

WRA Minutes
November 8, 2021

President Jim Wills called the meeting to order at 7:02 p.m. This meeting was held at the Whisper Creek Clubhouse. Directors present: Johnny Barnes, Justin Cash, Debbie Gwaltney, Tonya Holland, Lynda Pace, Terry Tracy, and Jim Wills. Directors absent: Thomas Hickey (proxy held by Johnny Barnes) and Doug Ross (proxy held by Justin Cash). Guests: Business Manager LeAnn Granic, Financial Manager Lisa Crowder, six (6) residents, and representatives from Allied Security, and Walden Security.

Director Cash made a motion to approve the October 18, 2021, Regular Meeting Minutes. Director Barnes seconded. The motion passed.

Financial Report

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

1. Financial Manager Crowder and Director Tracy reviewed the October 2021 financial statement and financial spreadsheet, which had been provided to the members of the board via email prior to the meeting. There were no questions.
2. The WindStone Residential Association insurance policy with Cincinnati Insurance is set to renew in February 2022. The new policy will exclude coverage for communicable diseases and cyber protection. A rider can be purchased to include cyber protection in the policy.
3. Director Cash motioned that the October 2021 Financial Report be accepted. Director Barnes seconded. The motion passed.

Business Manager's Report

1. Communications:
 - a. The November newsletter was emailed to residents and uploaded to the website. Following approval, the October Regular Meeting minutes will also be uploaded.
 - b. The WRA online resident directory has been updated, new residents have been added to the email notification list, issued 46 (forty-six) barcodes, and welcome packets were provided to new residents.
2. Security and Gates:
 - a. Coordinated repairs at the back gates.
 - b. Distributed 118 (one hundred eighteen) Halloween guest passes to residents.
3. Annual Activities: A master calendar has been created to track activities such as maintenance and contract renewals that occur on an annual basis. Board members are asked to provide the Business Manager with any items that they believe should be included in this calendar.
4. C&R Issue: Following a conversation with a homeowner on Meadowstone, two board members reviewed the property and found that all serious, previously unresolved issues have been addressed. Violation fines at this property were ceased, effective October 28, 2021.
5. Legal: A HUD complaint has been filed against the WRA. The Business Manager is coordinating with the WRA attorney to respond to this complaint.
6. Outdoor Lighting:
 - a. Awaiting a quote for the replacement of photosensors with timers for the lighting at the main entrance and holiday lights at the back gate.
 - b. One streetlight was repaired in Whisper Creek.
7. Digital Sign: Victory signs has addressed the connection issue which was preventing the ability of the Business Manager to update the sign.
8. Trash Service: A meeting with Charlie Stephens to review the 2022 service agreement is upcoming. While Mr. Stephens negotiates trash days and fees, it is the responsibility of the homeowners to arrange and pay for garbage service at their residence. Garbage service is not included in the WRA homeowners' fees, although some areas of WindStone which have secondary HOA's may include garbage pickup in those fees. If residents live in one of these areas, they should check with the secondary HOA to determine if garbage fees are included in those HOA fees.
9. Whisper Creek Lease Agreement: A new lease agreement for the use of the Whisper Creek Clubhouse by the WRA has been drafted and sent to the Whisper Creek Board of Directors for approval. This agreement covers the WRA office space and use of the clubhouse for Regular Monthly and Special Meetings/activities by the WRA Board of Directors.
 - a. The rent increased from \$400.00 (four hundred dollars) to \$500.00 (five hundred dollars) monthly.

- b. The WRA is no longer responsible for trash and cleaning services at the Whisper Creek Clubhouse, a savings of \$170.00 (one hundred seventy dollars) monthly, netting a total savings of \$70.00 (seventy dollars) per month.

New Business

1. WRA Annual Audit: The WRA is required by law to complete an annual financial audit. JHM Certified Public Accountants have completed this audit for several years and have provided a quote of \$6,000.00 (six thousand dollars) to conduct the 2021 audit. Director Tracy moved that JHM Certified Public Accountants be paid \$6,000.00 (six thousand dollars) to conduct the WRA 2021 annual audit. Director Barnes seconded. The motion passed.
2. Prohibited Activities Signage: There have been several reports of children playing on and around the bridge at Hurricane Creek on Windstone Drive in a dangerous fashion, including deliberately riding scooters and bikes and running into traffic at the bridge. Director Gwaltney moved that signage be placed at either end of the bridge, stating that such activities are prohibited in this area. Director Tracy seconded. The motion passed.

Unfinished Business

1. Security Presentations: The WRA security contract with Allied Security will expire on December 31, 2021. Three proposed contracts were provided to the Board of Directors; two were in-person presentations, one was presented by Director Barnes on behalf of the company.
 - a. Allied Security is the current gate house guard provider for WindStone. Their current pricing has not changed over the last five years. They proposed adding an on-site supervisor position and provided updated hourly pricing which remains consistent whether the guardhouse is staffed 24/7, 16/7, or 12/7. Their proposed contract length is three (3) years.
 - b. Walden Security does not currently contract with any HOAs in the Chattanooga area. They proposed adding an on-site supervisor position and provided hourly pricing for 24/7 guardhouse service only. They did not provide an option for 16/7 or 12/7 guardhouse staffing. Their proposed contract length is one (1) year.
 - c. Director Barnes made a presentation on behalf of River City Security. This firm is locally owned and operated and all staff are either former military members or law enforcement. Their hourly rate increased as service hours decreased. Their proposed contract length is one (1) year.
 - d. Director Barnes motioned that the WRA retain Allied Security to provide guardhouse staffing on a 16/7 basis at an annual cost of \$103,725.00 (one hundred three thousand seven hundred twenty-five dollars). This contract will be effective January 1, 2022-December 31, 2024. Director Tracy seconded. The motion passed.
2. Stormwater:
 - a. Cattails/Overlook Project: This project is scheduled to be completed by the end of the week, weather permitting.
 - b. Other stormwater projects on Windstone Drive at Lake Wisley, Wisley Way at the #1 green, and Loch Haven will be started following the completion of the Cattails/Overlook project. Other stormwater issues will be addressed as they arise.
3. Road Repair: The WRA had approved a contract with ProSeal to complete roadway pavement and crack repair on several WindStone streets. This contract has not been signed and no work has been done by ProSeal.
 - a. Director Tracy moved that this motion be rescinded due to payment terms. Director Cash seconded. The motion passed.
 - b. Director Tracy provided the same scope of work that had been approved for the ProSeal bid to JP Concrete for bidding. Director Tracy motioned JP Concrete be paid \$19,557.00 (nineteen thousand five hundred fifty-seven dollars) to patch identified areas of pavement and seal 4700 linear feet of cracks on Windstone roads. Director Cash seconded. The motion passed.
4. WindStone Signage: Director Pace has obtained two quotes to paint the signage at the entrance to WindStone and along Windstone Drive to the electric sign. She is seeking a third quote.
5. Walking Bridge: Volkert Engineering completed their inspection of the walking bridge on Windstone Drive at Hurricane Creek on October 5, 2021. No major or critical structural issues were found during the inspection, although the golf cart path needs to be replaced.
6. 2022 Budget: The WRA proposed 2022 budget will be finalized at the December 13, 2021, meeting.

Committee Reports

1. ARB:
 - a. The ARB has reviewed and approved the following requests from WindStone homeowners in October 2021:
 - i. Tree removal (1)
 - ii. Exterior painting (3)
 - iii. Install pool (1)
 - iv. New construction (1)
 - v. Install new metal fence (1)
 - vi. Deck replacement (1)
 - vii. Update landscaping (3)
 - viii. Repaint fence (2)

- v. Repaint fence (2)
- 2. Lakes: No activity.
- 3. Trash Service: No activity.
- 4. RV Lot: No activity.
- 5. Roads: Please see Unfinished Business, Item 3.
- 6. C&Rs:
 - a. A HUD complaint has been filed against the WRA. Please see Business Manager's report, Item 4.
 - b. One ongoing issue regarding a trailer parked in a resident driveway was addressed, as was a safety issue for skateboarding.
- 7. Golf Course: No activity.
- 8. Landscaping: Please see Unfinished Business, Item 1.
- 9. Security/Gates: Please see Business Manager's Report, Item 2, and Unfinished Business, Item 1.
- 10. Sewers: No activity.
- 11. Special Events:
 - a. Fourteen (14) WindStone families participated in the Windstone Fall Yard Sale held at New Heights Baptist Church.
 - b. The Christmas lights will be installed on November 22 and 23, weather permitting. They will remain in place until January 2022.
 - c. The Holiday Lights Decorating Contest judging will take place Sunday, December 19, 2021, at 7 p.m.
- 12. Playground: No activity.
- 13. Stormwater: Unfinished Business, Item 2.

Director Cash moved to enter Executive Session for the purpose of reviewing management contracts. Director Pace seconded, and the motion passed. The Executive Session convened at 8:56 p.m. Director Cash moved to close the Executive Session; Director Holland seconded. The motion passed and the Executive Session ended at 9:19 p.m. Director Barnes moved to close the Regular Meeting; Director Holland seconded. The Regular Meeting closed at 9:19 p.m. The next regularly scheduled meeting will be held on December 13, 2021, at 7 p.m. at the Whisper Creek Clubhouse.

Respectfully submitted,

Deborah S. Gwaltney, Secretary

Jim Wills, President