

WRA Minutes
November 11, 2019

Vice President Nist called the meeting to order at 7:00 p.m. at the Whisper Creek Clubhouse. Directors present: Johnny Barnes, Justin Cash, Bob Christenson, Debbie Gwaltney, Tonya Holland, Mike Nist, Lynda Pace, Steve Patterson, Jared Stehney, Past President Rene Straub, and Terry Tracy. Directors absent: Jordan Allen (proxy held by Tonya Holland), Jared Stehney (proxy held by Steve Patterson), and Jim Wills (no proxy). Guests: Business Manager LeAnn Granic and one (1) WindStone resident.

Past President Straub motioned to approve the October 14, 2019 Regular Meeting Minutes. Director Tracy seconded and the motion passed.

Financial Report

Director Terry Tracy submitted the following Financial Report:

1. Director Tracy reviewed the October 2019 Monthly Financial Executive Summary. Residents may request a copy of the financial statements by contacting Business Manager Granic.
2. Director Tracy motioned to approve the October 2019 Financial Report as presented. Director Christenson seconded, and the motion was approved.

Business Manager's Report

1. Sewer System: Several residents have expressed concern regarding increases on the sewer portion of the water bill. The sewer system within Windstone is *not* owned by the WindStone Residential Association. The owner of the system, Dave Hammel of Rainbro, Inc., is scheduled to address this issue at the December 9, 2019 Board of Directors meeting.
2. Cattails Street Sign: Business Manager Granic was contacted by the Cattails HOA bookkeeper, who requested that the street sign at the intersection of Cattails View Cove and Cattails Drive be reoriented, as it is pointing in the wrong direction. This request will be reviewed, and will be added to a list of pending repairs. As it is more cost effective to make sign maintenance repairs in groups of four (4) or five (5), this project will be wait-listed until such time as the list has grown to that size.
3. Traffic Incidents: Residents are reminded to contact the police regarding any traffic incidents. Neither the WRA nor the guards can provide personal information regarding license plates and/or vehicles to anyone other than a police officer.
4. Barcode Deactivation: In accordance with WRA policy, two resident bar codes/gate devices were deactivated in October due to outstanding monthly assessments in excess of \$300.00 (three hundred dollars). Residents with questions regarding their account are encouraged to contact the Financial Manager at financial@windstonehoa.org.

Unfinished Business

1. Accumulated Covenant and Repair Fines: One homeowner has an outstanding fine balance in excess of \$2100.00 (two thousand one hundred dollars), as a result of an extensive delay in external repairs to the resident's home. The accumulation of fines stopped once the repairs were completed and approved by the C&R Committee.
 - a. Director Barnes moved that the homeowner be given an option to pay the fine at a rate of \$100.00/month without finance charges (in addition to standard WRA monthly dues) until paid-in-full or be offered a 20 (twenty) percent discount if paid-in-full in one payment. Director Holland seconded the motion. Directors Allen (via proxy), Barnes, and Holland voted to approve the motion; the remaining Directors voted against the motion. The motion failed.
 - b. Director Gwaltney moved that the outstanding fines be paid-in-full by January 1, 2020 or that the homeowner be offered a payment plan of \$100.00 per month (in addition to standard WRA monthly dues) without further finance charges. If the homeowner fails to make these monthly payments, finance charges will be assessed on the remaining balance. These charges will be applied by the Financial Manager in accordance with WRA policy. Past President Straub seconded the motion. Directors Allen (via proxy), Barnes, Christenson, and Holland voted against the motion, and Director Cash abstained from the vote. The remaining Directors voted in favor of the motion. The motion passed.
2. Morris Property:
 - a. An estimate on the cost of demolition of the house based on square footage has been done, and a quote to clear only the contents has been received. None of the demolition contractors contacted have responded with a firm quote for the work. Additional demolition contractors will be contacted with regard to this project.

- b. Director Tracy is seeking a quote to repair the roof, which is considerably damaged.
3. Lonesome Dove:
 - a. Homeowners whose properties were directly affected by the Lonesome Dove culvert project have signed a document stating that their properties have been restored to their satisfaction. One homeowner has declined to sign this document until such time as a boundary stake has been replaced, reestablishing the boundary between the resident's private property and WindStone common property. This resident has agreed to sign this document once the stake has been placed.
 - b. A second homeowner is requiring that additional landscaping beyond that which was removed during the project be added to the property before agreeing to sign off on the repair. This additional landscaping was not requested by the homeowner nor approved by the WRA prior to the commencement of the project.
 - c. The final invoice for the project in the amount of \$113,943.45 (one hundred thirteen thousand nine hundred forty-three dollars and forty-five cents) has been received from Swanson Construction. \$5,665.00 (five thousand six hundred sixty-five dollars) of this amount was charged for greenspace work that was undertaken without approval by the WRA prior to completion. Director Tracy made a motion to pay Swanson Construction the balance of the original contract plus approved change orders for additional asphalt totaling \$108,278.45 (one hundred eight thousand two hundred seventy-eight dollars and forty-five cents) and withholding payment of \$5,665.00 (five thousand six hundred and sixty-five dollars) charged for the unapproved greenspace work. Director Nist seconded the motion. The motion passed.
 4. Lake Wisley Spillway:
 - a. The Lake Wisley spillway repair will be divided into two (2) phases. Phase I will be an interim repair that includes placement of a membrane on the current spillway over which cages containing rip-rap will be placed. Phase II will include the addition of concrete to solidify the rip-rap. The total cost of these repairs is \$19,350.00 (nineteen thousand three hundred fifty dollars).
 - b. Director Tracy made a motion to pay Paris Restoration \$12,350.00 (twelve thousand three hundred fifty dollars) for completion of Phase I of the Lake Wisley spillway repair. Director Christenson seconded the motion. The motion passed.
 - c. These repairs will be paid for from the contingency fund.
 - d. The Lake Wisley fountain will be turned back on once the Phase I repairs have been completed and the water levels have risen sufficiently to prevent the fountain from being clogged with debris and sustaining costly damage.
 5. Whisper Creek Alley:
 - a. A speed bump has been placed in a Whisper Creek alley, both to divert standing water from the alley during heavy rainfall and to slow down drivers. The speed bump has been approximately 50 (fifty) percent effective in diverting water. Per Paris Restoration, it is now necessary to construct a stormwater diversion swale along the alleyway to remove the remainder of this water and divert it to a nearby wetland.
 - b. Director Tracy made a motion to pay Paris Restoration \$775.00 (seven hundred seventy-five dollars) to construct a stormwater diversion swale along the Whisper Creek alleyway. Director Patterson seconded. The motion passed.
 6. Pedestrian Bridge: The pedestrian/golf cart bridge on Windstone Drive is in need of repair. WindStone Golf Club has replaced the bolts on the bridge, but other work remains. The bridge appears to be foundationally sound, but may require a complete surface overlay. Director Nist requested that further discussion of this matter be tabled until December 2019.

New Business

1. Estate Sales:
 - a. A WindStone homeowner has died, and the family has inquired about the procedures for an estate sale. While garage, yard, and estate sales are specifically prohibited by the Covenants and Restrictions, the residents voted to allow estate sales under very specific guidelines and Board of Directors' approval. Each request will be reviewed by the BoD on a case-by-case basis. Business Manager Granic will provide these guidelines to the family.
 - b. Past President Straub moved to enact the following guidelines on estate sales within WindStone:
 - i. Estate sales will only be considered in the event of the death of a WindStone homeowner.
 - ii. All estate sale exemptions must be requested at least 45 (forty-five) days prior to the planned date of the sale. Completion of an estate sale exemption request form does not ensure that the request will be granted.
 - iii. The sale must be conducted by a professional estate sale company. This company must provide additional security and manage traffic flow during the hours of the sale.

Director Tracy seconded the motion. The motion passed.

2. Holiday Lights:
 - a. The holiday lights will be installed the week of Thanksgiving and will be turned on the Friday following Thanksgiving. They will be removed in the beginning of January; the removal date is weather-dependent. The cost of the installation and removal has not increased since last year.
 - b. Director Gwaltney made a motion to pay Elite Property Maintenance \$5,277.00 (five thousand two hundred seventy-seven dollars) for the installation and removal of the WindStone holiday lights. Director Terry seconded. The motion passed.
3. Annual Meeting: Per the WRA Covenants and Restrictions and By-Laws, the WRA Annual Meeting is required to be held in March of each year. The next meeting is tentatively scheduled for March 30, 2020.
 - a. Five Director positions will be open for election as Directors Gwaltney, Holland, Patterson, Stehney and Wills are completing their terms. Each of these individuals has completed one term and is eligible to run for the Board of Directors again, should they choose to do so. Directors are limited to serving two (2) consecutive terms.
 - b. Any WindStone homeowner in good standing (i.e. no outstanding or delinquent fines, fees, or levies), is eligible to run for the Board of Directors. The number of candidates must be no less than the number of vacancies that are to be filled.
 - c. Anyone interested in running for an open directorship must complete a Board of Director's Nominee Form, available through the Business Manager. The filing deadline will be in mid-February, to allow time for the printing, delivery and return of ballots in a timely fashion.
 - d. Additional regulations governing the Annual Meeting and election of Board Directors can be found in the WRA Covenants and Restrictions, Part Three, Article I and WRA By-Laws, Articles III-X.
4. RV Lot Lighting: Additional lighting will be added to the RV lot. Director Patterson moved to pay North Georgia Electric Membership Corporation \$2,080.54 (two thousand eighty dollars and fifty-four cents) for the installation of two light poles and three LED lights in the RV lot. These lights are to be installed after January 1, 2020. Director Tracy seconded. The motion passed.
5. Playground: Director Holland has obtained a quote from Dilbeck Landscaping in the amount of \$8,450.00 (eight thousand four hundred fifty dollars) for the installation of a six-inch French drain to alleviate flooding in the playground. Director Tracy will seek a second bid for this work from Paris Restoration.
6. 2020 Annual Budget:
 - a. Director Tracy provided the BoD with a copy of the proposed 2020 Budget, as well as a per-household expense breakdown. Both items will be available to WindStone homeowners upon request. Director Tracy moved to accept the 2020 budget as presented. Director Nist seconded. The motion passed.
 - b. A work session will be held on January 6, 2020 for the creation of a five-year plan for Future Major Repairs and Improvements. Director Tracy requested that each Director create a list of items they believe need to be addressed within that timeframe.
7. 2019 Annual Audit: Director Tracy has met with the auditors to discuss the pre-audit checklist for the 2019 Annual Audit. Director Tracy made a motion to pay JHM Certified Public Accountants \$5800.00 (five thousand eight hundred dollars) for the completion of the 2019 Annual Audit. Director Cash seconded. The motion passed.

Committee Reports

1. The ARB has reviewed and approved the following requests from WindStone homeowners during the month of October:
 - a. Repainting, external repairs, and general updating (4).
 - b. Installation of glass to an existing screen porch (1) and deck extension (1).
 - c. Removal and replacement of an existing pergola (1).
 - d. Tree removal (3).
 - e. Installation of a fire pit (1).
 - f. Metal fence addition (1).
2. Lakes: The final dye treatment for 2019 for Lake Wisley has been completed, as has the tri-annual maintenance of the Lake Wisley and Lake Haven fountains. Please also see Unfinished Business, Item 4.
3. Trash Service: No activity.
4. RV Lot/Maintenance: Please see New Business, Item 4.
5. Roads: Please see Unfinished Business, Item 3.
6. C&Rs: Six (6) new items have been addressed, two (2) of which have been resolved. These items include issues relating to parking (1), barking dogs (1), port-a-potties (1), and multiple issues (1).

7. Golf Course: Please see Unfinished Business, Item 6
8. Landscaping: Director Nist is negotiating a contract extension with Dilbeck Landscaping for common area maintenance.
9. Special Events:
 - a. The winning homes of the 2019 Halloween Decorating Contest were located at 9404 Lazy Circles Drive, 2027 Holden Farm Place, and 9442 Lazy Circles. These homeowners were presented with small Halloween-themed trophies. Previous winners helped to choose this year's award recipients.
 - b. The Holiday Lights Decorating Contest will take place on Sunday, December 15, 2019 at 7 p.m. Previous winners will help to choose this year's award recipients.
 - c. Please also see New Business, Item 2.
10. Security Committee:
 - a. Front gate cameras will be adjusted to provide a clearer view of vehicles.
 - b. The flag pole at the front entry has slipped. The locking mechanism on the pole has frozen and the pole cannot currently be raised back to its original height. The height is adequate for appropriate presentation of flags.
11. Sewers: Please see Business Manager's Report, Item 1.
12. Playground: Please see New Business, Item 5.

Director Gwaltney moved that the Board of Directors move into Executive Session for the purpose of discussion of personnel matters. The motion was seconded by Director Nist; it passed. All audience members were asked to leave the building and the Executive Session commenced at 9:08 p.m. Director Nist motioned the close of the Executive Session at 9:48 p.m., with Past President Straub seconding. The motion passed, and the executive session was closed.

Director Nist made a motion to adjourn the meeting at 9:49 p.m. Director Tracy seconded. The motion passed. The next regularly scheduled meeting is December 9, 2019 at 7 p.m., at the Whisper Creek Clubhouse.

Respectfully submitted,

Deborah S. Gwaltney, Secretary

Mike Nist, Vice President