

WRA Regular Meeting Minutes
February 14, 2022

President Jim Wills called the meeting to order at 7:00 p.m. This meeting was held at the Whisper Creek Clubhouse. Directors present: Justin Cash, Debbie Gwaltney, Tonya Holland, Lynda Pace, Doug Ross, Terry Tracy, and Jim Wills. Directors absent: Johnny Barnes (proxy held by Tonya Holland) and Thomas Hickey (proxy held by Terry Tracy) Guests: Business Manager LeAnn Granic, Financial Manager Lisa Crowder, and eleven (11) residents.

Director Cash made a motion to approve the January 10, 2022, Regular Meeting Minutes. Director Tracy seconded. The motion passed.

Financial Report

Financial Manager Crowder and Director Tracy submitted the following Financial Report:

1. Financial Manager Crowder and Director Tracy reviewed the January 2022 financial statement and financial spreadsheet, which had been provided to the members of the board via email prior to the meeting. There were no questions.
2. The Windstone Residential Association audit for fiscal year 2021 is being performed by Johnson, Hickey & Murchison, P.C., CPAs. The audit should be complete by the Annual Meeting, which is currently scheduled for March 28, 2022. Any homeowner wishing to receive a hard copy of the audit may do so by submitting a written request to Business Manager Granic.
3. Director Gwaltney motioned that the January 2022 Financial Report be accepted. Director Cash seconded. The motion passed.

Business Manager's Report

1. Communications:
 - a. The February 2022 newsletter was emailed to residents and uploaded to the website. Following approval, the January 2022 Regular Meeting minutes will also be uploaded.
 - b. The WRA online resident directory has been updated, new residents have been added to the email notification list and were provided welcome packets and bar codes.
2. Security and Gates:
 - a. Service was scheduled for the back gate to address an intermittent scanner issue.
 - b. Catoosa County Public Schools requested two more remote gate openers for their buses. They will be delivered this week.
 - c. The back gate was hit twice in the last month; both times involved a non-resident piggybacking behind another vehicle.
 - d. Thirty-eight (38) bar codes were issued in the past 30 (thirty) days.
 - e. A foldable sign which would be used in place of the orange cones to redirect traffic to the resident gate when the guard is not on duty is being priced.
3. RV Lot:
 - a. Continuing to gather quotes for fence repairs and new gate options.
 - b. A utility trailer was reported stolen from the front RV lot.
 - i. The Business Manager has spoken with the owner of the trailer several times. He had not been in the RV lot in four months, and thus did not know when the trailer was stolen. There was a basic lock on the trailer. A police report was filed with the Catoosa County Sheriff's Department.
 - ii. The lock on the RV gate was not disturbed in any way.
4. Streetlights: Several streetlights in Whisper Creek, The Overlook, and along Windstone Drive were repaired, along with two gas streetlights on Wisley Way.
5. Legal: The Business Manager is continuing to coordinate efforts with the WRA attorney with regard to the HUD complaint.
6. Trash Service: A new trash service agreement has been reached with Stephens Garbage Service. Residents will be notified by the trash company of the new service terms/options.

Guest Speakers: Several residents addressed the board to voice concerns regarding cable installation, road conditions, ARB concerns, and frozen pipes. These concerns will be addressed as needed.

New Business

1. Audit Update: Please see Financial Report, Item 2.
2. Comcast Project: Comcast will be laying new cable in the neighborhood; this is a utility project and is unaffiliated with the WRA. Residents with questions regarding this project should contact Comcast directly.
3. Streetlight Poles:

- a. Several streetlights are leaning. Allied Electric has been contacted, and a quote to straighten the light poles is pending.
 - b. Please also see Business Manager's Report, Item 4.
4. Directional Sign:
- a. Orange traffic cones are currently being used to direct all traffic through the resident gate during the hours in which the gatehouse is unmanned.
 - b. Director Ross moved that not more than \$300.00 (three hundred dollars) be spent to purchase a foldable sign to replace the traffic cones. Director Cash seconded. The motion passed.

Unfinished Business

1. WindStone Signage:
 - a. Phase Two of the WindStone signage painting project (all neighborhood identification signs and additional road signs along Windstone Drive as identified within the scope of work) is complete.
 - b. Director Cash moved that CertaPro be paid \$6,608.00 (six thousand six hundred and eight dollars) to complete Phase Three of the signage painting project (all signs within Meadowlands, The Creeks, The Cattails, and The Overlook). Director Pace seconded. The motion passed. Director Tracy abstained.
2. March 2022 Board of Directors Elections:
 - a. Five (5) residents have indicated that they wish to run for the Board of Directors; one (1) resident has applied to be ARB Director.
 - b. A Candidate's Meeting will be held to provide these candidates a brief overview of the tasks, responsibilities, and expectations for all Directors; the date has not been set. Candidates will be contacted directly with that information.
 - c. A neighborhood Meet-and-Greet will be held to allow the residents to meet candidates and current Board members; the date has not been set. Residents will be informed of the date by email blast.
3. Garbage Service:
 - a. Stephens Garbage Services has submitted a proposal to provide twice-a-week trash removal within Windstone for \$58.00/quarter per household. Monthly yard debris pick-up and monthly recycling will be optional and will cost \$15.00/quarter and \$10.00/quarter, respectively. These rates will be good for five (5) years.
 - b. Residents will be able to choose which services they desire when paying their quarterly bill; the total quarterly bill will vary based on options chosen. Residents will receive a letter describing these changes from Stephens Garbage Services with their next quarterly statement. *Garbage services are not included in monthly WRA dues. While the WRA negotiates pricing for garbage services within the subdivision, each household contracts individually with Stephens Garbage Services for trash removal, yard debris removal, and recycling services.*
 - c. Director Holland moved that the WRA renew their agreement with Stephens Garbage Services for five (5) years. Director Ross seconded. The motion passed.
4. Cattails Drainage: This drainage project was thought to be completed. Water is flowing in this area; however, recent heavy rains have revealed some areas that need additional grading. This work will take place this week and the project will continue to be monitored.
5. Walking Bridge:
 - a. The individual who had contracted to repair the walking bridge between The Cattails and The Overlook has withdrawn his bid.
 - b. Director Ross motioned that RP Concrete be paid \$3,300.00 (three thousand three hundred dollars) to demolish the current bridge, replace the decking and support structures, and remove debris. Director Cash seconded. The motion passed.
6. Lake Wisley Water Control Valve:
 - a. A water level control valve is needed at Lake Wisley. This valve will allow the water level to be drawn down as necessary, particularly during maintenance projects in and around Lake Wisley (spillway inspection and maintenance, culvert maintenance, fountain work, etc.)
 - b. Director Ross moved that RP Concrete be paid \$4,000.00 (four thousand dollars) to purchase and install a water level control valve and associated parts in Lake Wisley. Director Tracy seconded. The motion passed.

Committee Reports

1. ARB:
 - a. The ARB has reviewed and approved the following requests from WindStone homeowners in January 2022:
 - i. New shingles (1)
 - ii. Pool repair (1).
 - iii. Tree removal (3)
2. Lakes: Please see Old Business, Item 6.

3. Trash Service: Stephens Garbage Services will soon send out a letter to residents explaining the changes in the price structure of their services. Please also see Business Manager's Report, Item 6 and Old Business, Item 3.
4. Roads: No new activity.
5. C&Rs: No report.
6. Golf Course: No report.
7. Landscaping: No report.
8. Security/Gates: Please see Business Manager's Report, Item 2.
9. Sewers: No activity.
10. Special Events: The birdhouses along Windstone Drive at the entrance to WindStone have been prepared for spring.
11. Playground: No activity.
12. Stormwater: A resident in The Cattails has been contacted regarding storm water drainage. Please also see Old Business, Item 4.

Director Gwaltney motioned to enter Executive Session for the purpose of approving Executive Session minutes. Director Ross seconded, and the motion passed. The Executive Session convened at 8:13 p.m. Director Cash moved to close the Executive Session; Director Ross seconded. The motion passed and the Executive Session ended 8:19 p.m. Director Cash then moved to reenter Executive Session to discuss C&R violations, ARB concerns, and legal matters. Director Holland seconded. The Executive Session convened at 8:20 p.m. Director Cash motioned to close the Executive Session; Director Tracy seconded. The Executive Session closed at 9:04 p.m. Director Tracy moved to close the Regular Meeting; Director Ross seconded. The Regular Meeting closed at 9:05 p.m. The next regularly scheduled meeting will be held on March 14, 2022, at 7 p.m. at the Whisper Creek Clubhouse.

Respectfully submitted,

Deborah S. Gwaltney, Secretary

Jim Wills, President