

**WRA Minutes**  
**February 8, 2021**

President Jim Wills called the meeting to order at 7:04 p.m. This meeting was held virtually on the GoToMeeting platform due to COVID 19 restrictions and concerns. Directors present: Jordan Allen, Johnny Barnes, Gary Booth, Justin Cash, Bob Christenson, Debbie Gwaltney, Thomas Hickey, Tonya Holland, Mike Nist, Lynda Pace, Terry Tracy, and Jim Wills. Directors absent: None Guests: Business Manager LeAnn Granic and two (2) 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 Pace made a motion to approve the January 11, 2021, Regular Meeting Minutes. Director Tracy seconded, and the motion passed.

#### Financial Report

Director Tracy submitted the following Financial Report:

1. 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. Financial Manager Crowder continues to reach out regularly to homeowners with outstanding balances. Many residents have paid their past-due balances, and the WRA remains in a positive cash-flow position.
3. Projects, community enhancements, and large-scale maintenance projects will be discussed after new board members are seated in April.
4. Director Booth moved to accept the report as presented. Director Barnes seconded. The motion passed.

#### Business Manager's Report

1. Gates and Cameras:
  - a. Two cameras at the rear entrance gate have failed and need to be replaced. Quotes for this replacement will be reviewed during the February 8, 2021 Regular Meeting.
  - b. Business Manager Granic is working with the security company to ensure that all guards trained and are familiar with WindStone gate protocols.
  - c. Forty-two (42) new bar codes were issued in the past thirty (30) days.
2. Communications: Newsletter, website, and digital sign
  - a. The February 2021 newsletter was emailed to residents and posted on the website. Following approval, the minutes from the January 2021 Regular Meeting will be added to the website.
  - b. New resident information has been added to the resident directory and email distribution list. New residents have been provided with welcome packets and barcodes.
3. RV Lot:
  - a. Three RV spaces were vacated in the past month. Two new spaces have been leased to residents.
  - b. An unauthorized ATV remains in space #10 of the rear lot. Despite multiple communications with resident tenants which included photos of the vehicle, the owner of the ATV has not been identified. Efforts to find the owner of the vehicle will continue, and options regarding removal of the ATV are being explored.
  - c. Signs designating space numbers need to be replaced. Business Manager Granic has requested a quote for this project from Signarama. The WRA has worked with this vendor on several occasions, most recently with the Whisper Creek street sign replacement project.
4. Sewer:
  - a. Several residents have expressed concern on social media regarding recent sewer rate increases within WindStone. There are numerous reasons for this increase, including past EPA rulings which continue to affect rates.
  - b. Catoosa Utility District Authority (CUDA) water rates will increase 3.5% on March 1, 2021.
  - c. Residents can contact Dave Hammel with Rainbro Systems (owner of the sewage system) and CUDA with ongoing concerns. Their numbers can be found in the Resident Directory.
5. Walking Bridge:
  - a. The walking bridge located near tee box #7 along Windstone Drive underwent repairs. Several rotten boards were replaced.
  - b. The bridge will be inspected more closely to determine if additional repairs are necessary.

6. Annual Meeting: Preparation for the 2021 Annual Meeting continues. Vacant board member seats were announced in the newsletter and on the digital sign. Two residents have requested Nominee Profile Forms, which must be received by February 10, 2021 to allow ballots to be printed in a timely fashion.

#### Unfinished Business

1. Contract Work: A document has been written outlining the guidelines and processes for executing contract work within WindStone. It has been found that obtaining bids from more than one vendor is becoming increasingly difficult, due to the small size of the projects which need to be addressed within WindStone.
  - a. Director Booth motioned that projects with an anticipated cost of \$5,000.00 (five thousand dollars) or greater must have more than one bid prior to presentation to the WRA BoD for approval. All contracts, regardless of size, unless in the case of emergency, must be approved prior to onset of the work. Director Pace seconded. The motion passed.
  - b. Director Nist motioned that a performance bond be considered for projects \$100,000.00 (one hundred thousand dollars) or greater. Director Tracy seconded. The motion passed.
  - c. Director Tracy motioned that the Guidelines and Processes for Executing Contract Work Within WindStone be approved. Director Nist seconded. The motion passed.
2. Annual Meeting:
  - a. Restrictions related to COVID-19 on in-person gatherings continue to hamper scheduling of an in-person WRA Annual Meeting. As in 2020, it is necessary to postpone the in-person meeting. The election to fill empty seats on the Board of Directors is not affected by these restrictions.
  - b. Director Tracy moved that the 2021 Board of Directors election proceed on the timeline prescribed in the WRA By-Laws. He further moved that the in-person portion of the Annual Meeting be held on a date to be determined, based upon the conditions of the COVID-19 pandemic, local regulations and CDC guidelines, and that results of the 2021 Board of Directors election be announced via email. Director Barnes seconded. The motion passed.

#### New Business

1. Walking Bridge Repair:
  - a. The walking bridge near tee box #7 underwent emergency repair to replace rotten and broken boards. The bridge requires additional repairs.
  - b. This bridge is owned and therefore maintained by the WRA.
  - c. Options to repair the bridge will be determined by the overall condition of the bridge and its supporting structures. Directors Cash and Tracy will follow-up on this project.
2. Back Gate Cameras:
  - a. Both the bullet camera and the license plate camera located at the rear entrance gate have failed and need to be replaced.
  - b. Two (2) estimates were provided for the replacement and installation of these cameras. Director Tracy moved that Pegasus Controls be paid \$1,514.86 (one thousand five hundred fourteen dollars and eighty-six cents) for the purchase and installation of all components necessary to complete the replacement of these cameras. Director Barnes seconded. The motion passed.
3. Security Guards Contract:
  - a. Allied Universal has agreed to extend its contract with the WRA for a period of one year at the current rate. This rate may increase if a new onsite supervisory position is created by Allied Universal, upon thirty days' notice and approval by the WRA BoD.
  - b. Director Tracy moved to accept the contract extension with Allied Universal at the current rate for a period of one year. Director Pace seconded. The motion passed.

#### Committee Reports

1. ARB: The ARB has reviewed and approved the following requests from WindStone homeowners in January 2021:
  - a. Tree removal and general clean-up (1)
  - b. Remove and replaces existing deck and add screen enclosure (1)
  - c. Update landscaping and install drainage system to control water flow (1)
  - d. Add metal fence (2)
  - e. Enclose existing screen porch with glass (2)
2. Lakes:
  - a. The Lake Wisley swans have been uprighted.
  - b. The leak at Lake Haven has been identified. The repair is weather-dependent.
3. Trash Service: Three boxes of garbage bags were purchased for use at the playground and Lake Wisley.
4. RV Lot: Please see Business Manager's Report, Item 3.

5. Roads: No activity.
6. C&Rs: Seven new items were addressed this month. Of these, one (1) property had many issues, four (4) properties involved yard issues, one (1) grinder pump issue was addressed, and one (1) political flag was addressed.
7. Golf Course: No activity.
8. Landscaping: No activity.
9. Security: Please see New Business, Items 2 and 3.
10. Sewers: Please see Business Manager's Report, Item 4,
11. Special Events: Due to ongoing COVID-19 concerns, the Easter Egg Hunt has been cancelled.
12. Playground: No activity.
13. Stormwater: The WRA is currently seeking an expert to map the location of all culverts within WindStone.

Director Christenson moved to enter Executive Session for the discussion of personnel matters. Director Booth seconded. The motion failed. Director Barnes moved to close the Regular Meeting. Director Nist seconded. The Regular Meeting closed at 9:11p.m. The next regularly scheduled meeting will be held virtually on the GoToMeeting platform on March 8, 2021 at 7 p.m. This meeting format will be utilized for the months of February, March and April 2021. Residents may contact the Business Manager for details on joining the meeting.

Respectfully submitted,

Deborah S. Gwaltney, Secretary

Jim Wills, President