

WRA Regular Meeting Minutes
February 28, 2023

President Doug Ross called the meeting to order at 7:01 p.m. This meeting was held at the Whisper Creek Clubhouse. Directors present: Loni Borkowski, Nate Ellwitz, Debbie Gwaltney, Lynda Pace, Doug Ross, Terry Tracy, Jim Wills, and Jerry Young; Langdon Potts arrived at 7:18 p.m. Directors absent: Thomas Hickey (proxy held by Terry Tracy). Guests: Business Manager and two (2) others. Due to a lack of quorum on February 13, 2023, the Regular Meeting was rescheduled to February 28, 2023.

Director Tracy made a motion to approve the January 16, 2023, Regular Meeting Minutes. Director Ellwitz seconded. The motion passed.

Financial Report

1. Director Tracy reviewed the financial statements for January 2023, which were sent to the Board of Directors prior to the meeting. There were no questions.
2. No interest was credited to the Road Reserve accounts held at First Horizon Bank following the conversion of these accounts into money market accounts in January 2023. The interest income will be adjusted retroactively to January 1, 2023, and applied accordingly.
3. Annual Audit:
 - a. The WRA audit for fiscal year 2022 has begun.
 - b. Owners wishing to receive a copy of the audit upon completion can request one by contacting Business Manager Granic.
4. Director Ellwitz moved to accept the January 2023 Financial Report. Director Wills seconded. The motion passed.

Business Manager's Report

1. Communications:
 - a. The February 2023 newsletter has been emailed to residents and uploaded to the website. Following approval, the January 2023 meeting minutes will be added to the website.
 - b. Two (2) new residents have been provided with welcome packets and barcodes and added to the email list.
2. Gates, Cameras, and Guardhouse:
 - a. Thirty (30) new bar codes were issued in the past 30 (thirty) days.
 - b. Allied Electrical transferred the power and equipment to the new utility pole at the back gate.
 - c. The resident gate was hit by a non-resident on February 8, 2023. The driver's insurance carrier has been notified and quotes are being gathered to address the necessary repairs.
3. C&Rs: Continuing to work with the C&R Chairperson regarding C&R issues in the neighborhood.
4. RV Lot:
 - a. The lock has been replaced on the front RV lot gate.
 - b. Four (4) small spaces (maximum length 10 feet) are available in the RV lot.
5. Streetlights: Several streetlights have been repaired in the last month (Holden Farm Place, Windstone Drive, and Wisley Way). The electrician is continuing to work on a faulty streetlight in the Cattails.
6. Annual Meeting:
 - a. The WRA Annual Meeting will be held at 7 p.m. on March 27, 2023 at New Heights Baptist Church.
 - b. Nine (9) board member applications were received for the five (5) open board positions.

Guest Speakers: None.

New Business

1. Gates:
 - a. The front resident gate was hit by a non-resident on February 8, 2023.
 - b. The driver's insurance carrier and the WRA insurance carrier have been notified, and requested information provided.
 - c. Business Manager Granic is working closely with the insurance adjustors to process this insurance claim.
 - d. The gates were originally manufactured and installed by Beatty Fabricating and Pegasus Controls. These entities continue to service the gate and other components.

- e. WRA board members were notified about the damaged gate and provided with cost estimates for replacing the gate and associated mechanisms.
 - f. Due to a lack of a quorum, the Regular Meeting scheduled for February 13, 2023 was rescheduled for February 28, 2023, necessitating an email discussion of the matter. On February 22, 2023, Director Borkowski made a motion via email to approve Beatty Manufacturing and Pegasus Controls to replace and install a new front resident gate and associated components for \$16,640.50 (sixteen thousand six hundred forty dollars and fifty cents). Director Young seconded. The motion passed.
 - g. Director Ellwitz made a motion to pay Pegasus Controls an amount not to exceed \$2,500.00 (two thousand five hundred dollars) to install photo eyes at all entry and exit gates. Director Potts seconded. The motion passed. Directors Tracy, Hickey, and Wills voted no.
 - h. Director Young will explore updating the camera systems at the gates.
 - i. Measures to improve traffic flow at the rear gates was discussed. No conclusion was reached.
2. Roads:
- a. Shay Cove Cul-de-Sac:
 - i. It has been determined that excessive erosion of a Shay Cove driveway has been caused by increased stormwater run-off, which is the result of over-paving the existing curbing during previous road repairs.
 - ii. Director Tracy moved that RP Concrete be paid not more than \$4,200.00 (four thousand two hundred dollars) to install 160 (one hundred sixty) feet of extruded curbing in the Shay Cove cul-de-sac to improve water flow in that area. Director Borkowski seconded. The motion passed. Directors Ross and Ellwitz abstained; Director Potts voted no.
 - b. Blue Jay Parkway: A damaged culvert near Hole 14 on Blue Jay Parkway has been reported. Director Ross will investigate.
3. Storage Trailer: A clean-out of the WRA storage trailer will be scheduled.
4. Landscaping/Front Entrance Improvements: Director Borkowski has requested that Dilbeck Landscaping include the cost of installation of two additional flagpoles at the front entrance (one for each state flag) in their quote for landscaping updates at the front entrance.

Unfinished Business:

1. Windstone Drive Culvert Repair: CTI Engineering has completed the necessary drawings for this repair and a preliminary scope of work has been prepared.
2. Infrastructure Mapping: Reserve Advisors completed an onsite visit to evaluate WRA common property and infrastructure. They will use this information, along with other data, to finalize the WRA fiscal needs review approved in 2022.
3. Annual Meeting/Board of Directors Elections:
 - a. The WRA Annual Meeting is scheduled for March 27, 2023, at 7 p.m. at New Heights Baptist Church.
 - b. A Board of Directors Candidates' Meet-and-Greet was held on February 27, 2023, at the Whisper Creek Clubhouse.
 - c. Ballots for the election of the Board of Directors will be mailed to homeowners no later than March 6, 2023.
 - d. Owners are encouraged to return their signed ballots as soon as they are received; unsigned ballots cannot be counted toward the quorum. One ballot will be sent per lot and only one signature per ballot is necessary.
 - e. A majority of ballots must be returned before the Annual Meeting can commence. Ballots can be returned by mail or at the dues' payment slot on the exit side of the gatehouse.
 - f. The agenda for the Annual Meeting was reviewed.
 - g. Please also see Business Manager's Report, Item 6.

Committee Reports

1. ARB: The ARB has reviewed and approved the following requests from WindStone homeowners in January 2023:

a. Replace siding and repaint (1)	d. Repair concrete patio (1)
b. Update landscaping (1)	e. Property clean-up (removal of dead trees and overgrown shrubs)(1)
c. Add metal handrail (1)	
2. C&Rs:
 - a. The following items were addressed in the last month: trailer/camper in driveway (3), debris/trash (2), dirt bikes (1), leaking sewer (1), unsightly exterior (vacant home with various issues) (1), dilapidated fence (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 and New Business, Item 1(a-h).
5. Golf: No report.
6. Lakes: No new activity.

7. Landscaping:
 - a. Obtaining quote from Dilbeck to update landscaping at the front gate/entrance.
 - b. Please also see New Business, Item 4.
8. Playground:
 - a. Replacement swings and basketball nets for the playground have been purchased.
 - b. Cleaning/power washing of existing equipment and installation of new mulch are being scheduled.
9. Roads:
 - a. A new pothole has been reported in Whisper Creek.
 - b. Please also see New Business, Item 2.
10. RV Lot: Please see Business Manager's Report, Item 4.
11. Sewer: No new activity.
12. Special Events: No new activity.
13. Stormwater: Please see New Business, Item 2.
14. Trash Service: No new activity.

Director Ellwitz moved to close the Regular Meeting; Director Tracy seconded. The motion passed and the Regular Meeting closed at 8:50 p.m. The next regularly scheduled meeting will be held on March 13, 2023, at 7 p.m. at the Whisper Creek Clubhouse.

Respectfully submitted,

Deborah S. Gwaltney, Secretary

Doug Ross, President