

WRA Minutes
December 14, 2020

President Jim Wills called the meeting to order at 7:07 p.m. This meeting was held virtually on the GoToMeeting platform due to COVID 19 restrictions and concerns. Directors present: Jordan Allen, Gary Booth (late), Justin Cash, Bob Christenson, Debbie Gwaltney, Thomas Hickey, Tonya Holland, Mike Nist, Lynda Pace, Terry Tracy, and Jim Wills. Directors absent: Johnny Barnes (proxy held by Tonya Holland). Late Directors: Gary Booth (proxy held by Jordan Allen during his period of absence). Guests: Business Manager Granic and three (3) 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 Nist made a motion to approve the November 9, 2020, Regular Meeting Minutes. Director Pace seconded, and the motion passed.

Financial Report

Director Tracy submitted the following Financial Report:

1. As per normal practice, 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. Director Nist moved to accept the report as presented. Director Pace seconded. The motion passed.

Business Manager's Report

1. Gates:
 - a. The front exit gate is now open weekdays from 6 a.m. until 5 p.m., as per the change approved by the Board of Directors at the November 9, 2020 Regular Meeting. No comments have been received by Business Manager Granic regarding this operating schedule change.
 - b. The rear exit gate was damaged by a commercial vehicle leaving through this resident-only gate on November 18, 2020. All gates are monitored by camera 24/7, which allowed the vehicle to be identified. The company which owns this vehicle has agreed to pay for the repair of the gate.
2. RV Lot:
 - a. No new incidents of theft or vandalism have been reported at the RV lot.
 - b. One estimate has been obtained for the installation of monitoring cameras and DVR at the RV lot. This quote does not include the cost of installation of electricity needed to power this equipment. Additional estimates are being sought. Please also see Unfinished Business, Item 4.
 - c. An unauthorized ATV is being stored in one of the vacant RV lot spaces. This vehicle does not belong to either of the residents whose spaces are adjacent to this space. An email will be sent to all residents currently using the RV lot to attempt to identify the owner of the ATV.
3. Security and Gatehouse:
 - a. The proposed new security contract is still being reviewed by management at Allied Universal. The branch manager has indicated that the new contract will be sent prior to the January 2021 BoD meeting.
 - b. Two new computer monitors have been installed at the gatehouse.
 - c. A leaky faucet was repaired at the gatehouse.
4. Street Signs: The Whisper Creek street signs are in production. They will be installed upon completion.
5. Streetlights: Two streetlight repairs have been scheduled for Holden Farms Place. The streetlight pole which was on backorder has arrived and will be installed during the week of December 21, 2020.

Unfinished Business

1. Lonesome Dove: The new owner of the property is required by legal ruling to demolish the property within 90 (ninety) days of acquiring ownership of the property. Demolition has not yet begun. Director Wills will follow-up with the new owner.
2. Water Mitigation:
 - a. Playground:

- i. The new curb has been installed at the playground. The playground will still be monitored for flooding following heavy rainfall.
 - ii. The curb extension has created the need for additional soil placement and grading at the playground to prevent the new curbing from becoming a trip hazard. Director Tracy motioned that Dilbeck Landscaping be paid \$1,600.00 (one thousand six hundred dollars) to install 440 (four hundred forty) liner feet of backfill, overseed with fescue grass, and straw the area. Director Holland seconded. The motion passed.
 - b. Holden Farm Place: The water mitigation repair has been completed at the alley behind Holden Farm Place. The area will continue to be monitored.
3. Road Repairs:
- a. Estimates have been received to repair the roadway crumbling along the sides of Wisley Way and Woodway Drive. These estimates ranged from \$15,951.00 (fifteen thousand nine hundred fifty-one dollars) to \$17,950.00 (seventeen thousand nine hundred fifty dollars) for the Wisley Way repairs and \$1,980.00 (one thousand nine hundred eighty dollars) to \$2,000.00 (two thousand dollars) for the Woodway Drive repairs. Director Tracy moved that Young Paving be paid \$17,931.00 (seventeen thousand nine hundred thirty-one dollars) to mill down crumbling areas along both Wisley Way and Woodway Drive and overlay asphalt to these same areas. Director Nist seconded. The motion passed.
 - b. The work on Wisley Way and Woodway Drive will occur when the temperature is above 40 degrees Fahrenheit. Residents will be notified via email prior to the commencement of this repair work.
 - c. Potholes in other areas of WindStone are being monitored.
4. RV Lot: Pegasus Controls has provided an estimate of \$2,476.55 (two thousand four hundred seventy-six dollars and fifty-five cents) to install two cameras and a four-channel DVR at the RV lot. This estimate is for these items only and does not include the cost of adding any electricity sources which would be necessary to operate these devices. Director Allen will follow-up on this item.
5. Community Enhancements: Directors are asked to review a list of common property repairs and community enhancement projects that were completed in 2020. This list, along with potential community enhancements to be undertaken in 2021, will be included in the January 2021 newsletter.

New Business

1. WRA 2020 Audit and Tax Preparation: Johnson, Hickey, and Murchison, P.C., CPAs has conducted the past several WRA annual financial audits and tax preparation. Director Tracy moved that Johnson, Hickey, and Murchison, P.C. be paid \$5,800.00 (five thousand eight hundred dollars) to conduct the WRA 2020 financial audit and prepare the WRA 2020 taxes. Director Nist seconded. The motion passed.
2. Contract Work: The guidelines and processes for executing contract work within WindStone are being compiled into one form. A draft of this document should be ready for review by the January 2021 Regular Meeting.
3. Landscaping: A three-year contract to continue common area landscaping maintenance has been negotiated with Dilbeck Landscaping. This contract includes general common area landscape maintenance, mowing, retention pond cleaning, and irrigation system maintenance. Director Nist motioned that Dilbeck Landscaping be paid \$84,000.00 (eighty-four thousand dollars) annually, billed in monthly increments of \$7,000.00 (seven thousand dollars), for WRA common area landscape maintenance, for the period between January 1, 2021, and December 31, 2023. Director Tracy seconded. The motion passed.
4. Lakes: The lights on the Lake Haven fountain were not working. Upon examination, Don Swafford, who performs regular maintenance on the fountains, discovered that the control box had been severely damaged and needs to be replaced. Mr. Swafford has temporarily bypassed this control box to allow the lights to function and recommends that the control box be replaced as soon as possible. Terry Tracy motioned that Don Swafford be paid \$1,800.00 (one thousand eight hundred dollars) for the purchase and installation of a new control box, relay, and timer on the Lake Haven fountain. Director Hickey seconded. The motion passed.

Committee Reports

1. ARB: The ARB has reviewed and approved the following requests from WindStone homeowners during November 2020:
 - a. Tree removal (2)
 - b. Driveway expansion (1)
 - c. Repainting home (2)
 - d. Replace existing deck (2)
 - e. Replace and increase deck footage, roof, and exterior fireplace (1)
2. Lakes:
 - a. Lake Wisley: The spillway leak repair is functioning as intended, and no leaks have been detected.
 - b. Lake Haven:
 - i. Don Dawson is attempting to locate an individual who can scan the interior of the pump feed line to determine the exact location of the leak.

- ii. Please also see New Business, Item 4.
- 3. Trash Service: No activity.
- 4. RV Lot: Please see Business Manager's Report, Item 2 and Unfinished Business, Item 4.
- 5. Roads: Please see Unfinished Business, Item 3.
- 6. C&Rs: Eight (8) issues were addressed this month. Of these, one (1) property had many issues, and one (1) issue involved a barking dog. Six (6) issues have been resolved.
- 7. Golf Course: A complaint was received from a resident regarding a window broken by a golf ball hit into their house from the golf course. The resident was advised to contact golf course management regarding this issue.
- 8. Landscaping: New Business, Item 3.
- 9. Security:
 - a. The bar code scanner at the front resident entry gate has been repaired and appears to be working properly.
 - b. Please also see the Business Manager's Report, Item 3 (a).
- 10. Sewers: No activity.
- 11. Special Events:
 - a. Christmas lights were installed the week of Thanksgiving and will be removed during the first week of January 2021.
 - b. The Christmas Lights Decorating Contest will be held Sunday, December 20, 2020 at 7 p.m. Previous winners will serve as judges for the competition. Winning homes will be designated with large candy cane signs.
- 12. Playground: Please see Unfinished Business, Item 2 (a).
- 13. Stormwater: Please see Unfinished Business, Item 2 (b).

Director Tracy moved to close the Regular Meeting. Director Hickey seconded. The Regular Meeting closed at 8:26 p.m. The next regularly scheduled meeting is January 11, 2021, at 7 p.m., at the Whisper Creek Clubhouse. The meeting format is subject to change due to COVID 19 restrictions which may be in force at the time of the meeting. Residents will be informed of any change in meeting format as soon as possible.

Respectfully submitted,

Deborah S. Gwaltney, Secretary

Jim Wills, President