

**WRA Minutes**  
**October 14, 2019**

President Wills called the meeting to order at 7:02 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, Terry Tracy, and Jim Wills. Directors absent: Jordan Allen (proxy held by Tonya Holland) and Past President Rene Straub (proxy held by Debbie Gwaltney). Guests: Business Manager LeAnn Granic, Financial Manager Lisa Crowder, and five (5) WindStone residents.

Director Patterson motioned to approve the September 9, 2019 Regular Meeting Minutes. Director Christenson seconded and the motion passed.

#### Financial Report

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

1. Director Tracy reviewed the September 2019 Monthly Financial Executive Summary.
  - a. The final invoice for the Lonesome Dove project has not yet been received. This invoice is expected to be approximately \$120,000.00 (one hundred twenty thousand dollars).
  - b. The January 2019 Road Reserve payment in the amount of \$7,260.00 (seven thousand two hundred sixty dollars) has been made into the Road Reserve Fund. This is the amount that was being transferred to the Road Reserve Fund prior to the dues' increase in February, 2019. The Road Reserve has now been fully funded, year-to-date, for fiscal year 2019.
2. Financial Manager Lisa Crowder reported the following:
  - a. Four (4) residents with delinquent dues balances over \$300.00 and 30 (thirty) days delinquent remain past due. Warning letters will be sent to these residents prior to deactivation of their gate bar codes.
  - b. An additional Road Reserve Fund has been opened at First Tennessee Bank. This is an interest-bearing account.
  - c. One Windstone home with a WRA-related lien will be auctioned in November. Financial Manager Crowder will update the lien prior to the auction, if legally permitted. Certain legal circumstances may prohibit updating this lien prior to the auction.
3. Director Christenson motioned to approve the September 2019 Financial Report as presented. Director Nist seconded, and the motion was approved.

#### Business Manager's Report

1. RV Lot: The RV front lot gate lock was replaced due to age. A new lock has been installed, and a spare lock will be stored in the WRA office. All current keys will continue to open the new locks.
2. Rear Gate: New signage redirecting visitors to the front gate has been received and will be installed as soon as possible.
3. 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.
4. Halloween:
  - a. Two additional guards will be on duty from 5:00 p.m.-10 p.m. on Halloween to help manage the additional visitor traffic. One guard will be placed at the front gate to assist with increased visitor traffic. The second guard will be placed in The Overlook to aid with traffic flow there. The guard service will provide traffic cones to aid traffic flow.
  - b. No parking is allowed on WindStone Drive.
  - c. Information about acquiring Halloween guest tags was posted in the October Newsletter and will also be posted on the digital board. Guest tag request forms may be found on the WindStone website or at the WindStone office. Requests must be received by October 28, 2018. Visitors without this guest tag will not be permitted access to WindStone between 5:00 p.m.-10:00 p.m. on Halloween.
5. Pest Control:
  - a. Enviroguard Pest Control currently performs an annual termite inspection/treatment at the Guard House for \$100.00 (one hundred dollars), and sprays for ants twice yearly (\$68.00 (sixty-eight dollars) per treatment). They also spray the retention pond in The Cattails monthly between March and September for mosquitos, at a cost of \$40.00 (forty dollars) per treatment.

- b. Business Manager Granic requested that the BoD review this contract prior to renewal. She recommended that the termite and ant control portion of the contract remain the same, while considering possible changes to the mosquito treatments. Adding Lake Wisley and Lake Haven to the treatment schedule would increase the cost to \$100.00 (one hundred dollars) per treatment.
  - c. Director Tracy requested that this item be tabled until November 2019 to allow Board members time to look at these areas prior to making a decision about any changes to the pest control contract.
6. A resident has stated that the WRA BoD has provided an annual shredding service to WindStone residents, as well as a “safe recycling” service for electronics (cell phones, computers, etc.), in the past. This resident requested that these services be resumed. No decision was made by the BoD at this time.

#### Unfinished Business

1. Morris Property:
  - a. Director Holland has received copies of inspection reports previously conducted on the structure by the Catoosa County Building Inspection Department. An additional inspection has been done by the county since the WRA acquired the property, and a report stating that several significant structural problems remain on the property has been issued. These reports will be provided to Eddie Long, PE, of Long and Arnold Engineering, Ringgold, GA, for his review. Mr. Long had previously been hired by Mr. Morris to inspect the home and is familiar with the project. The findings of all reports will be used to plan a disposition proposal for the property.
2. Road Expenditures:
  - a. Lonesome Dove:
    - i. Repairs to the damaged culvert have been completed. Affected homeowners will be asked to sign documentation that the repairs have been completed to their satisfaction. The BoD wishes to thank residents on Lonesome Dove for their patience throughout this process.
    - ii. This repair has diminished the Road Reserve Fund significantly. \$9,855.00 (nine thousand eight hundred fifty-five dollars) is transferred on a monthly basis from the General Fund to the Road Reserve Fund. Please also see Financial Report, Item 2 (b).
    - iii. The final bill is expected to be received soon.
  - b. The drainage culvert cover on Herron Lane has been repaired, as have speed bumps on WindStone Drive.
3. Lake Wisley:
  - a. Passpointe Engineering has yet to provide the full spillway report. Directors Tracy and Allen will request this paperwork again and find a new firm to complete these repairs in the near future.
  - b. The final dye treatment of the year will be applied to Lake Wisley.
  - c. The Lake Wisley fountain will be temporarily turned off due to low water levels. This will prevent the fountain pump from becoming clogged with debris and possibly burning out.

#### New Business

1. RV Lot: A vehicle is being parked in the wrong place in the lot, disrupting access to other vehicles in the lot. Business Manager Granic and Director Patterson have contacted the owner of the vehicle regarding this situation. Business Manager Granic will send a follow-up letter, informing the individual that fines will be assessed, should the vehicle continue to be parked improperly.
2. 2020 Budget: Director Tracy provided the BoD with a rough budget for next year. A work session will be held allowing the Board to fully review and establish a preliminary budget, which will be voted upon prior to year-end.
3. Rear Gate: The computer at the back gate has been placed on a static I.P. address, provided by Ringgold Telephone Company. This static address will allow more stable access to the cameras, recorder, and gate access. Please also see Business Manager’s Report, Item 2.

#### Committee Reports

1. The ARB has reviewed and approved the following requests from WindStone homeowners during the month of September:
  - a. Repainting, external repairs, and general updating (four).
  - b. Addition of screening to and extension of an existing deck (one).

- c. New roof (one).
- d. Tree removal (one).
2. Lakes: Please see Unfinished Business, Item 3.
3. Trash Service: No activity.
4. RV Lot/Maintenance: Please see Business Manager's report, Item 1 and New Business, Item 1.
5. Roads: Please see Unfinished Business, Item 2.
6. C&Rs:
  - a. Fifteen items have been addressed, ten (10) of which have been resolved.
  - b. A homeowner with whom both the C&R Chairman and the ARB Chairman have been working since July regarding unsightly exterior conditions has completed the required repairs. Failure on the part of the homeowner to complete these repairs in a timely fashion, despite several letters and ongoing communication regarding the matter and in compliance with WRA policy, resulted in daily accruing fines. These fines were stopped upon completion of the work, and the homeowner will be required to pay the accrued amount. Financial Manager Crowder will contact this homeowner to collect these fines and set-up a payment plan as necessary.
  - c. It has been determined that the Whisper Creek Homeowners' Association is responsible for upkeep of bushes encroaching along an alleyway in the neighborhood. The WCHOA will henceforth be in charge of maintaining these bushes.
  - d. Residents are reminded that, per the WindStone Covenant's and Restrictions, *all* dwellings are limited to *single-family residential use*.
7. Golf Course: The common use bridge between the sixth green and the seventh tee needs to be repaired. The metal framing of the bridge is in good shape; the wooden planking needs to be replaced. Director Stehney is working with the owners of the golf course to coordinate these repairs.
8. Landscaping: Fall flowers have been placed in the common area planting beds.
9. Special Events:
  - a. The October Yard of the Month was awarded to Greg and Carol Stewart, 1665 Windstone Drive. These winners were announced in the October newsletter. Monthly winners will be given the opportunity to help choose the next month's winner.
  - b. The Fall Yard was held on September 28, 2019 as planned.
  - c. Director Holland is repainting the large decorative bows used in the neighborhood Christmas decorations so they can continue to be used.
10. Security Committee: Placement of cameras at the front and back gates will be evaluated for proper placement.
11. Sewers: Please see Business Manager's Report, Item 3.
12. Playground: No activity.

Director Nist made a motion to adjourn the meeting at 8:50 p.m. Director Tracy seconded. The motion passed. The next regularly scheduled meeting is November 11, 2019 at 7 p.m., at the Whisper Creek Clubhouse.

Respectfully submitted,

Deborah S. Gwaltney, Secretary

Jim Wills, President