

WRA Minutes
October 12, 2020

President Jim Wills called the meeting to order at 7:03 p.m. at the Whisper Creek Clubhouse. Directors present: Gary Booth, Bob Christenson, Debbie Gwaltney, Thomas Hickey, Tonya Holland, Lynda Pace, Terry Tracy, and Jim Wills. Directors absent: Jordan Allen (no proxy), Johnny Barnes (proxy held by Tonya Holland), Justin Cash (proxy held by Lynda Pace), and Mike Nist (proxy held by Jim Wills). Guests: Business Manager LeAnn Granic, Financial Manager Lisa Crowder, and 1 resident representative. COVID safety precautions were followed.

Director Terry made a motion to approve the September 14, 2020, Regular Meeting Minutes. Director Holland seconded, and the motion passed.

Financial Report

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

1. The WRA remains in a favorable cash position. This will allow the WRA to continue to move forward with a number of community enhancement projects.
2. A budget work session will be held on October 26, 2020. Directors should review the previous year's budget and neighborhood needs in preparation for finalization and approval 2021 budget.
3. Accounts receivables continue to decline as residents with account balances work with Financial Manager Crowder to resolve payment issues.
4. Director Holland moved to accept the report as presented. Director Nist seconded by proxy. The motion passed.

Business Manager's Report

1. Street Signs: A quote to replace the nameplates on the Whisper Creek street signs has been received from Creative Lawns, the original manufacturer of the signs. Quotes are pending from A1 Barricades and Sign-o-Rama. Quotes for both reflective and non-reflective white lettering on a green background are being sought from all vendors,
2. Gates: Thirty-six (36) new bar codes were issued in September.
3. New Residents: Two (2) new residents were added to the resident directory and email distribution list. These residents were provided welcome packets and bar codes.
4. Communications:
 - a. Residents were informed of the road restriping dates via the electric sign, email and newsletter. Residents were also emailed regarding the TN law as it applies to HOA's and political signs, which states that political signs are permitted to be displayed for sixty (60) days prior to a general election and must be removed one (1) day following the election.
 - b. The September Newsletter has been emailed to residents and uploaded to the website. The September 2020 board meeting minutes will be uploaded to the WindStone website following approval at the October 2020 Regular Meeting.
5. Halloween: Extra security officers will be on-site the evening of October 31, 2020 to manage traffic flow concerns. Residents requiring Halloween guest passes need to do so by October 28, 2020.
6. Real Estate "For Sale" Signs: The vendor who has previously provided the custom "For Sale" real estate signs required by the WRA has retired. Sign specifications can be found in the WRA Architectural Review Board Standards and Guidelines and can be found at <https://www.windstonehoa.org/forms-and-documents.html>. Residents are advised to work with their realtor to find a sign vendor.

Unfinished Business

1. Past Due Policy: Director Tracy (WRA Treasurer) and Financial Manager Crowder had previously provided the BoD with the formal WRA Past Due Policy. This document will provide consistent application of the past due collection process. Director Tracy moved to approve the past due policy as presented and to retain it as part of the WRA internal policies. Director Hickey seconded. The motion passed.
2. The Lonesome Dove:
 - a. An unforeseen development has postponed the closing of the sale of the Lonesome Dove property. The sale will be delayed until this issue can be resolved.
 - b. The increase in the Lonesome Dove property taxes was successfully challenged and the taxes have been lowered to the original baseline. These taxes have been paid for 2020.
3. Water Mitigation:

- a. Playground: Director Hickey will work to consolidate the previously discussed solutions for the water mitigation issues at the playground.
 - b. Holden Farm Place: Additional quotes are still being sought for the completion of this project.
4. Landscaping and Community Improvements:
- a. Windstone Drive Island and Meadowlands Entry Island: New landscape will be installed in these locations by the end of October. The current landscape boulders on the Windstone Drive Island will be re-used in the new design and all plants for both areas will be guaranteed for one year following installation.
 - b. Restriping: Restriping of the walking lanes and other road markings (crosswalks, lane markings, etc.) has been completed.
 - c. Walking Bridges: Redecking of the Lake Wisley bridges with composite decking is complete. These bridges were found to be structurally sound when inspected during the redecking process.
 - d. Main Entrance Lighting: The installation of carriage lights at the front entrance is complete.
 - e. Whisper Creek Street Signs: Please see Business Manager's Report, Item 1.

New Business

1. Estate Sales: Estate Sales are generally prohibited within WindStone, as per the WindStone Covenants and Restrictions; exemptions to this policy may be brought to the BoD for consideration on a case-by-case basis. An Estate Sale exemption has been requested for a sale to be held November 7-9, 2020. The family representative stated that the sale would follow all WRA guidelines in place regarding Estate Sale, including security, traffic flow, and signage requirements. A decision regarding this request was deferred to Executive Session.
2. Road Repairs:
 - a. Several areas of roadway need to be repaired due to the formation of potholes and spalling/crumbling of asphalt. Bids have been received to make single-item repairs on Wisley Way and Woodway Drive. Since these bids were requested, several other areas in Whisper Creek, The Pines, and along Windstone Drive have also been identified for repair. Director Hickey will contact these firms to obtain a price for making all necessary repairs simultaneously.
 - b. Additional repairs to the Wisley Way culvert at the #1 tee are scheduled to begin the week of October 19, 2020, weather permitting.
3. Signage: The WindStone signs located at the front entrance require repair and painting. Director Tracy moved that Certa-Pro Painters be paid \$2,000.00 (two thousand dollars) to repair the wood, caulk, prime, and paint these signs. Director Booth seconded. The motion passed.
4. Christmas Lights: Director Holland moved that Elite Property Maintenance be paid \$1,512.36 (one thousand five hundred twelve dollars and thirty-six cents) for the addition of Christmas lights to the electric message board area. Director Christenson seconded. The motion passed.

Committee Reports

1. ARB: The ARB has reviewed and approved the following requests from WindStone homeowners during September 2020:

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| a. New front door (2) | d. Repaint home (1) |
| b. Tree removal (5) | e. Update patio (1) |
| c. New roof (1) | f. Replace retaining wall (1) |
2. Lakes: The slow leaks at both lakes are being monitored. Director Case is coordinating with Don Dawson to address the repair to the well water line.
3. Trash Service: An issue of overflowing garbage at the gate house was addressed. Signs have been posted on the garbage can at the gatehouse indicating that that can is for gatehouse use only.
4. RV Lot: No activity.
5. Roads: Please see New Business, Item 2.
6. C&Rs: No report
7. Golf Course: No activity.
8. Landscaping: Please see Unfinished Business, Item 4(a).
9. Security Committee: No activity.
10. Sewers: No activity.
11. Special Events:
 - a. Halloween: The Halloween Decorating Contest will be held on October 31, 2020. The winners of the 2019 contest will serve as judges.
 - b. Christmas Lights: Please see New Business, Item 4.

12. Playground: A Little Library will be available for WindStone residents to take or leave a book starting October 13, 2020. The library is located at the bench near the swingset.
13. Stormwater: Please see Unfinished Business, Item 3.

Director Gwaltney moved to enter Executive Session for the purpose of discussion of the Estate Sale exemption request and approval of Minutes from the September 14, 2020 Executive Session. Director Holland seconded, and the motion passed. The Executive Session convened at 9:10 p.m. Director Tracy moved to close the Executive Session; Director Hickey seconded. The motion passed and the Executive Session ended at 9:26p.m. Director Tracy moved to close the Regular Meeting; Director Hickey seconded. The Regular Meeting closed at 9:27 p.m. The next regularly scheduled meeting is November 9, 2020 at 7 p.m., at the Whisper Creek Clubhouse.

Respectfully submitted,

Deborah S. Gwaltney, Secretary

Jim Wills, President