

**WRA Regular Meeting Minutes  
November 14, 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: Loni Borkowski, Nate Ellwitz, Debbie Gwaltney (arrived at 7:42 p.m.), Thomas Hickey, Lynda Pace, Langdon Potts, Doug Ross, Terry Tracy, and Jerry Young. Directors absent: Jim Wills (proxy held by Terry Tracy). Lynda Pace held Debbie Gwaltney's proxy during the length of her absence. Guests: Business Manager LeAnn Granic, Financial Manager Lisa Crowder and two (2) others.

Director Ellwitz made a motion to approve the October 10, 2022 Regular Meeting Minutes. Director Young seconded. The motion passed.

#### Financial Report

1. Financial Manager Lisa Crowder reviewed the October 2022 Financial Reports, which were sent to the Board of Directors prior to the meeting. There were no questions.
2. Director Tracy provided a year-to-date review of the budget. There have been no major anomalies.
3. Residents with WRA dues balances greater than \$300.00 (three hundred dollars) have received notifications of delinquency.
4. Director Potts moved to accept the October 2022 Financial Reports. Director Tracy seconded. The motion passed.

#### Business Manager's Report

1. Communications:
  - a. Several resident's email addresses and/or phone numbers have been updated in WRA records.
  - b. A paid advertisement for Cut Right Service has been added to the directory.
  - c. The November 2022 newsletter has been emailed to residents and uploaded to the website. Following approval, the October 2022 meeting minutes will be added to the website.
  - d. Two (2) new residents have been provided with welcome packets and bar codes and added to the email list.
  - e. Working with a family member regarding an estate sale request.
2. Security and Gates:
  - a. 189 (one hundred eighty-nine) Halloween guest passes were provided to residents and extra security was assigned to The Overlook from 5:00pm-9:00pm to manage additional traffic that night.
  - b. Fifty-two (52) new bar codes were issued in the past 30 (thirty) days.
  - c. Service calls for maintenance issues and repairs have been scheduled.
    - i. Back exit gate was evaluated for intermittent issues with the scanner.
    - ii. Siren sensors on both rear gates were successfully tested on November 4, 2022.
3. C&Rs: Continuing to work with the C&R Chairperson on ongoing issues in the neighborhood and several initial and follow-up letters have been mailed to residents.
4. Streetlights:
  - a. A return visit was scheduled for streetlight repairs on Secret Circle.
  - b. Cattails' streetlight repairs continue.

Guest Speakers: None.

#### New Business

1. Estate Sale Request: A request has been made for an estate sale to be held at 1413 Fore Winds Hill on November 17-19, 2022. The sale will be conducted by an estate sale professional, who will provide signage and extra security on the dates of the sale. All additional criteria for holding an estate sale have been met. Director Ellwitz moved to approve the application for this estate sale. Director Potts seconded. The motion passed.
2. Lake Haven Guard Rail Repair:
  - a. The wooden posts on the guard rail on Windstone Drive along Lake Haven are rotting. The metal rail is still useable, but the hardware must be replaced.
  - b. Director Ellwitz moved that RP Concrete be paid \$7,800.00 (seven thousand eight hundred dollars) to repair the guardrail at Lake Haven by installing fifteen (15) new 8"x8" treated pine posts and reusing the current metal guard rail, to be installed with new hardware. Director Pace seconded. The motion passed.

3. Electric Pole at Back Exit Gate:
  - a. The wooden electric pole at the back exit gate has rotted at the base and is in danger of falling.
  - b. Director Pace moved that Allied Electric be paid \$4,800.00 (four thousand eight hundred dollars) for the purchase and installation of a new wooden electric pole, and reinstallation of fixtures on the pole at the rear exit gate. Director Hickey seconded. The motion passed.
4. 2023 Budget Review:
  - a. Changes to the WRA 2023 Budget work session held on October 17, 2022, were reviewed.
  - b. Director Tracy moved to approve the 2023 Budget as amended. Director Potts seconded. The motion passed.
5. 2022 Annual Audit:
  - a. Due to staffing issues, JHM Certified Public Accountants will be unable to complete the WRA 2022 Annual Audit.
  - b. Bids were sought from three other CPA firms to have the audit completed. Two of the firms returned “no bids”. The third firm, Jennifer Waycaster, CPA, LLC, responded to the bid request, and Director Tracy received two favorable references regarding this firm.
  - c. Director Potts moved that Jennifer Waycaster, CPA, LLC be paid \$6,000.00 (six thousand dollars) to complete the WRA 2022 audit. Director Ellwitz seconded. The motion passed.

#### Unfinished Business:

1. Stormwater and Infrastructure:
  - a. After speaking with the immediate neighbor of the house located at 534 Turtle Crossing, Ooltewah, TN, Director Ross moved to hold a revote regarding stormwater repair work at that address. No second was received. The motion failed.
  - b. Thompson Engineering has completed the initial draft of the digital map of Windstone infrastructure. Director Tracy is reviewing the map for accuracy. Additional board members have been requested to help with this review.
2. Windstone Drive Culvert Repair:
  - a. CTI Engineering has completed the hydrology report on the culverts under Windstone Drive leading to Lake Wisley. These culverts have been determined to be of adequate size.
  - b. CTI Engineering is drafting the repair report and will complete a bid package to be sent to potential contractors.
3. Lake Wisley Level Control Valve: This valve will be installed when water levels have receded at Lake Wisley. The date of installation is to be determined.
4. Lighting Updates:
  - a. Several landscaping spotlights along Windstone Drive either need to be repaired or replaced. Director Pace moved to pay Scott Murdoch and Associates an amount not to exceed \$1,000.00 (one thousand dollars) for the repair and replacement (as needed) of the landscaping spotlights on Windstone Drive at the main entrance. Director Ellwitz seconded. The motion passed.
  - b. The stone monuments at the main entrance are difficult to see at night, also making it difficult to see the roadway at the entrance. Director Pace moved that Scott Murdoch and Associates be paid an amount not to exceed \$3,300.00 (three thousand three hundred dollars) for the installation of additional lights to be placed on copper risers, along with any necessary transformers, at the front monuments. Director Tracy seconded. The motion passed; Director Ellwitz abstained.
  - c. Curbing at the front entrance is also difficult to see at night. Director Gwaltney moved that CertaPro be paid \$800.00 (eight hundred dollars) to paint the curbing at the front entrance with reflective paint. Director Ellwitz seconded. The motion passed.

#### Committee Reports

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

<ol style="list-style-type: none"> <li>i. Repair fascia, dormers, and flashing (1)</li> <li>ii. Update landscaping (1)</li> <li>iii. Replace siding (2)</li> <li>iv. New garage door (1)</li> </ol>	<ol style="list-style-type: none"> <li>v. Repaint trim (1)</li> <li>vi. Deck extension (1)</li> <li>vii. Tree removal (7)</li> <li>viii. New metal fence (1)</li> </ol>
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2. C&Rs:
  - a. The following items were addressed in the last month: barking dog (1), trailer/boat in driveway (3), overgrown lawn/shrubbery (3), exterior maintenance (3).
  - b. Please also see Business Manager's Report, Item 3.
3. Community Planning: No report.
4. Gates and Security: Please see Business Manager's Report, Item 2.
5. Golf: No report.
6. Lakes:

- a. Dye was added to Lake Wisley and Lake Haven.
  - b. Please also see New Business, Item 2 and Unfinished Business, Item 2(b).
7. Landscaping:
- a. The arborist will service the Windstone Drive entrance trees beginning November 21, 2022.
  - b. Please also see Unfinished Business, Item 3.
8. Playground: No activity.
9. Roads:
- a. Tower Pines Circle was assessed for road crumbling. The most recent layer of pavement is starting to crack in that area. The committee is awaiting the completion of the Reserve Study to determine the repavement schedule.
  - b. Please also see New Business, Item 2.
10. RV Lot: No report.
11. Sewer: No activity.
12. Special Events: No activity.
13. Stormwater:
- a. Continuing to work with professional services to address stormwater issues.
  - b. The RV lot road and side ditches have been cleared of vegetation and debris.
  - c. Please also see Unfinished Business, Item 1(a).
14. Trash Service: No new activity.

Director Ellwitz moved to close the Regular Meeting; Director Potts seconded. The motion passed and the Regular Meeting closed at 8:29 p.m. The next regularly scheduled meeting will be held on December 12, 2022, at 7 p.m. at the Whisper Creek Clubhouse.

Respectfully submitted,

Deborah S. Gwaltney, Secretary

Doug Ross, President