

WRA Regular Meeting Minutes
December 12, 2022

President Doug Ross called the meeting to order at 7:00 p.m. This meeting was held at the Whisper Creek Clubhouse. Directors present: Loni Borkowski, Nate Ellwitz, Debbie Gwaltney, Thomas Hickey, Lynda Pace, Langdon Potts, Doug Ross, Terry Tracy, Jim Wills, and Jerry Young. Directors absent: None. Regular Meeting Guests: Business Manager LeAnn Granic, Financial Manager Lisa Crowder and two (2) others. Due to a scheduling conflict, an Executive Session was held prior to the Regular Meeting.

Director Ellwitz motioned to enter Executive Session for the purpose of discussing RV lot fees and C&R matters. Director Hickey seconded. The motion passed, and the Executive Session commenced at 7:02 p.m. Director Ellwitz motioned to exit Executive Session and enter the Regular Meeting. Director Tracy seconded, and the Executive Session ended at 7:19 p.m. Following the completion of the Executive Session, guests were invited to join the Regular Meeting, which began at 7:21 p.m.

Director Potts made a motion to approve the November 14, 2022 Regular Meeting Minutes. Director Ellwitz seconded. The motion passed; Director Wills abstained.

Financial Report

1. Financial Manager Lisa Crowder reviewed the November 2022 Financial Reports, which were sent to the Board of Directors prior to the meeting. There were no questions.
2. Director Tracy provided a year-to-date review of the budget. There have been no major anomalies.
3. Five (5) residents with WRA dues balances greater than \$300.00 (three hundred dollars) have received notifications of delinquency; two of these accounts have been brought up-to-date.
4. Director Potts moved to accept the November 2022 Financial Report. Director Wills seconded. The motion passed.

Business Manager's Report

1. Communications:
 - a. Resident contact information was updated in the online directory.
 - b. The December 2022 newsletter will be emailed to residents and uploaded to the website this week. Following approval, the November 2022 meeting minutes will be added to the website.
 - c. Two (2) new residents have been provided with welcome packets and bar codes and added to the email list.
2. Gates, Cameras, and Guardhouse:
 - a. Thirty-four (34) new bar codes were issued in the past 30 (thirty) days.
 - b. Additional remote clickers have been ordered and the barcode supply has been restocked.
 - c. Communication with the branch manager of the security company regarding guard coverage issues is ongoing.
 - d. A resident reported a gate malfunction, which resulted in the gate hitting her vehicle. Any available video footage from the incident will be reviewed.
3. C&Rs: Continuing to work with the C&R Chairperson on ongoing issues in the neighborhood, including initiating fines on one property for ongoing non-compliance.
4. Streetlights: A Whisper Creek streetlight repair has been scheduled and streetlight repairs in The Cattails are ongoing.
5. Whisper Creek Office Space: The new Whisper Creek lease agreement has been received and reviewed with the Executive Committee. Further discussion will take place at the December 12, 2022 board meeting.

Guest Speakers: None.

New Business

1. Whisper Creek Lease:
 - a. The Whisper Creek lease expires on December 31, 2022. The WRA currently pays \$500.00 (five hundred dollars) per month to lease the WRA office and utilize the Whisper Creek clubhouse for monthly meetings, and occasional other events as requested. Special meetings/work sessions are scheduled as necessary, and subject to availability of the clubhouse.
 - b. Whisper Creek has offered the following terms and conditions for the lease renewal for the office space and monthly meetings:
 - i. WRA office space rent will increase to \$750.00 (seven hundred fifty dollars) per month.

- ii. The clubhouse can be rented for monthly meetings for \$200.00 (two hundred dollars) per meeting. This includes \$100.00 (one hundred dollars) for the meeting space and \$100.00 (one hundred dollars) for cleaning. Any additional WRA activities at the clubhouse will be subject to these same terms and conditions.
 - iii. Director Young moved that the WRA office space be vacated, and that the WRA rent the Whisper Creek clubhouse on a monthly basis at the proposed rate of \$200.00 (two hundred dollars) per meeting. All monthly meeting dates will be reserved in writing. Director Ellwitz seconded. The motion passed; Director Tracy abstained.
 - iv. The WRA will no longer maintain an office space. All WRA items in the office will be removed and stored, as necessary.
 - v. All efforts will be made to retain the current WRA phone number and mailing address.
 - vi. Residents will be notified via email of the change in office status, and any applicable changes in phone number and mailing address.
2. Christmas Lights Decorating Contest: The Annual Christmas Lights Decorating Contest will be held on Sunday, December 18, 2022. Winners will be announced in the January 2023 newsletter.

Unfinished Business:

1. Windstone Drive Culvert Repair: CTI Engineering has completed the drawings for the culvert repair. They are compiling a bid package for the necessary repairs, which will be sent to potential contractors following completion and review by the WRA Board of Directors.
2. Infrastructure Mapping: The review of the infrastructure map is nearly complete, and updates to the map will be made accordingly.
3. Lake Haven Guard Rail: The posts for the Lake Haven guard rail have been received and are being cut-to-size. Installation is scheduled for mid-December but is weather-dependent.
4. Lighting Updates:
 - a. Landscaping spotlights for the trees along Windstone Drive and the stone monuments at the entrance have been ordered and will be installed upon receipt.
 - b. The curbing at the front entrance has been painted with reflective paint to improve visibility, especially at night.
5. Electric Pole Installation: Installation of the new electric pole at the rear gate must be coordinated with NGEMC. The installation date is to be determined.

Committee Reports

1. ARB: The ARB has reviewed and approved the following requests from WindStone homeowners in November 2022:
 - i. Repaint front door (1)
 - ii. Repaint home (2)
 - iii. Dumpster on property for inside renovations (1)
 - iv. Update landscaping (1)
2. C&Rs:
 - a. The following items were addressed in the last month: trailer in driveway (2), exterior maintenance (1), trash cans left out (1).
 - b. Please also see Business Manager's Report, Item 3.
3. Community Planning: No report.
4. Gates and Security: Please see Business Manager's Report, Item 2.
5. Golf: No report.
6. Lakes: Please see Unfinished Business, Item 3.
7. Landscaping: Please see Unfinished Business, Item 4(a).
8. Playground: No report.
9. Roads: Please see Unfinished Business, Item 1.
10. RV Lot: No report.
11. Sewer: No activity.
12. Special Events: Please see New Business, Item 2.
13. Stormwater: Please see Unfinished Business, Item 1.
14. Trash Service: No activity.

Director Ellwitz moved to enter a second Executive Session for the purpose of consideration of private contractor agreements. Director Borkowski seconded. The motion passed and the Executive Session commenced at 8:01 p.m. Director Hickey moved to close the Executive Session. Director Ellwitz seconded. The motion passed and the Executive Session ended at 8:27 p.m. Director Ellwitz moved to close the Regular Meeting; Director Hickey seconded. The motion passed and the Regular Meeting closed at 8:28 p.m. The next regularly scheduled meeting will be held on January 9, 2023, at 7 p.m. at the Whisper Creek Clubhouse.

Respectfully submitted,

DRAFT