

WRA Minutes

June 8, 2020

President Jim Wills called the meeting to order at 7:37 p.m. at the Windstone Golf Club Grill. Directors present: Jordan Allen, Johnny Barnes, Gary Booth, Justin Cash, Bob Christenson, Debbie Gwaltney, Thomas Hickey, Tonya Holland, Mike Nist, Lynda Pace, and Jim Wills. Directors absent: Terry Tracy (proxy held by Lynda Pace). Guests: Business Manager LeAnn Granic, Financial Manager Lisa Crowder and four (4) residents.

Director Nist made a motion to approve the March 9, 2020 Regular Meeting Minutes. Director Pace seconded, and the motion passed.

Financial Report

Financial Manager Lisa Crowder submitted the following Financial Report:

1. Financial Manager Crowder presented the WRA 2019 Annual Audit report. This audit was performed by Johnson, Hickey, and Murchison, P.C., CPAs, and was previously provided to all WRA board members. Residents wishing to have a copy of this report should contact Business Manager Granic. Director Nist motioned to accept this report as presented. Director Christenson seconded. The motion passed.
2. Financial Manager Crowder presented the Financial Report for May 2020. The WRA Board of Directors had previously been provided the reports for March and April 2020. Director Nist moved to accept the reports as presented. Director Holland seconded. The motion passed.
3. A lien settlement in the amount of \$27,112 .00 (twenty-seven thousand one hundred twelve dollars) was received. This amount includes legal fees incurred because of the collection process.
4. Letters outlining the collections guidelines for past-due accounts continue to be sent to residents with past-due balances. These letters have been well-received, and accounts are being brought up-to-date.

Business Manager's Report (this report covers the time frame from March 9, 2020 to June 8, 2020)

1. RV Lot:
 - a. The lot has been sprayed for weeds.
 - b. Three new RV spaces were leased to residents. Residents wishing to lease a space at the RV lot should contact Business Manager Granic for more information.
2. Lakes:
 - a. Lake Haven
 - i. The dam inspection report was received. No issues were found, and the dam permit was renewed until 2022.
 - ii. The Lake Haven fountain was replaced.
 - b. Lake Wisley:
 - i. Algae treatments have resumed in Lake Wisley. Dye will be added to Lake Wisley monthly through the end of October 2020, to reduce algae growth.
 - ii. The Lake Wisley fountain has been cleaned and the walking bridge handrails and guardrails have been repaired.
3. Annual Meeting:
 - a. The WRA 2020 Annual Meeting was postponed due to COVID-19.
 - b. A quorum of ballots for the 2020 WRA was received. Business Manager Granic conducted the initial ballot count; a second count was conducted by resident volunteers. The annual ballot log spreadsheet has been updated, and the results were reported to the WRA Members (homeowners) via a special newsletter.
4. Covenants and Restrictions: Law firm Chambliss, Bahner and Stophel, P.C. is filing the amendment to the WRA Covenants and Restrictions, Part Two, Article I, Section 5, Parking, with Catoosa County, GA, and Hamilton County, TN. This amendment was approved by the WRA Membership (homeowners) during the WRA 2020 election. The C&R document will be updated and posted on the WRA website.
5. Gates:
 - a. The back gates and the front exit gate were damaged due to lightening strikes which occurred on separate dates. Insurance claims were filed, new control boards were installed, and payment has been received by the insurance company.
 - b. The front resident entry gate was struck by a semi-trailer on May 6, 2020. This accident caused substantial damage to both the gate and the operating system. The driver failed to stop at the time of this accident. A police report was filed, and witness statements were taken. Both the WRA insurance carrier and the trucking company have been notified of the incident. No claim

has been filed with the WRA insurance carrier, as the trucking company's insurance provider is investigating the claim to determine liability. A new gate has been fabricated, installed, and is functioning.

- c. A new supply of bar codes and gate devices has been ordered. Sixty-one (61) new barcodes were issued in April and May 2020.
6. Gatehouse:
 - a. New chairs were purchased to replace the existing broken chairs.
 - b. A new American flag has been purchased to replace the tattered flag.
 - c. Orange traffic cones have been purchased by the WRA and will be kept at the gatehouse. These cones will be used to help control and direct traffic as necessary during maintenance and repair of the gates and roadway, as well as during special events such as Halloween.
7. New Residents: Seven new residents have been welcomed to WindStone since March 2020. These residents have been added to the resident directory on the WRA website, have received welcome packets, and have been issued bar codes (gate devices).
8. COVID-19 Updates:
 - a. The WRA 2020 Annual Meeting, the April 2020 Regular BoD Meeting, and the May 2020 Regular BoD Meeting were either cancelled or postponed due to government restrictions enacted during the COVID-19 pandemic. The venue and start time of the June 2020 Regular BoD Meeting was changed to allow for social distancing, as required by the emergency acts currently in place. Meetings may continue to be affected as restrictions change during the re-opening period.
 - b. The Meadowlands playground was closed during this period, in accordance with Catoosa County, GA guidelines. Signage was placed at the playground announcing the closure and was removed when restrictions were amended. The playground is now open.
 - c. The 2020 Easter Egg Hunt and Spring Yard Sale were cancelled due to stay-at-home orders in place at the time of these events. These events will not be rescheduled.
 - d. Residents were informed of all community updates via email, website updates, and the digital sign.
 - e. The WRA will continue to monitor COVID-19 restrictions in both Hamilton County, TN, and Catoosa County, GA. Normally scheduled events may be altered to remain in accordance with government regulations at the time. Residents will be notified of any changes to scheduled events.
9. Storm Damage: The WRA contracted with Stephens Garbage Service to remove debris resulting from the April 2020 storms. This pickup was billed separately from the annual contract.

Unfinished Business

1. Stormwater Mitigation: Review of the stormwater mitigation letter drafted by WRA legal counsel has been deferred until the July 2020 Board of Directors Regular Meeting.
2. Lake Haven Fountain: Please see Business Manager's Report, Item 2(a)(ii).
3. Annual Meeting: Scheduling of the 2020 Annual Meeting will be reconsidered at the July 2020 Regular Meeting. Please also see Business Manager's Report, Items 3 and 8.

New Business

1. Board of Directors: Directors Patterson and Stehney have completed their terms, and President Wills thanked them for their service. Gary Booth and Thomas Hickey were elected to serve on the Board of Directors. Directors Gwaltney and Wills were elected their second terms on the BoD. Director Holland was elected to a full term, after having been appointed to complete the term vacated by Director Freeland in January 2019. That term expired in March 2020. The terms of those elected/re-elected in this election run April 2020-March 2023. The current Board of Directors is now comprised of the following individuals:
 - a. Term ending 2021: Johnny Barnes, Bob Christenson, Mike Nist, and Terry Tracy.
 - b. Term ending 2022: Jordan Allen, Justin Cash, and Lynda Pace.
 - c. Term ending 2023: Gary Booth, Debbie Gwaltney, Thomas Hickey, Tonya Holland, and Jim Wills.
2. Executive Committee: Director Pace nominated the following slate of individuals for the 2020-2021 Executive Committee: Jim Wills (President), Mike Nist (Vice President), Debbie Gwaltney (Secretary), and Terry Tracy (Treasurer). All nominated directors agreed to serve in those positions to which they were nominated. Director Pace moved that the Executive Committee slate be approved as nominated; Director Holland seconded. The motion passed.
3. Operating Committees:

- a. Director Nist motioned that a Stormwater Committee be formed to address stormwater issues within WindStone. Director Barnes seconded. The motion passed.
- b. Director Cash motioned that the Road Committee and the RV Lot Committee be combined. Director Allen seconded. The motion passed.

Committee assignments are as follows:

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| i. Architecture Review Board: Lynda Pace | vii. Roads/RV Lot: Jordan Allen and Thomas Hickey |
| ii. Covenants and Restrictions: Johnny Barnes | viii. Security: Justin Cash and Bob Christenson |
| iii. Golf Course: Gary Booth | ix. Sewer: Lynda Pace |
| iv. Lakes: Justin Cash and Lynda Pace | x. Special Events: Tonya Holland and Debbie Gwaltney |
| v. Landscaping; Mike Nist | xi. Stormwater: Jordan Allen and Gary Booth |
| vi. Playground: Tonya Holland | xii. Trash: Tonya Holland |

4. Drainage:

- a. Playground: Water is flooding the playground during periods of heavy rain. Several wide-ranging estimates using varying methods to address this issue have been received. This issue has been referred to the Stormwater Committee. Action on this matter has been deferred until such time as the Stormwater Committee can make a report of its findings to the full Board of Directors.
- b. Holden Farm Place: Sump pump discharge at this location is remaining on the alleyway following periods of heavy rainfall, leaving the roadway very slippery. Caution signs have been installed in this area, and the WRA is working with the Whisper Creek HOA to resolve this issue. This matter has been referred to the Stormwater Committee
- c. Wisley Way:
 - i. The culvert located at the bottom of Hole 1 of the golf course and draining into Lake Wisley is not functioning properly. This issue has been referred to the Stormwater and Golf Course Committees.
 - ii. 633 Wisley Way: Overpavement of the road at this location resulted in effective removal of the stormwater berm located at the entrance to the driveway, changing the original stormwater drainage pathway, causing significant damage to the homeowner's property. Director Pace moved to pay R.P. Concrete \$1,960.00 (one thousand nine-hundred sixty dollars) to address the drainage issues at this residence which resulted from the driveway overpavement. Director Barnes seconded. The motion passed. Director Gwaltney abstained.

5. Landscaping:

- a. Playground: Eight (8) trees have been identified for trimming or removal. Director Booth moved to pay CutRight Tree Service \$3,000.00 for the trimming or removal of these trees, grinding of stumps, and removal of debris at the playground. Director Allen seconded. The motion passed.
- b. Windstone Drive: Multiple trees along Windstone Drive and at the entrance to the Meadowlands have been identified for trimming or removal. Director Nist moved to pay CutRight Tree Service \$4,000.00 for tree removal or trimming, stump grinding, and debris removal of the identified trees. Director Christenson seconded. The motion passed.

Committee Reports

1. ARB: The ARB has reviewed and approved the following requests from WindStone homeowners during March, April, and May 2020:

a. Roof replacement (8)	g. General upkeep (4)
b. Tree removal (3)	h. Pool addition (1)
c. Deck replacement/repair (4)	i. Update screened porch (2)
d. Landscaping/yard repair due to storm damage (2)	j. Playset addition (1)
e. Repainting (5)	k. New Construction (1)
f. Driveway repair (1)	
2. Lakes: Please see Business Manager's Report, Item 2.
3. Trash Service: Please see Business Manager's Report, Item 8.
4. RV Lot: Please see Business Manager's Report, Item 1 and New Business, Items 3(b) and 3(c).
5. Roads: Please see New Business, Items 3(b) and 3(c).
6. C&Rs: Numerous items have been addressed during the months of March, April, and May 2020. Current open items include parking conditions (1), multiple issues (1), yard maintenance (2), house condition (1), barking dog (1), and grinder pump (1).
7. Golf Course: Please see New Business, Item 3(c)(i) and New Business, Item 4(c)(i).

8. Landscaping: Please see New Business, Item 5.
9. Special Events:
 - a. Please see Business Manager's Report, Items 8(b) and 8(c). Please also see New Business, Item 4(a).
 - b. The birdhouses at the front along Windstone Drive have been cleaned and repaired. Maintenance of the birdhouses will be conducted annually, and this item has been added to the Special Events calendar.
 - c. Yard of the Month:
 - i. April 2020: Rick and Kyle Cutsinger, 9011 Tower Pines Cove
 - ii. May 2020: John and Shirley Kile, 1823 Creek Way Drive
 - iii. June 2020: Montie Shellenberger, 1875 Holden Farm Place
10. Security Committee:
 - a. Both the front and rear gates are located within Catoosa County, GA. Per county regulations, all neighborhoods with 151 (one hundred fifty-one) or more residences must have two points of ingress and egress, which are accessible to emergency personnel at all times. If one or more of the gates are not properly functioning, that gate will be locked in the open position until such time as proper repairs can be made.
 - b. Please also see Business Manager's Report, Items 5(a) and 5(c).
11. Sewers: No report.
12. Playground: The following improvements will be made to the playground: removal of dead or dying trees, trimming other trees as necessary, drainage improvements, and application of fresh mulch (following completion of the drainage project).
13. Stormwater: These items have been referred to the newly formed Stormwater Committee: playground drainage, sump pump overflow in Whisper Creek, and stormwater culvert repair on Wisley Way.

Additional items: Several residents spoke to the BoD regarding noise complaints, property line discrepancies, and drainage issues. These items will be reviewed and addressed as necessary.

Director Christenson made a motion to enter Executive Session at 10:03 p.m. for the purpose of approval of Executive Session Minutes. Director Holland seconded the motion. The motion passed. Director Nist motioned to close the Executive Session at 10:10 p.m. Director Allen seconded, and the motion passed. Director Nist motioned to adjourn the regular meeting at 10:11 p.m. Director Alan seconded. The motion passed and the meeting ended. The next regularly scheduled meeting is July 14, 2020 at 7 p.m., at the Whisper Creek Clubhouse.

Respectfully submitted,

Deborah S. Gwaltney, Secretary

Jim Wills, President