

WRA Regular Meeting Minutes
January 16, 2023

Vice President Loni Borkowski called the meeting to order at 7:02 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, Terry Tracy, Jim Wills, and Jerry Young. Directors absent: Doug Ross (proxy held by Loni Borkowski). Guests: Financial Manager Lisa Crowder and two (2) others. Due to a lack of quorum on January 9, 2023, the Regular Meeting was rescheduled to January 16, 2023.

Director Ellwitz made a motion to approve the December 12, 2022 Regular Meeting Minutes. Director Wills seconded. The motion passed; Director Young abstained.

Financial Report

1. Financial Manager Lisa Crowder reviewed the December 2022 financial statements, which were sent to the Board of Directors prior to the meeting. There were no questions.
2. There is only one resident with an outstanding WRA account balance greater than \$300.00.
3. Director Tracy stated that the WRA ended fiscal year 2022 in a favorable cash position, with most line items coming in at or below budget. Cash flow was sufficient to cover those line items which experienced overages.
4. Safe Deposit Box/Bank Accounts:
 - a. Director Tracy motioned that the WRA safe deposit box be moved from the First Horizon Bank Ringgold branch to the First Horizon Bank East Brainerd Road branch. Director Potts seconded. The motion passed.
 - b. A Letter of Transfer of the safe deposit box will be provided to the auditor.
 - c. WRA Road Reserve accounts at First Horizon Bank will be converted to money market accounts.
 - d. To keep total account balances under FDIC reimbursement levels, a portion of the Road Reserve account will be moved from First Horizon Bank to an existing account at First Citizens Bank.
5. Annual Audit:
 - a. Director Tracy will meet with the auditors to conduct the annual WRA audit. A letter of transfer regarding the safe deposit box will be provided to the auditor, as requested.
 - b. Residents wishing to receive a copy of the audit upon completion may do so by contacting Business Manager Granic.
6. Director Young moved to accept the December 2022 Financial Report. Director Ellwitz seconded. The motion passed.

Business Manager's Report

1. Communications:
 - a. The January 2023 newsletter has been emailed to residents and uploaded to the website. Following approval, the December 2022 meeting minutes will be added to the website.
 - b. Three (3) new residents have been provided with welcome packets and barcodes and added to the email list.
 - c. The new WRA phone number (423-763-1953) has been shared with residents via email, newsletter, and website.
2. Gates, Cameras, and Guardhouse:
 - a. Thirty-two (32) new bar codes were issued in the past 30 (thirty) days.
 - b. Allied Electrical continues to coordinate with NGEMC on replacing the utility pole at the back gate.
 - c. The new pole has been installed per NGEMC specifications. Equipment and power will be transferred in the next week, which will affect gate access for a few hours. Residents will be notified via email about gate closures. The date is weather dependent and per NGEMC's work schedule.
3. C&Rs: Owners of a home upon which fines have been levied due to multiple C&R violations have addressed the issues and the fines have ceased,
4. Whisper Creek Office Space:
 - a. The office space lease with Whisper Creek HOA ended on December 31, 2022 and was not renewed. This space has been cleared out and the keys returned to the Whisper Creek HOA.
 - b. The WRA has established a new phone number with VoIP provider Ooma, following changes by Verizon in our service area. The new phone is 423-763-1953.
5. RV Lot: Three small spaces were leased in the RV lot.
6. Annual Meeting:
 - a. New Heights Baptist Church has been reserved for the annual meeting to be held on March 27, 2023 at 7 p.m.

- b. The Annual Meeting date and open board seats were announced in the December 2022 and January 2023 newsletters and on the WRA website under “Important Dates and Upcoming Events”.
- c. Two (2) board member candidate applications have been received from Bob Christenson and Mike Schillaci.

Guest Speakers: None.

New Business

1. C&R Changes: Any potential C&R changes will be discussed following the completion of the Reserve Study. Any changes to the C&Rs must be voted upon and approved by the WRA Membership before the document can be changed.
2. Annual Meeting and Board of Directors Election:
 - a. The Annual Meeting will be held at New Heights Baptist Church on March 27, 2023.
 - b. Ballots for the Board of Directors Election will be mailed to the latest known address to all Windstone property owners in early March. A quorum of ballots must be received prior to the commencement of the Annual Meeting.
 - c. Any property owners interested in running for a position on the WRA Board of Directors should contact Business Manager Granic no later than February 10, 2023.
 - d. Director Young motioned to reserve the Whisper Creek Clubhouse to hold a “Candidate Meet-and-Greet” on February 27, 2023 at 7:00 p.m. Director Wills seconded. The motion passed.

Unfinished Business:

1. Windstone Drive Culvert Repair: CTI Engineering has completed the necessary drawings for this repair. The bid package for the Windstone Drive culvert repair will soon be available for review by the WRA Board of Directors. After approval by the BoD, the package will be sent out for bid.
2. Infrastructure Mapping: The review of infrastructure features in The Villages, The Overlook, Lake Haven, and Wisley Way is ongoing. The review for all other WindStone neighborhoods is complete.
3. Lake Haven Guard Rail: New posts have been installed on the guardrail on Windstone Drive at Lake Haven. This project is complete.
4. Lighting Updates: New landscape lighting highlighting the WindStone entrance signs has been completed on one sign. The lighting for the second sign will be completed when weather permits.

Committee Reports

1. ARB: The ARB has reviewed and approved the following request from a WindStone homeowner in December 2022
 - a. Exterior renovations to include enclosing an existing screen porch, adding a new screen porch, adding a new deck with lattice, painting the exterior, installing new gutters, installing a new door, repainting an existing metal fence, updating landscaping, replacing the sidewalk, and adding to the existing driveway.
2. C&Rs:
 - a. The following items were addressed in the last month: trailer in driveway (1), trespassing by dog walker (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:
 - a. Purchased new bird houses to be installed this spring.
 - b. Obtaining quote from arborist for trimming of the trees at the main entrance.
 - c. Please also see Unfinished Business, Item 4.
8. Playground: No new activity.
9. Roads: Please see Unfinished Business, Item 1.
10. RV Lot: Please see Business Manager's Report, Item 5.
11. Sewer: No new activity.
12. Special Events: No new activity.
13. Stormwater: Please see Unfinished Business, Item 1.

14. Trash Service: Stephens Garbage Service has experienced a worker shortage and there may be some unavoidable delays in garbage pickup. Mr. Stephens hopes to fill the open position soon. Business Manager Granic and Director Pace remain in contact with Mr. Stephens regarding this situation.

Director Gwaltney moved to enter Executive Session for the purpose of approving minutes. Director Young seconded. The motion passed and the Executive Session commenced at 7:50 p.m. Director Ellwitz moved to close the Executive Session. Director Tracy seconded. The motion passed and the Executive Session ended at 8:03 p.m. Director Tracy moved to close the Regular Meeting; Director Young seconded. The motion passed and the Regular Meeting closed at 8:04 p.m. The next regularly scheduled meeting will be held on February 13, 2023, at 7 p.m. at the Whisper Creek Clubhouse.

Respectfully submitted,

Deborah S. Gwaltney, Secretary

Loni Borkowski, Vice President