

**WRA Regular Meeting Minutes**  
**July 11, 2022**

President Doug Ross called the meeting to order at 7:00 p.m. This meeting was held at the Whisper Creek Clubhouse. Directors present: Johnny Barnes, Loni Borkowski, Nate Ellwitz, Debbie Gwaltney, Lynda Pace, Langdon Potts, Doug Ross, Terry Tracy, and Jerry Young. Directors absent: Thomas Hickey (no proxy), Tonya Holland (proxy held by Lynda Pace), and Jim Wills (proxy held by Lynda Pace). Guests: Business Manager LeAnn Granic, Financial Manager Lisa Crowder, and two (2) residents.

Director Tracy made a motion to approve the June 13, 2022, Regular Meeting Minutes. Director Ellwitz seconded. The motion passed. Director Young abstained.

#### Financial Report

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

1. Financial Manager Crowder reviewed the June 2022 financial statement and financial spreadsheet, which were provided to the board members via email prior to the meeting. Director Tracy presented the June Monthly Financial Executive Summary.
2. Financial Manager Crowder continues to communicate with those residents who are delinquent on their HOA dues. Several accounts have been brought up-to-date through these efforts.
3. A work session was held on June 20, 2022, to review upcoming projects, discuss community survey, and Reserve Fund Study.
4. Director Potts motioned that the June 2022 Financial Report be accepted. Director Ellwitz seconded. The motion passed.

#### Business Manager's Report

1. Communications:
  - a. The July newsletter was emailed to residents and uploaded to the website. Following approval, the July 11, 2022, Regular Meeting minutes will also be uploaded to the website.
  - 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. Back Gates: The scanner on the exit side was hit by lightning. The gate technician has been contacted to assess the damage and order replacement parts.
  - b. Forty-two (42) new bar codes were issued in the past 30 (thirty) days.
  - c. A camera malfunction at the rear gates is being assessed.
3. Streetlights: Two (2) streetlights in Whisper Creek were repaired on July 11, 2022.
4. Legal: The Business Manager continues to work with the attorney regarding the HUD complaint.
5. RV Lot: One (1) additional space was rented in the past 30 (thirty) days. Eleven (11) residents remain on the wait list for large spaces.
6. C&Rs:
  - a. The Business Manager is working with the C&R Chairperson on several issues in the neighborhood.
  - b. A board-approved payment plan was accepted and signed by a resident with a large overdue account balance.

#### New Business

1. Fence Maintenance: Several wood privacy fences are located in Windstone; these fences were pre-existing when the current ARB fence guidelines were adopted and were therefore grandfathered-in and allowed to remain in place. A survey of the conditions of these fences will be completed by members of the Board and residents will be notified of any necessary maintenance needs.
2. Community Survey:
  - a. Director Potts moved to approve a non-binding electronic survey conducted via SurveyMonkey to gauge interest in changing the guard service hours at the front gate. The motion passed. Directors Holland and Pace abstained.
  - b. Residents who do not have an email address on file with the Business Office will receive the survey via regular mail.
  - c. Survey results will be shared with the residents.

#### Unfinished Business

1. Road and Stormwater Mapping: There is currently no comprehensive map of roads and stormwater control systems for the entire community. Such a map is necessary to help determine infrastructure maintenance needs and priorities.
  - a. Thompson Engineering has provided a bid to complete a survey and create a comprehensive map of all roadways, storm drains, spillways, and culverts. This survey will include physical sizes and conditions of the above-named infrastructure.
  - b. Director Tracy will contact CTI Engineering for a second bid.
2. Windstone Drive Culvert Repair: The culvert under Windstone Drive at Lake Wisley is compressed and unable to be sleeved.
  - a. A preliminary quote on this repair from RP Concrete is pending.
  - b. Director Tracy will contact CTI Engineering for an engineering and project management bid.
3. Windstone Drive Bridge Corrective Items:
  - a. A bridge inspection on the Windstone Drive bridge has been completed. One of the findings of that study was that the surface of the pedestrian and golf cart portion of the bridge be addressed in some manner. A number of methods to address this issue have been explored, including like-for-like replacement of the current decking, sleeving of a new surface with Trex or a Trex-like product, and completing a full redesign of the wooden bridge to convert it to concrete. The bids to repair the bridge ranged from \$15,000.00 (fifteen thousand dollars) to \$41,500.00 (forty-one thousand five hundred dollars) depending on the type of repair completed.
  - b. Director Potts moved that RP Concrete be paid \$16,800.00 (sixteen thousand eight hundred dollars) to replace the current wooden surface of the pedestrian/golf cart portion of the Windstone Drive bridge with pressure-treated timbers and install a wooden pressure-treated toe plate at the base of the guardrail. Director Young seconded. The motion passed; Director Ellwitz abstained.
4. Driveway Repair: This matter has been tabled until more information can be obtained.
5. Lake Signage: Director Pace moved that FastSigns be paid \$874.00 (eight hundred seventy-four dollars) to make and install “No Swimming/No Boating” signs at Lake Haven and Lake Wisley. These signs will match current signage within Windstone. Director Potts seconded. The motion passed. Director Barnes voted no.
6. The old card readers at the rear gates no longer serve a purpose, create an eye-sore, and may obstruct the roadway.
  - a. Director Ellwitz motioned to sleeve the posts with bollards and remove and cap the card readers, for a cost not to exceed \$500.00 (five hundred dollars). Director Potts seconded. The motion passed; Director Young abstained.
7. Reserve Study Update: The contract for the Level One Financial Reserve Study was awarded to Reserve Advisors, LLC. This study will be used to create a 30-year prioritized repair/replacement needs and financial reserves analysis. The cost of this study is \$6,950.00 (six thousand nine hundred fifty dollars) and will begin in early 2023. An amount of up to \$8,000.00 (eight thousand dollars) was approved for a study of this type in June 2022.

#### Committee Reports

1. ARB:
  - a. The ARB has reviewed and approved the following requests from WindStone homeowners in June 2022:
 

i. Driveway extension (1)	iv. Installation of arbor (1)
ii. Tree removal (1)	v. Replace deck (2)
iii. Clean and update landscaping (1)	
  - b. One fence-related item is pending.
  - c. One builder deposit refund was denied.
2. C&Rs: Please see Business Manager’s Report, Item 6 and New Business, Item 1.
3. Community Planning: Please see New Business, Item 6 and Unfinished Business, Item 7.
4. Gates and Security: Please see Business Manager’s Report, Item 2 and Unfinished Business, Item 6.
5. Golf: No report.
6. Lakes: Please see Unfinished Business, Item 5.
7. Landscaping: Seeking quotes for repairs to the front entrance light system.
8. Playground: New nets have been purchased for the basketball goals.
9. Roads: Please see Unfinished Business, Items 1, 2, 3, and 4.
10. RV Lot: Please see Business Manager’s Report, Item 5.
11. Sewer: No activity.
12. Special Events: July Yard of the Month has been awarded to Timothy and Grace Pappu at 353 Wisley Way, Ringgold, GA 30736.
13. Stormwater: Please see Unfinished Business, Items 1 and 4.
14. Trash Service: Garbage bags for the playground and Lake Wisley were purchased and given to Stephens’ Garbage Service.

Director Potts moved to enter Executive Session for the purpose of approving minutes. Director Tracy seconded. The motion passed and Executive Session commenced at 9:07 p.m. Director Tracy moved to exit Executive Session. Director Ellwitz seconded. The motion passed and the Executive Session closed at 9:17 p.m. Director Tracy moved to close the Regular Meeting; Director Young seconded. The motion passed and the Regular Meeting closed at 9:18 p.m. The next regularly scheduled meeting will be held on August 8, 2022, at 7 p.m. at the Whisper Creek Clubhouse.

Respectfully submitted,

Deborah S. Gwaltney, Secretary

Doug Ross, President