

**WRA Minutes**  
**May 13, 2019**

Vice President Nist called the meeting to order at 7:01 p.m. at the Whisper Creek Clubhouse. Directors present: Jordan Allen, Johnny Barnes, Justin Cash, Bob Christenson, Tonya Holland, Mike Nist, Lynda Pace, Steve Patterson, and Terry Tracy. Directors absent: Debbie Gwaltney (proxy held by Lynda Pace), Past President Rene Straub (proxy held by Mike Nist), and Jim Wills (proxy held by Lynda Pace). Business Manager LeAnn Granic was also absent. Guests: Financial Manager Lisa Crowder and six (6) neighborhood residents.

The April 8, 2019, Minutes were approved by e-mail. Guests were reminded to sign the attendance sheet.

#### Financial Report

New Financial Manager Lisa Crowder of Lisa Crowder and Associates, was welcomed. Treasurer Tracy submitted the following Financial Report:

1. Lisa Crowder was hired as the WRA Financial Manager, effective May 1, 2019. She and Director Tracy met with previous Financial Manager Julie Shull to ensure a smooth transition of responsibilities.
2. Director Tracy reviewed the procedures required to complete financial transactions necessary to conduct the business activities of the WRA. Two signatures are required to endorse checks used to pay WRA vendors and other business expenses. Checks are normally signed by the Financial Manager and one of the WRA officers, usually the Treasurer, and each transaction is reviewed prior to issuing any payment. Check-signing privileges have been granted to President Jim Wills, Vice President Mike Nist, Secretary Debbie Gwaltney, Treasurer Terry Tracy, and Financial Manager Lisa Crowder. New signature cards have been completed for First Tennessee Bank. The following individuals have been removed from the First Tennessee Bank signature cards, and will no longer be able to act on behalf of the WRA in financial transactions: Martha Culpepper, Lana Freeland, Julie Shull, and Rene Straub. Conversion over to the new officers is in process for First Citizens Bank and FNB Bank.
3. Director Tracy introduced the use of a Monthly Financial Executive Summary, designed to provide Board Members with a quick overview of monthly WRA financial transactions. This summary will be provided to all Board Members on a monthly basis.
4. Financial Manager Crowder stated that all monthly dues statements not sent via e-mail will be printed and mailed in-house. Seventy-six (76) owners currently receive paper versions of their monthly statements.
5. Director Christenson moved to accept the Financial Report as presented, and Director Patterson seconded. The motion passed.

#### Business Manager's Report

1. The 2018 WRA Audit is complete. Bound copies have been provided to board members. Electronic copies were provided to all residents who requested them at the Annual Meeting.
2. The website has been updated with the contact information for new Financial Manager Lisa Crowder. This information was also listed in the May Newsletter.
3. Drop Boxes:
  - a. Signage has been installed on the Guardhouse drop box designating it for HOA payments only. Financial Manager Crowder will collect payments from this box on a regular basis.
  - b. Signage has been installed on the Whisper Creek drop box designating it for Business Manager items only. Items such as bar code requests should be placed in this box.
4. Maintenance and Repairs:
  - a. Several Street lights were repaired in both Whisper Creek and along Windstone Drive.
  - b. A new DVR was installed at the back gate.
  - c. The track on the front exit gate has become severely rusted as a result of erosion and pooled water. Drainage issues will need to be resolved prior to the installation of a new track. The gate will remain open until those issues can be addressed.
5. Dog Waste Stations: A few residents have requested that dog waste stations be placed in WindStone common areas, to provide for better disposal options when walking their dogs. Ms. Granic will explore pricing options and will present this information at the next Board meeting.

6. RV Lot: A large cargo trailer that was illegally parked in the back RV lot in a non-designated space has been moved to the resident's designated RV space. However, it is impeding other vehicles as it is encroaching on the driveway due to its extreme length and extended hitch. Ms. Granic is currently looking for a remedy to this situation, including moving the trailer to a larger space if one is available that will accommodate the trailer size.

#### Unfinished Business

1. Road Expenditures:
  - a. Lonesome Dove:
    - i. Director Patterson stated that he has received a new proposal for the Lonesome Dove culvert and road repair. He is currently reviewing this information with Chad Swanson of Bobby Swanson Construction. The new proposal has an estimated cost of \$272,000 (two hundred seventy-two thousand dollars), which is significantly lower than any other bids received to date. It is hoped that this repair can be scheduled for this summer.
    - ii. Resident comments regarding this project were addressed by Director Patterson.
  - b. Other road repairs: Director Christenson stated that the curb repair at 1743 Windstone Drive was not repaired as requested. This repair was to have been completed at the same time as the curb repair at 1777 Windstone Drive, the curb cut at the rear exit gate, and other repairs at the front exit gate. Director Patterson acknowledged this oversight, and stated that the curb at 1743 Windstone Drive would be addressed as soon as possible.
2. Lake Wisley:
  - a. Spillway:
    - i. Prior to his resignation, Director Brown contacted Passpointe Engineering, PLLC regarding repairs to the Lake Wisley spillway, which has developed a significant leak. He presented the Board of Directors with a proposal from Passpointe Engineering for an engineering analysis of the spillway. This proposal included a topographical survey, permit applications, and repair and reconstruction design. Director Brown made a motion to accept the proposal from Passpointe Engineering to perform these activities in the amount of \$5,600.00 (five thousand six hundred dollars), due when services are rendered. Director Gwaltney seconded. The motion passed. This information was mistakenly omitted from the minutes of the April 2019 Meeting of the WRA Board of Directors.
    - ii. Director Allen has had minimal response from Jan Pass from Passpointe Engineering when requesting follow-up information on the status of the reports and drawings necessary to obtain quotes for this repair. The Board is considering other options for completing this repair.
  - b. Algae Treatment: Director Allen motioned to hire Aqua Resources Management to provide algacide treatment and dye to Lake Wisley through Halloween 2019 in the amount of \$2,080.00 (two thousand eighty dollars). Director Patterson seconded; the motion passed.
3. RV Lot:
  - a. Director Patterson will reschedule the application of new gravel in the RV Lot. The original application date was postponed due to weather. The new date will be announced once it has been set.
  - b. Director Patterson is exploring additional improvements to the RV Lot, including upgrading lighting and placing security cameras. This discussion was tabled until the June 2019 BoD meeting.
4. Golf Carts: Director Barnes provided an update on the proposal to allow private golf carts on WindStone streets. This proposal was tabled in April 2018. The use of private golf carts within WindStone is prohibited by the WRA Covenants and Restrictions (Covenants and Restrictions, PART TWO, ARTICLE I, GENERAL COVENANTS, Section 30, Ingress and Egress; Roadways, pg. 24). The BoD has chosen to maintain these restrictions for the following reasons:
  - a. Windstone Golf Course does not allow the use of private carts on its cart paths or course.
  - b. Insurance guidelines regarding the types of private carts which could be allowed are very restrictive and difficult to enforce. The WRA would incur significant liability if private golf carts were permitted on WindStone streets. This increased liability would cause WRA insurance rates to rise considerably.
  - c. In the event of an accident, the WRA could be held responsible, potentially resulting in extremely costly lawsuits.
5. Financial Manager: Director Holland and other members of the BoD interviewed several candidates for the position of Financial Manager. Director Nist motioned that the WRA hire Lisa Crowder and Associates at a rate of \$1600.00 (one thousand six hundred dollars) per month for a trial period of 90 (ninety) days, based upon the job scope provided by former Finance Manager Julie Shull. Director Tracy seconded. The motion passed.

6. Board of Directors: Resident Johnny Barnes, who placed third in the WRA March 2019 Annual Board of Directors Election, was asked to fill the remainder of Director Brown's term, which ends in March 2021. Mr. Barnes accepted this appointment and has been named as Covenant and Restrictions Committee Chairman.

#### New Business

1. Front Exit Gate Rail Repair:
  - a. The rail upon which the front exit gate rides has failed. The current rail is 1/8 (one-eighth) inch thick. Chad McFarlin of Pegasus Controls stated that replacing the existing rail with 1/8 (one-eighth) inch track from the point of failure to the end of the track would cost approximately \$1050.00 (one thousand fifty dollars). Mr. McFarlin also stated that replacing and upgrading the entire rail with sturdier 1/4 (one-quarter) inch rail would cost approximately \$2,100.00 (two thousand one hundred dollars). Director Tracy obtained a second quote from Trico Mechanical for 3/8 (three-eighths) thick material at a cost of approximately \$1,500.00 (one thousand five hundred dollars).
  - b. Director Allen has professional experience with these types of repairs. He stated that he would repair the rail at no cost to the WRA.
2. Whisper Creek: A resident addressed the WRA Board about the landscaping between the edge of Whisper Creek and the Catoosa Utility District Authority (CUDA) property on Ooltewah-Ringgold Road. She voiced concerns over possible safety issues, as well as the aesthetics of the current barrier between the two properties. There is an agreement between CUDA and Dilbeck Landscaping addressing this landscaping; however, the WRA is not party to this agreement, as the landscaping sits on CUDA property. The WRA will look further into the matter.

#### Committee Reports

1. ARB: The ARB Board reviewed 14 (fourteen) requests from WindStone homeowners. Each of these requests was approved. These requests included the following:
  - a. Removal of dead trees: 3
  - b. Repainting: 3
  - c. Fences: 2
  - d. Roofing and windows: 1
  - e. Decks: 1
  - f. Other home repairs and upgrades: 4
2. Lakes:
  - a. Lake Wisley:
    - i. Algae Treatment
      1. The herbicide treatment and dye application have been completed. A second dye treatment is due the week of May 14, 2019. Treatments will continue on a biweekly schedule until the end of October (ending date is weather dependent and subject to change).
      2. The fountain has been turned on again, as algae has decreased in the lake. The fountain will remain on as lake levels and algae conditions permit.
    - ii. Spillway Repair: Please see Unfinished Business, Item 2b.
3. Trash Service: No activity.
4. RV Lot/Maintenance: Please see Unfinished Business, Item 3.
5. Roads: Please see Unfinished Business, Item 1 and New Business, Item 1.
6. C&Rs:
  - a. A new grievance form has been developed and is available on the WindStone WRA website. Completed forms should be submitted to the Business Manager at office@windstonehoa.org or dropped off at the Whisper Creek lockbox (1724 Holden Farm Place, Ooltewah, TN 37363).
  - b. Questions concerning golf carts should be directed to Director Barnes at orangesleeperwra@gmail.com.
  - c. Thirty (30) total items have been addressed since April 16, 2019. Sixteen (16) of these issues have been resolved, with ten letters written. Fifteen (15) items are being followed: overgrown shrubs (6), unsightly conditions (3), parking (2), storage pod (1), dogs (1), dumpster (1), multiple issues (1).
7. Golf Course: No activity.
8. Landscaping:

- a. Dilbeck has been contacted regarding the “natural area” in The Cattails. The area was to have been mown on May 10, 2019. Dilbeck is also mowing 1878 Windstone Drive on a biweekly basis, with the costs being applied as a lien on the property.
  - b. LifeSpark is servicing streetlamps and landscaping lights as necessary.
  - c. A missing Windstone Drive common area sprinkler box cover has been replaced.
  - d. Additional quotes for tree work throughout WindStone are being sought.
9. Special Events:
- a. The Easter Egg Hunt was postponed due to weather. The hunt took place on Easter Monday at the Meadowlands playground. Thank you to the Bourg and Bedwell families for all of their work in putting together this event, which was attended by over 40 (forty) residents.
  - b. The Spring Yard Sale was held Saturday, May 4, 2019. Twenty-one (21) neighbors participated and a donation of \$105.00 will be given to New Heights Baptist Church. The event was cut short due to rain, but attendance was steady. The date for the Fall Sale has not yet been set.
  - c. Yard of the Month was awarded to Tracey and Derek Wirz, 1550 Oakhurst Drive. These winners were announced in the May newsletter. Monthly winners will be given the opportunity to help choose the next month’s winner.
10. Security Committee:
- a. Rear Gates: These gates were repaired five times in the last month. This included the following work:
    - i. Repair of both the exit and entrance gate swing-arms and purchase of additional nuts and bolts required for such repairs.
    - ii. Repair of the entrance gate bar code reader following damage incurred when a commercial vehicle backed into the unit. This repair was paid for by the owner of the vehicle.
    - iii. Re-installation of the rear gate motor cover.
  - b. Front Gates:
    - i. The visitors’ entrance was held open during a required repair completed by Pegasus Controls.
    - ii. The exit gate rail has failed and needs to be replaced. Please see New Business, Item 1.
  - c. General Security: A resident reported concerns regarding visitor gate protocol. These protocols have been readdressed with the security company, and new protocols are being explored.
11. Sewers: No report.
12. Playground:
- a. A resident cleaned out the planters and placed new flowers prior to the Easter Egg Hunt.
  - b. The playground was vandalized with white spray paint sometime between April 24 and April 28, 2019. Director Holland is working on ways to clean the paint off the basketball court and playground equipment.

The meeting was adjourned by Vice President Nist at 8:55 p.m. The next regularly scheduled meeting is June 10, 2019, at 7 p.m., at the Whisper Creek Clubhouse.

Respectfully submitted,

Deborah S. Gwaltney, Secretary

Jim Wills, President