opened by recipients. Additionally, the WRA website has been visited 1,003 times.
7. Resident Directory: Work has resumed on the resident directory following the completion of the annual election:
 - a. Ad space applications are obtained by contacting the business office.
 - b. Advertisers who paid for advertising in 2018 and whose deposits were not refunded will have their ads included in the 2019 directory. Local businesses are being contacted about ad space in this year's directory, and two new businesses have paid for advertising in the new directory.
 - c. The online directory will be updated on a monthly basis.
 - d. Once published, the directory can be viewed online or downloaded and saved. The directory will be located on a "Residents Only" page, which residents can access by creating their own unique password. Detailed instructions about directory access will be provided to residents on the website, in future newsletters and in a group email blast.
 - e. Residents who do not have computer access will be able to pick up a printed copy of the directory at the business office.
8. RV Lot: The owner of a large cargo trailer illegally parked in the RV lot in a non-designated space has been identified. This individual is not a WindStone resident. An orange warning sign notifying the owner of the intent to remove the vehicle has been placed on the trailer, and an email blast will be sent to all residents, asking for their help in locating this individual.

9. Election Results:
 - a. Election results were reported in the April newsletter and in an email blast campaign.
 - b. Ballots will be kept in the WRA office for one year. Results were updated on a spreadsheet with running totals and quorum percentages. This spreadsheet will remain in the WRA computer files.
10. Trash Service: Charlie Stephens contacted the WRA office regarding ongoing issues with residents putting out excessive amount of trash and yard debris. Mr. Stephens has been instructed not to take any more than the usual and standard amount of household trash or yard debris. Those residents will receive a letter from Mr. Stephens informing them to contact him to make other pick-up arrangements for large items. These arrangements can be made either with Stephens Trash Service or another vendor.

Unfinished Business

1. Road Expenditures:
 - a. Paris Restoration has provided a bid for the following repairs:
 - i. Back gate curb cut and driveway curb alteration at 1777 Windstone Drive, in the amount of \$2,040.00.
 - ii. Repair of the pothole at the front exit gate to include removal of asphalt, placement of rebar, reinsertion of safety loop, concrete pour, and debris removal, in the amount of \$5,290.00. Paris Restoration will consult with Pegasus to ensure the safety loop is properly installed.
 - iii. This bid includes traffic control cones, signage, and other assistance with traffic flow, as necessary. The work will commence within 10 days of the signing of the contract, weather permitting. This work will render the gates inoperable during the time of the repair.
 - iv. Director Nist motioned that Paris Restoration be paid \$7,330.00 for repair of the front exit gate, the driveway at 1777 Windstone Drive, and the curb cut at the rear exit gate. Director Pace seconded the motion. The motion passed.
 - b. Lonesome Dove: Directors Patterson and Tracy are reviewing repair options with Talley Paving. A final recommendation is expected by May 1, 2019.

New Business

1. Director Gwaltney provided all Directors with Minutes for the WRA Annual Meeting held on March 25, 2019. Director Nist motioned to approve these minutes as presented. Director Wills provided the second. The motion passed; Director Christenson abstained.
2. Board of Directors:
 - a. Jordan Allen and Justin Cash were elected to serve on the Board of Directors. Director Pace was reelected to serve as the ARB Chairman. Their terms run April 2019-March 2022.
 - b. Director Brown has submitted his resignation, effective March 31, 2019. There are two years remaining in Director Brown's term. Per the WRA By-Laws, this vacancy may be filled via appointment by the Board or remain vacant for the balance of the expired term. The position remains vacant at this time.
3. Executive Committee: Director Pace nominated the following slate of individuals for the 2019-2020 Executive Committee: Jim Wills (President), Mike Nist (Vice President), Debbie Gwaltney (Secretary), and Terry Tracy (Treasurer). All nominated directors agreed to serve in those positions to which they were nominated. Director Patterson moved that the Executive Committee slate be approved as nominated; Director Holland seconded. The motion passed. Director Straub stepped down as WRA Board of Directors President, and Director Wills conducted the remainder of the meeting in his position as President.
4. New committee assignments are as follows:
 - a. Lakes: Jordan Allen
 - b. RV Lot: Steve Patterson/Terry Tracy
 - c. Trash: Tonya Holland
 - d. Golf Course: Jared Stehney
 - e. Special Events: Debbie Gwaltney/Tonya Holland
 - f. Covenants and Restrictions: Open
 - g. Architecture Review Board: Lynda Pace
 - h. Roads: Steve Patterson/Terry Tracy/Jordan Allen
 - i. Sewers: Lynda Pace
 - j. Security: Justin Cash
 - k. Landscaping: Mike Nist
 - l. Playground: Tonya Holland
5. Lakes Algae Treatment:

- a. Sean Rowe of Aquatic Resource Management spoke to the Board of Directors concerning an algae treatment plan for Lake Haven and Lake Wisley. Aquatic Resource Management provided a one-time herbicide treatment of Lake Wisley for algae at the end of March. This treatment temporarily reduced the amount of algae in the lake and slowed the growth of the algae but did not kill it, and further treatment will be necessary. After evaluating both Lake Wisley and Lake Haven, Mr. Rowe recommended the following long-term algae treatment plan:
 - i. Retreating Lake Wisley with aquatic animal-safe herbicide to reduce current algae bloom.
 - ii. Adding dye to Lake Wisley on a bi-weekly basis, from March through October, annually. This dye reduces the amount of sunlight that can reach the bottom of the lakes, thereby reducing the algae growth. This dye can be applied either by Aquatic Resource Management or WRA.
 - iii. Stocking Lake Wisley with sterile carp. These fish are herbivorous, eat algae and pond weeds, and have an average effective life-expectancy of 5-7 years. As it takes a year or more for carp to reach maximum efficiency, they are generally restocked during year six.
 - iv. Services are billed at the time they are rendered, and the total annual cost will be dependent upon which combination of services is chosen. There will be a cost savings if the WRA chooses to apply the bi-weekly dye treatment on their own. Mr. Rowe will provide Business Manager Granic with a final cost breakdown, and a decision on services will be made pending the receipt of these amounts.
6. Landscaping: Several trees near Lake Wisley need to be trimmed or removed. Director Nist motioned that no more than \$1,000.00 be paid to remove/trim these trees located on common WRA property. Director Patterson seconded the motion. The motion passed.
7. Financial Manager: Director Holland has volunteered to lead the search for a new Financial Manager, following the resignation of Julie Shull. An announcement was sent to neighborhood residents advertising the position, and several resumes have been received. Interviews have been conducted and recommendations will be presented to the Board of Directors.

Committee Reports

1. ARB: The ARB Committee addressed the following requests during the month of March 2019:
 - a. Update landscaping/painting:
 - i. 1803 Holden Farm Place
 - ii. 60 Heron Lane
 - iii. 9238 Shay Cove
 - iv. 1946 Holden Farm Place
 - b. Four homes are currently under construction within WindStone. All homes are progressing on schedule, with two homes expected to be complete within the next 60-90 days.
2. Lakes:
 - a. Lake Wisley:
 - i. The fountain pump intake was clogged with algae. The intake has been cleaned out, but the pump will remain turned off until the algae problem is corrected. Jim Caldwell of Aquatic Resource Management has applied an herbicide treatment.
 - ii. Please see New Business, Item 4 for information on algae treatment options.
 - iii. The engineer's report for the Lake Wisley spillway has not yet been received.
3. Trash Service: Please see Business Manager's Report, Item 10.
4. RV Lot/Maintenance:
 - a. Gravel will be delivered to the lot during the week of April 8, 2019. A work day is scheduled for April 13, 2019. Tenants are asked to remove their vehicles no later than Friday, April 12, 2019, to allow gravel to be distributed. A front loader will be available at both lots. Resident volunteers are asked to bring personal rakes and shovels to help spread the gravel. Tenants may return their vehicles on Sunday, April 14, 2019. Vehicles may be temporarily stored in driveways during this time. The event will be rescheduled in the event of inclement weather.
 - b. Lighting improvements are being studied and a proposal is expected to be presented during the May BoD meeting.
5. Roads: Please see Unfinished Business, Item 1.
6. C&Rs: Seventy-three (73) issues have been addressed since June, 2018, with fifty-five (55) letters issued. Ten (10) issues are currently active and are being addressed.
7. Golf Course: No activity.

8. Landscaping: Please see New Business, Item 6.
9. Special Events:
 - a. Easter Egg Hunt: Director Holland reached out to a number of residents who have expressed interest in working on special events within the community. These residents will be hosting the Annual Easter Egg Hunt on Saturday, April 20, from 3-4 p.m. There will be two hunts: one for children up to age four, and one for children ages 5-8. \$300.00 has been set aside in the Special Events budget for this event.
 - b. The Spring Yard Sale will be held on Saturday, May 4, from 8 a.m. until 12 p.m. in the New Heights Baptist Church parking lot. Participants must provide their own display surfaces (tables, racks, etc.). Five dollars (\$5.00) cash will be collected from each booth and will be donated to the church. The church will not be open, so participants are urged to use the facilities prior to arriving. The event will be advertised in the monthly newsletter, on the website and electronic sign, online at garagesalefinder.com, and in the Chattanooga Times Free Press.
 - c. Yard of the Month was awarded to John and Carol Calvert, 1422 Woodway Drive. Monthly winners will be announced in the newsletter, and will be given the opportunity to help choose the next month's winner.
10. Security Committee:
 - a. Pegasus was contacted three times regarding the operation of the front gate. The rail that guides the front exit gate was replaced due to rust, and the wheels for that gate were replaced.
 - b. Both the front and rear gates require frequent maintenance due to the amount of daily use they receive. Director Christenson therefore recommends that companies be requested to evaluate the entire operating system when quoting maintenance work.
 - c. The motor on the back gate is still operating.
 - d. Director Christenson requested a review of insurance claim procedures in the case of future claims.
11. Sewers: No report.
12. Playground: No communications or meetings of the committee were held since the March Board of Directors Meeting.

Director Christenson moved that the Board of Directors enter Executive Session for the purpose of discussion of personnel matters. The motion was seconded by Director Tracy; it passed. All audience members were asked to leave the building and the Executive Session commenced at 8:48 p.m. Director Tracy motioned the close of the Executive Session at 9:48 p.m., with Director Nist seconding. The motion passed, and the Executive Session was closed.

Director Tracy motioned that the meeting be adjourned. Director Nist seconded, and the motion passed. The meeting was adjourned by President Wills at 9:49 p.m. The next regularly scheduled meeting is May 13, 2019, at 7 p.m., at the Whisper Creek Clubhouse.

Respectfully submitted,

Deborah S. Gwaltney, Secretary

Jim Wills, President