

WRA Minutes
January 11, 2021

President Jim Wills called the meeting to order at 7:02 p.m. This meeting was held virtually on the GoToMeeting platform due to COVID 19 restrictions and concerns. Directors present: Johnny Barnes, Gary Booth, Justin Cash, Bob Christenson, Debbie Gwaltney, Tonya Holland, Mike Nist, Lynda Pace, Terry Tracy, and Jim Wills. Directors absent: Jordan Allen (proxy held by Tonya Holland) and Thomas Hickey (proxy held by Johnny Barnes). Guests: Business Manager Granic, Financial Manager, and one (1) resident. *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 Booth made a motion to approve the December 14, 2020, Regular Meeting Minutes. Director Nist 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. Financial Manager Crowder continues to reach out regularly to homeowners with outstanding balances. Homeowners are encouraged to contact her with any questions or concerns regarding their account balances or any notifications they might have received.
3. Director Barnes moved to accept the report as presented. Director Booth seconded. The motion passed.

Business Manager's Report

1. Gates and Cameras:
 - a. A new DVR and software updates were installed at the gatehouse. The old DVR had failed.
 - b. A Swim Spa Chattanooga vehicle damaged the residents-only rear gate on November 18, 2020. Payment has been received from Swim Spa Chattanooga to cover the cost of repairs.
 - c. The barrier arm on the rear exit gate is intermittently malfunctioning. The surge board on the bar code reader was replaced on November 25, 2020.
 - d. Twenty-four (24) new bar codes were issued in the past thirty (30) days.
2. Communications: Newsletter, website, and digital sign
 - a. The January Newsletter was emailed to residents and posted on the website. Following approval, the minutes from the December 2020 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.
 - c. A replacement modem was installed in the digital sign. The previous 3G modem was made obsolete when Verizon stopped supporting the 3G network.
3. Street Signs and Streetlights:
 - a. The Whisper Creek street signs have been installed. One street sign will be replaced by the vendor at no charge due to a misspelled street name.
 - b. A damaged light pole was replaced on Windstone Drive. Several other streetlights in the neighborhood were repaired.
4. Annual Meeting: Preparation for the 2021 Annual Meeting continues. Vacant board member seats were announced in the newsletter and nominee profile forms have been provided to those residents who have expressed an interest in serving on the board for the 2021-2024 term.

Unfinished Business

1. Contract Work:
 - a. A draft document has been written outlining the guidelines and processes for executing contract work within WindStone. Director Nist moved that a virtual work session be held on January 19, 2021 to refine this document. Director Barnes seconded. The motion passed. The document will be reviewed at the February 8, 2021 board meeting.

New Business

1. Meeting Formats:

- a. COVID-19 restrictions and high local infection rates continue to hinder the ability to meet in person. Director Booth moved to hold WRA regular board meetings to the GoToMeeting platform for February, March, and April 2021 and reevaluate the meeting venue at the April 2021 meeting. Director Nist seconded. The motion passed.
- b. Residents will receive an email prior to each meeting to remind them to contact Business Manager Granic to obtain details on how to attend these meetings virtually.

Committee Reports

1. ARB: The ARB has reviewed and approved the following requests from WindStone homeowners in December 2020:
 - a. Tree removal (1)
 - b. Roof replacement and general repairs (1)
 - c. Install French drain (1)
 - d. Replace front and back doors (1)
 - e. Add concrete sidewalk to rear of home (1)
2. Lakes: A new control panel for the Lake Haven fountain lights was installed.
3. Trash Service: No activity.
4. RV Lot: No activity.
5. Roads: Repairs to Wisley Way and Woodway Drive have been completed as scheduled.
6. C&Rs: Two items were addressed this month. Of these, one (1) property had many issues, and one (1) issue involved a barking dog.
7. Golf Course: A complaint was received from a resident regarding the golf cart path. The resident was advised to contact golf course management regarding this issue.
8. Landscaping:
 - a. A three-year contract has been signed with Dilbeck Landscaping.
 - b. Dilbeck is mulching throughout WindStone.
9. Security:
 - a. The rear exit gate is rubbing and may need realignment.
 - b. The security bar at the rear entry gate has been replaced.
 - c. Road markings at the rear gate appear to be fading or pulling up from the road. Director Tracy will follow-up with the firm that recently restriped the roads.
 - d. The American flag at the front gate has been replaced.
10. Sewers: Rainbro (owner of the WindStone sewage system) has replaced the linings of the holding tanks on Wisley Way and Windstone Drive.
11. Special Events:
 - a. The Christmas lights on the rear entrance gate were staying on all of the time due to a bad photocell. This cell was replaced, and the lights returned to their normal dusk-to-dawn setting. All WindStone Christmas lights have now been removed.
 - b. The Christmas Lights Decorating Contest was held Sunday, December 20, 2020 at 7 p.m. Previous winners served as judges for the competition. Hawks Landing was chosen as the Most Festive Street. Winning homes (9405 Lazy Circles Drive, 9461 Lazy Circles Drive, and 1451 Whisper Way) were designated with large candy cane signs. 1403 Fore Winds Hill received an Honorable Mention.
12. Playground:
 - a. The area behind the new curb was backfilled for safety and mulch was added to the equipment area.
 - b. New books have been added to the Little Free Library.
13. Stormwater: The repairs to the Holden Farm Place alleyway appear to be functioning as intended.

Director Nist moved to close the Regular Meeting. Director Barnes seconded. The Regular Meeting closed at 7:57 p.m. The next regularly scheduled meeting will be held virtually on the GoToMeeting platform on February 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