

WRA Regular Meeting Minutes
September 12, 2022

President Doug Ross called the meeting to order at 7:03 p.m. This meeting was held at the Whisper Creek Clubhouse. Directors present: Nate Ellwitz, Debbie Gwaltney, Thomas Hickey, Tonya Holland, Lynda Pace, Langdon Potts, Doug Ross, Terry Tracy, Jim Wills and Jerry Young. Directors absent: Loni Borkowski (proxy held by Langdon Potts), Jim Wills (proxy held by Terry Tracy, and Jerry Young (proxy held by Langdon Potts). Guests: Business Manager LeAnn Granic, Financial Manager Lisa Crowder and 5 (five) others.

Director Holland made a motion to approve the August 8,2022 Regular Meeting Minutes. Director Tracy seconded. The motion passed; Director Ellwitz abstained.

Financial Report

1. The July and August 2022 Financial Reports were sent to the Board of Directors prior to the meeting. There were no questions.
2. Financial Manager Crowder received notices from Catoosa County regarding delinquent property taxes for WRA commonly-owned properties within Windstone. The address on file with Catoosa County had not been used for several years, and the notifications had not been received. All Catoosa County property taxes have been paid and the mailing address has been updated. 2022 Catoosa County property tax invoices will be mailed in September or October 2022.
3. Residents with WRA dues balances greater than \$300.00 (three hundred dollars) receive notifications of delinquency. Two accounts have been brought up-to-date, and payment arrangements have been made for two accounts with large balances.
4. Director Tracy moved to accept the July 2022 and August 2022 Financial Reports. Director Holland 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. The September 2022 newsletter has been emailed to residents and uploaded to the website. Following approval, the August meeting minutes will be added to the website.
 - c. Four new residents have been provided with welcome packets and bar codes and added to the email list.
2. Security and Gates:
 - a. Forty (40) new bar codes were issued in the past 30 (thirty) days.
3. Streetlights: Repairs for two streetlights in Whisper Creek were scheduled on August 24, 2022.
4. RV Lot:
 - a. Responded to several calls and emails about people parking items in the incorrect spaces.
 - b. Replaced the broken lock on the RV lot gate.
5. C&Rs:
 - a. Received multiple resident complaints about approximately one dozen properties that have become increasingly unsightly.
 - b. Continuing to work with the C&R Chairperson on several issues in the neighborhood.

Guest Speakers: There were no guest speakers.

New Business

1. Tree Removal: Director Pace motioned to pay CutRight Tree Services \$750.00 (seven hundred fifty dollars) for the removal of a dead tree and debris from WRA common space on Wisley Way behind the Number Nine green. Director Ellwitz seconded; the motion passed.

Unfinished Business

1. Landscaping:
 - a. Repairs have been made to the wiring for the landscaping lights on the trees along Windstone Drive at the front entrance. It was necessary to replace 35 (thirty-five) feet of 12-gauge wire with 8-gauge wire to properly accommodate lighting at the electric message board.
 - b. Several lights may still need to be replaced.
 - c. The leaning streetlight on Windstone Drive was installed on a concrete pad. As this pad has settled, it has caused the light to lean slightly. This light is not in danger of falling.

2. Guard Survey:
 - a. The comments of the guard hours survey were presented by Director Holland. These comments varied widely and several comments were made regarding topics unrelated to guard service.
 - b. This survey was for informational purposes only and the results should not be construed to imply any action regarding guard services. Many aspects must be considered before changing the type of service provided, including, but not limited to, an overview of the current system, integrating vendor and golf course member access, and the impact of system change on traffic, particularly Ooltewah-Ringgold Road.
3. Lake Haven Tree Removal: This project is on hold until water levels in the lake recede sufficiently to completely remove any damaging vegetation.
4. Road and Stormwater Mapping: Thompson Engineering was awarded this project in August 2022. Site work began on August 31, 2022.
5. Windstone Drive Culvert Repair:
 - a. Bids:
 - i. CTI Engineers has provided a bid to provide professional engineering services for drainage improvements to the culvert at the intersection of Windstone Drive and Cattails Drive.
 - ii. Map Engineering provided an oral bid, sight unseen, in an estimated amount of \$45,000.00 (forty-five thousand dollars). They cannot come to inspect the project until at least December 2022.
 - iii. Thompson Engineering did not respond to the bid request.
 - b. Director Tracy motioned to utilize CTI Engineering to manage the Windstone Drive Culvert Project, with payment not to exceed \$42,000.00 (forty-two thousand dollars). At a minimum, CTI will evaluate all feasible options for repair of the culverts, create a bid package to include a complete scope of work, solicit bids, and provide on-site management of the project. Director Ellwitz seconded; the motion passed.
 - c. Director Tracy will initiate the process for the installation of the water control valve in Lake Wisley prior to the start of work on the Windstone Drive culverts. This expenditure was approved in February 2022.

Committee Reports

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

i. New roof shingles and gutter repair (1)	v. Repaint house (1)
ii. Update landscaping (2)	vi. Add lattice under existing deck (1)
iii. Screen lower porch under deck (1)	vii. Tree removal (1)
iv. Expand concrete driveway (1)	
2. C&Rs: Please see Business Manager's Report, Item 5.
3. Community Planning: No activity.
4. Gates and Security:
 - a. Bollards have been installed around the old card readers at the rear gates. The electricity at these readers needs to be capped.
 - b. Please see Unfinished Business, Item 2.
5. Golf: The golf course has no process for monitoring golfer bar codes.
6. Lakes:
 - a. Dye was added to both lakes.
 - b. Aquatic Resource representative Jimmy Caldwell strongly suggests removal of underbrush and trees around the perimeter of Lake Wisley along the creek to maintain the ability to better assess any leaks that may occur.
 - c. Please also see Unfinished Business, Item 3.
7. Landscaping: Please see Unfinished Business, Item 1.
8. Playground: No report.
9. Roads:
 - a. CertaPro has provided a quote to repaint the entrance curbing with reflective paint. They will be asked to provide additional estimates to repaint the walking lanes and crosswalks.
 - b. Please also see Unfinished Business, Item 4.
10. RV Lot: Please see Business Manager's Report, Item 4.
11. Sewer: No activity.
12. Special Events: No report.
13. Stormwater:
 - a. The WRA is working with professional services to review several stormwater issues. This process is ongoing.

b. Please also see Unfinished Business, Item 4.

14. Trash Service: No new activity.

Director Gwaltney moved to enter Executive Session for the purpose of discussing legal issues and approve minutes. Director Ellwitz seconded. The motion passed; Director Tracy abstained. The Executive Session commenced at 8:50 p.m. Director Ellwitz moved to exit Executive Session. Director Hickey seconded. The motion passed and the Executive Session closed at 9:17 p.m. Director Tracy moved to close the Regular Meeting; Director Ellwitz seconded. The motion passed and the Regular Meeting closed at 9:18 p.m. The next regularly scheduled meeting will be held on October 10, 2022, at 7 p.m. at the Whisper Creek Clubhouse.

Respectfully submitted,

Deborah S. Gwaltney, Secretary

Doug Ross, President