

WRA Regular Meeting Minutes
June 13, 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, Thomas Hickey, Tonya Holland, Lynda Pace, Langdon Potts, Doug Ross, Terry Tracy, and Jim Wills; Jerry Young attended via phone. Directors absent: None. Residents had been notified of the change in the Regular Meeting start time from 7:00 p.m. to 7:30 p.m. via email and the electronic sign prior to the meeting. This delay was due to a necessary Executive Session. Following the close of the Executive Session, residents were invited to join the Regular Meeting. Guests: Business Manager LeAnn Granic, Financial Manager Lisa Crowder, and one (1) resident were present during the Regular Meeting.

Director Ellwitz made a motion to enter Executive Session to discuss C&R matters. Director Wills seconded. The motion passed and the Executive Session commenced at 7:01 p.m. Director Gwaltney motioned to exit Executive Session. Director Terry seconded. The motion passed, those wishing to attend the Regular Meeting were allowed to join, and the Regular Meeting began at 7:36 p.m.

Director Tracy made a motion to approve the May 9, 2022, Regular Meeting Minutes. Director Ellwitz seconded. The motion passed. Two directors abstained.

Financial Report

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

1. Financial Manager Crowder reviewed the May 2022 financial statement and financial spreadsheet, which had been provided to the board members via email prior to the meeting. Director Tracy presented the May Monthly Financial Executive Summary.
2. Financial Manager Crowder is communicating with several residents regarding WRA dues' balances greater than \$300.00 (three hundred dollars). One (1) resident has brought their account up-to-date.
3. A \$27.00 (twenty-seven dollars) monthly Verizon payment is being automatically withdrawn from a WRA account. The WRA receives no monthly invoice regarding this payment and Financial Manager Crowder has not been able to identify the services being paid for with this automatic withdrawal; she has spoken many times to both Verizon and the bank regarding this withdrawal, and neither have been able to provide any insight. Director Holland motioned to cancel the \$27.00 (twenty-seven dollars) Verizon monthly auto withdrawal. Director Barnes seconded. The motion passed.
4. A work session will be held on June 20, 2022, to review upcoming projects.
5. Director Holland motioned that the May 2022 Financial Report be accepted. Director Barnes seconded. The motion passed.

Business Manager's Report

1. Communications:
 - a. The June newsletter was emailed to residents and uploaded to the website. Following approval, the June 13, 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. A replacement barrier arm has been ordered for the back entrance gate. This arm was hit several times in the last month. On May 29, 2022, a resident hit the arm on the entrance side while the gate was still opening, rendering the arm useless. Per WRA policy, the resident's WRA account will be assessed fines and the cost of the repair and replacement parts. Per policy, the resident's bar codes will be deactivated for a period of 30 (thirty) days, as this was a second offense. The resident has been notified of these actions.
 - b. Fifty-seven (57) new bar codes were issued in the past 30 days, including fifteen (15) golfer bar codes.
3. Streetlights: Four (4) streetlights in Whisper Creek have been scheduled for repair.
4. Legal: The Business Manager is continuing to coordinate efforts with the WRA attorney with regard to the HUD complaint.
5. RV Lot: Three (3) additional spaces were rented in the past month.
6. C&Rs: The Business Manager is working with the C&R Chairperson on several issues in the neighborhood.

Guest Speaker: One (1) resident addressed the Board regarding three boys who were found swimming in Lake Haven. He requested that signage be placed at both Lake Haven and Lake Wisley, notifying residents and their guests that there is no swimming or boating permitted on the lakes. He also requested a sign stating that fishing should be "catch-and-release" only. Additionally, this speaker stated

that Lake Haven is now listed as “Windstone Golf Course Lake” on Apple Maps; it was previously listed as “Lake Haven.” He has petitioned Apple Maps to change the name of the lake back to Lake Haven.

New Business

1. Roads: A resident has requested that the WRA evaluate his driveway for flooding issues they believe to have been caused due to an overlay of the road. Directors Ellwitz and Tracy will evaluate the area and address as necessary.
2. Landscaping:
 - a. Director Borkowski has received a quote from Dilbeck Landscaping regarding replacement of landscaping at the front gate and several grass islands on Windstone roads. Consideration of this quote has been postponed until August.
 - b. The current weed control contract with Grass Monkeys does not include treatment of the grass islands on Windstone Drive. The cost to add these islands to the current 8-treatment annual schedule will be \$880.00 (eight hundred eighty dollars). This would raise the annual contract fee to \$3,912.00 (three thousand nine hundred twelve dollars).
 - c. Director Ellwitz moved that Grass Monkeys add the grass islands on Windstone Drive to the current weed control contract, increasing the contract amount to \$3,912.00 (three thousand nine hundred twelve dollars). Director Holland seconded. The motion passed.
3. Cattails Street Sign:
 - a. A resident approached the Board in March 2022 about replacing the street sign at the intersection of Cattails View and Cattails Drive. He presented the Board with a drawing of the proposed signage, which did not match the current street signs. The Board did not approve this signage at that time.
 - b. The resident procured the unapproved sign and had it installed. This sign will be removed. Director Ellwitz made a motion to deny the resident his requested \$200.00 (two hundred dollars) reimbursement for manufacture and installation of the unapproved sign. Director Tracy seconded. The motion passed.
 - c. Director Pace contacted FastSigns to price the manufacture and installation of a new street sign matching the current street signs in Windstone. Director Ellwitz moved that FastSigns be paid \$439.90 (four hundred thirty-nine dollars and ninety cents) to manufacture and install a new, Windstone-style street sign at the intersection of Cattails View and Cattails Drive. Director Pace seconded. The motion passed; one Director abstained.
4. Lake Signage:
 - a. Please see Guest Speaker summary.
 - b. Director Pace will obtain quotes for “No Boating” and “No Swimming” signs to be placed at Lake Haven and Lake Wisley.
5. Back Gate Card Readers: The entry and exit card readers located at the back gates no longer serve a purpose. Director Ellwitz will seek a quote to have the readers and surrounding posts removed, and any electrical access capped.
6. Reserve Study:
 - a. Directors Tracy and Potts have requested that a Level 1 Reserve Study be performed. A reserve study is considered best practice for HOAs and required in many states. This study will estimate and prioritize major construction and repairs needed over the next 30 (thirty) years and evaluate the adequacy of the reserve balance and funding. Proposals for the completion of a level 1 reserve study were requested from Reserve Advisors LLC, Miller Dodson Capital Reserve Consultants, and The Helsing Group. Two proposals have been received and the third company has been contacted for follow-up. All three companies are Community Association Institute certified.
 - b. Director Potts made a motion to approve up to \$8,000.00 (eight thousand dollars) to be paid to a Community Association Institute certified, but as yet unnamed, vendor for a reserve study of the WRA assets and infrastructure. Director Ellwitz seconded. The motion passed; Directors Barnes, Gwaltney, Holland and Pace voted against the motion and Director Hickey abstained.
7. Windstone Drive Bridge:
 - a. Cost estimates for improvements to the Windstone Drive bridge were discussed.
 - b. WindStone Golf Club will enclose or remove exposed or unused wiring running under the bridge.
8. Overgrown Trees: Director Young has evaluated overgrown trees behind Creek Way Drive. It has been determined that no action is necessary at this time.

Unfinished Business

1. Windstone Drive Culvert Repair: There has been no activity on this project.

Committee Reports

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

- i. Addition of small retaining wall and outdoor patio (1)
 - ii. Home repainting (2)
 - iii. Updating landscaping (1)
 - iv. Installation of pool, metal fencing, and landscaping (1)
 - v. Replace decking (1)
 - vi. Tree removal (2)
2. C&Rs:
 - a. Resolved: Overgrown trees along Creek Way Drive, along the Whisper Creek alley, unsightly conditions (mostly overgrown lawns)
 - b. Pending: RV in driveway (1), unsightly conditions (1)
 - c. Please also see Business Manager's Report, Item 6.
 3. Community Planning: Please see New Business, Item 6.
 4. Gates and Security:
 - a. Addressed resident concerns regarding opening in fencing between Windstone and adjacent neighborhoods.
 - b. Annual maintenance on rear gate was completed.
 - c. The barrier arms were knocked down several times, causing the gate to malfunction and necessitating the purchase of new barrier arms.
 - d. See also Business Manager's Report, Item 2 and New Business, Item 5.
 5. Golf:
 - a. The owners of the golf course ask that residents be reminded that the course is private property, and that the cart paths are not to be used for walking nor are the ponds located on the property to be used for fishing. Participating in these activities during play times creates a safety issue.
 6. Lakes: Please see Guest Speaker summary and New Business, Item 4.
 7. Landscaping: Please see New Business, Item 2.
 8. Playground: Summer plants have been installed in the planters. This project cost \$80.85 (eighty dollars and eighty-five cents) for plants and soil.
 9. Roads:
 - a. New stop signs have been installed at both the front and rear entrances.
 - b. Windstone Drive was damaged by the Comcast contractor during the installation of new lines. This contractor will repair the damage they caused.
 - c. Whisper Creek has requested that a new center line be painted on Holden Farms Place from the pool house to the first intersection.
 - d. Please also see New Business, Items 1, 3, 5, and 7.
 10. RV Lot: One resident requested that they be allowed to install a carport over their leased space. This carport was approved and installed at the resident's expense.
 11. Sewer: No activity.
 12. Special Events: Yard of the Month is pending.
 13. Stormwater: Please see New Business, Item 1.
 14. Trash Service: One resident began using Five Star Waste Management for their garbage service. This resident has been contacted and has been made aware that WindStone residents are required to use Stephens' Garbage Service for their trash removal.

Director Ellwitz moved to enter Executive Session for the purpose of discussing C&R violations. Director Holland seconded. The motion passed and Executive Session commenced at 9:40 p.m. Director Hickey moved to exit Executive Session. Director Barnes seconded. The motion passed and the Executive Session closed at 9:46 p.m. Director Barnes moved to close the Regular Meeting; Director Ellwitz seconded. The motion passed and the Regular Meeting closed at 9:47 p.m. The next regularly scheduled meeting will be held on July 11, 2022, at 7 p.m. at the Whisper Creek Clubhouse.

Respectfully submitted,

Deborah S. Gwaltney, Secretary

Doug Ross, President