

**WRA Regular Meeting Minutes**  
**October 10, 2022**

President Doug Ross called the meeting to order at 7:02 p.m. This meeting was held at the Whisper Creek Clubhouse. Directors present: Loni Borkowski, Nate Ellwitz (via Zoom), Debbie Gwaltney, Lynda Pace, Langdon Potts, Doug Ross, Terry Tracy, and Jim Wills. Directors absent: Thomas Hickey (proxy held by Terry Tracy) and Jerry Young (proxy held by Langdon Potts). Guests: Business Manager LeAnn Granic, Financial Manager Lisa Crowder and six (6) others.

Director Potts made a motion to approve the September 12, 2022 Regular Meeting Minutes. Director Tracy seconded. The motion passed; Directors Borkowski, Wills, and Young (via proxy) abstained.

#### Financial Report

1. The September 2022 Financial Reports were sent to the Board of Directors prior to the meeting. There were no questions.
2. Financial Manager Crowder received the Hamilton County 2022 property tax invoices for WRA common properties located in Tennessee. Catoosa County 2022 property tax bills have not been received.
3. Residents with WRA dues balances greater than \$300.00 (three hundred dollars) have received notifications of delinquency. One account has been brought up-to-date, and two other accounts are being paid per agreement.
4. Director Potts moved to accept the September 2022 Financial Reports. Director Tracy seconded. The motion passed.

#### Business Manager's Report

1. Communications:
  - a. Subscriptions for the digital sign and the WindStone website domain have been renewed.
  - b. Several resident's email addresses and/or phone numbers have been updated in WRA records.
  - c. The October 2022 newsletter has been emailed to residents and uploaded to the website. Following approval, the September 2022 meeting minutes will be added to the website.
  - d. Seven (7) new residents have been provided with welcome packets and bar codes and added to the email list.
2. Security and Gates:
  - a. The Halloween Guest Pass Request Form has been added to the website.
  - b. Following board approval, an additional guard will be scheduled to help with Halloween traffic control at the Overlook.
  - c. Forty-nine (49) new bar codes were issued in the past 30 (thirty) days.
  - d. Service calls for maintenance issues and repairs have been scheduled.
    - i. Visitor gate (broken wheel, replacement ordered).
    - ii. Back exit gate (output board failed, replacement ordered)
    - iii. Guard house thermostat has been repaired.
3. RV Lot: One new lot has been leased and replacement locks for the gates have been ordered.
4. C&Rs: Continuing to work with the C&R Chairperson on several issues in the neighborhood and several follow-up letters have been mailed.

Guest Speakers: One (1) resident addressed the BoD regarding short-term rentals.

#### New Business

1. Budget Work Session: A budget work session will be held on October 17, 2022, at 7 p.m. at the Whisper Creek Clubhouse.
2. Lease Agreements:
  - a. An amendment to the C&Rs allowing property leases was approved on April 7, 2006.
  - b. Six (6) existing agreements are currently on file with the WRA.
  - c. Per the C&Rs, Article II, Section 33, all new lease agreements will be approved by the Board of Directors.
3. Overview of Board Seats and Terms:
  - a. Each board member term is 3 (three) years. Five (5) seats currently have terms ending in 2023 (including one vacant seat), four (4) seats have terms ending in 2024 (including one vacant seat), and three (3) seats have terms ending in 2025.
  - b. The terms of Directors Gwaltney, Hickey, Potts, and Wills will be ending in March 2023, as will the vacant term resulting from the resignation of Director Holland. The term recently vacated through the resignation of Director Barnes runs through March

2024, as will the terms of Directors Ellwitz, Ross, and Tracy. The terms of Directors Borkowski, Pace, and Young end in March 2025.

- c. Mid-term vacancies can be filled by appointment by the Board of Directors, through election to the BoD at the annual election for the length of the remaining term, or left vacant until the end of the term, at which time that seat is placed on the ballot.
  - d. Director Tracy moved that the remainder of the 2021-2024 term, vacated by former Director Barnes, be filled through the appointment of Director Potts to that position. Director Ellwitz seconded. The motion passed; Directors Gwaltney, Pace, and Ross voted no.
  - e. Director Holland's resignation left the Vice President position open. Director Potts moved that Director Borkowski be appointed as Vice President. Director Tracy seconded. The motion passed; Directors Gwaltney and Ross voted no.
4. Halloween Security:
- a. One additional guard will be hired to aid in traffic control on Halloween. The cost of this service will be \$98.68 (ninety-eight dollars and sixty-eight cents). Because of the small amount of this expense, the activity was approved by the board without motion.
  - b. Please also see Business Manager's Report, Item 2(a).
5. Holiday Lights
- a. Director Borkowski moved to pay American Exteriors and Irrigation no more than \$7,500.00 (seven thousand five hundred dollars) for the repair, installation, removal and storage of the holiday lights. Director Tracy seconded. The motion passed.
  - b. The holiday lights will be installed after Thanksgiving and removed in early January 2023.

#### Unfinished Business

1. Trees:
  - a. A total of 68 (sixty-eight) trees line Windstone Drive at the front entrance. Twenty-nine (29) of these trees were pruned in 2021. The remaining 39 (thirty-nine) trees are now in need of pruning.
  - b. Director Borkowski moved to pay Scenic City Arborists \$4,800.00 (four thousand eight hundred dollars) to prune the remaining 39 (thirty-nine) trees lining Windstone Drive. Director Potts seconded. The motion passed.
2. Birdhouses: Six birdhouses along Windstone Drive have fallen into disrepair. Ringgold High School has agreed to have their woodworking students provide unassembled birdhouses to the WRA. The new birdhouses will be installed in the spring. The birdhouse posts will be evaluated before the new houses are installed and will be replaced as necessary.
3. Landscaping Lights: The landscaping lights along Windstone Drive are still being evaluated for repair and/or replacement.
4. Stormwater and Infrastructure:
  - a. The WRA is continuing to work with professional services in addressing/investigating stormwater complaints and remediation. Any stormwater complaints are investigated and addressed on a case-by-case basis.
  - b. Director Tracy moved to deny the stormwater remediation request for the property located at 534 Turtle Crossing, finding that the WRA bears no financial responsibility in this instance. Director Wills seconded. The motion passed.
  - c. Thompson Engineering is preparing a digital map of Windstone infrastructure, including the locations of roadways and drainage culverts. Director Tracy will review the map for accuracy upon its completion.
  - d. A storm drain cleaning schedule will be created.
5. Windstone Drive Culvert Repair:
  - a. CTI Engineering has received survey information for this location and is creating a hydrology report. They are exploring multiple repair options.
  - b. Lake Wisley Level Control Valve:
    - i. Director Tracy did an onsite walkthrough with the installer of the Lake Wisley water level control valve. The installation of this valve will allow water levels in Lake Wisley to be properly lowered prior to the commencement of the Windstone Drive culvert repair.
    - ii. Director Tracy has spoken with the owner of the Windstone Golf Club, who has stated that the WRA may use quarry water to refill Lake Wisley, as necessary, following the culvert repair.

#### Committee Reports

1. ARB:
  - a. The ARB has reviewed and approved the following requests from WindStone homeowners in September 2022:
    - i. Replace shingles (1)
    - ii. Update landscaping (1)
    - iii. Replace siding (1)
    - iv. Repaint house (1)
    - v. Reconfigure window (1)
    - vi. Tree removal (2)

- b. The ARB has reviewed and denied the installation of a temporary wheelchair ramp. The proposed ramp was too large for the area and would have encroached on the neighboring property. Following consultation with the homeowner, a new plan is being made to accommodate their needs.
2. C&Rs: Please see Business Manager's Report, Item 4.
3. Community Planning: No report.
4. Gates and Security:
  - a. The front exit gate has been repaired and is working.
  - b. The back exit gate and front visitors' gate are not functioning; repair parts have been ordered.
  - c. Protective covers have been placed on the bollards at the front and rear gates.
  - d. Please also see Business Manager's Report, Item 2(d).
5. Golf: No report.
6. Lakes: No activity.
7. Landscaping:
  - a. An irrigation water leak at the gatehouse is being investigated.
  - b. Please also see Unfinished Business, Items 1-3.
8. Playground: No activity
9. Roads: Please see Unfinished Business, Items 4 and 5.
10. RV Lot: Please see Business Manager's Report, Item 3.
11. Sewer: No activity.
12. Special Events:
  - a. The Fall Yard sale will be held Saturday, October 15, 2022, at the New Heights Baptist Church.
  - b. October Yard of the Month was awarded to Delton and Amy Mullens, 9008 Tower Pines Cove.
  - c. Please also see New Business, Item 5.
13. Stormwater: Please see Unfinished Business, Item 4.
14. Trash Service: No new activity.

Director Wills moved to close the Regular Meeting; Director Potts seconded. The motion passed and the Regular Meeting closed at 8:57 p.m. The next regularly scheduled meeting will be held on November 14, 2022, at 7 p.m. at the Whisper Creek Clubhouse.

Respectfully submitted,

Deborah S. Gwaltney, Secretary

Doug Ross, President