

WRA Minutes
September 14, 2020

President Jim Wills called the meeting to order at 7:01 p.m. at the Whisper Creek Clubhouse. Directors present: Johnny Barnes, Bob Christenson, Debbie Gwaltney, Tonya Holland, Mike Nist, Lynda Pace, Terry Tracy, and Jim Wills. Directors absent: Jordan Allen (proxy held by Tonya Holland), Gary Booth (proxy held by Terry Tracy), Justin Cash (proxy held by Lynda Pace), and Thomas Hickey (proxy held by Terry Tracy). Guests: Business Manager LeAnn Granic, 1 resident. COVID safety precautions were followed.

Director Terry made a motion to approve the August 10, 2020, Regular Meeting Minutes. Director Barnes seconded, and the motion passed.

Financial Report

Director Tracy submitted the following Financial Report:

1. The WRA is in a favorable cash position. This will allow the WRA to move forward with a number of community enhancement projects.
2. A budget work session will occur in October. Directors were asked to review the previous year's budget and neighborhood needs in preparation for the 2021 budget.
3. Director Tracy requested a review of the WRA Past Due Policy. Direct references to a specific collection attorney have been removed, and wording of the policy has been refined. Director Tracy will provide all board members with a copy of the revised policy prior to the October 2020 meeting.
4. Director Nist moved to accept the report as presented. Director Holland seconded. The motion passed.

Business Manager's Report

1. Streetlights: Several streetlights in Whisper Creek have been repaired. A new streetlight pole has been ordered for Windstone Drive; this pole is on backorder.
2. Gates:
 - a. The gate arm at the rear gate was knocked off on September 10, 2020. The gate camera was able to provide a view of the license plate; however, the plate has not been registered with WindStone.
 - b. Seventy-two (72) new bar codes were issued in August.
3. New Residents: Four (4) new residents were added to the resident directory and email distribution list and these residents were provided welcome packets and bar codes.
4. Communications:
 - a. Email blasts were sent to residents regarding gate maintenance dates and an outdoor music event sponsored by the golf course.
 - b. The September Newsletter has been emailed to residents and uploaded to the website. The August 2020 board meeting minutes will be uploaded following approval by the BoD.

Unfinished Business

1. Lonesome Dove: The Lonesome Dove property is under contract. The sale will close no later than October 15, 2020.
2. Water Mitigation:
 - a. Whisper Creek Retention Pond and Alleyway:
 - i. Work on the Whisper Creek retention pond is complete.
 - ii. One quote has been received to perform work necessary to address the drainage issues on the Whisper Creek alleyway. A second quote is being sought.
 - b. Wisley Way Culvert: Bids were obtained to complete the next phase of repairs of this culvert. Director Tracy motioned to pay Paris Restoration \$4,450.00 (four thousand four hundred fifty dollars) to install a concrete headwall on the Wisley Way culvert. Director Nist seconded; the motion passed.
3. Landscaping and Community Improvements:
 - a. Windstone Drive Island: Irrigation on this island has been confirmed. Director Tracy moved to pay Dilbeck Landscaping \$16,947.80 (sixteen thousand nine hundred forty-seven dollars and eighty cents) for the redesign and overhaul of the traffic island located on Windstone Drive at the entrance to The Creeks, as per the detailed proposal previously presented. Director Nist seconded. The motion passed. This work will begin in October. The current landscape boulders will be re-used in the new design and all plants will be guaranteed for one year following installation.

- b. Walking Lanes: Three bids were received to re-paint roadway markings throughout WindStone. Director Tracy motioned that GH Asphalt be paid no more than \$7,000.00 (seven thousand dollars) to restripe the walking lanes, golf cart crossings, and road markings throughout WindStone. Director Nist seconded. The motion passed. Director Tracy will inquire about the use of reflective paint for this work.
- c. Walking Bridges: Bids were obtained to repair the arch and spillway bridges at Lake Wisley. Director Tracy moved that Paris Restoration be paid \$8,100.00 (eight thousand one hundred dollars) to inspect the bridge structures, remove the decking and rails on these bridges, and replace the decking and rails with composite boards. Director Nist seconded, and the motion passed.
- d. Main Entrance Lighting: Work on the main entrance lighting project is approximately 50 percent complete. Some of the lights are currently on backorder. Work on this project will resume when those lights have been received.
- e. Whisper Creek Street Signs: The nameplates on the Whisper Creek street signs have become illegible. Several attempts to contact the manufacturer of the Whisper Creek street signs have gone unanswered. Business Manager Granic will continue to try to contact this vendor or find a new one so that new nameplates can be procured.

New Business

1. Resident Request: A resident asked to address the board regarding Covenant and Restrictions violations and fines resulting therefrom. The resident left the meeting following his discussion with the BoD.
2. Annual Meeting: All business normally finalized at the Annual Meeting has been completed during the course of regular monthly meetings. The C&R amendment on the ballot related to parking and approved by the WRA Members (residents) has been registered with both Hamilton and Catoosa Counties, and elected board members have been installed. Government restrictions on large gatherings remain in place, making it extremely difficult to hold an in-person meeting. The next annual meeting of the WindStone Residents Association will take place in 2021, should government restrictions allow.
3. Holiday Lights: Director Holland motioned that Elite Property Management be paid up to \$6,000.00 for the repair, installation, and removal of the holiday lights; Director Nist seconded. The motion passed. This amount includes \$3,535.59 (three thousand five hundred thirty-five dollars and fifty-nine cents) for installation, \$1,741.41 (one thousand seven hundred forty-one dollars and forty-one cents) for removal, with the remainder for any necessary repairs to the lights and decorations. The lights will be turned on the Friday following Thanksgiving and removed during the first week of January.
4. Playground Lending Library: A number of requests to participate in the “Little Free Lending Library” program have been received from residents. Participating organizations do so by providing a weather-proof location at which individuals may leave gently used books for others to freely borrow and then return for others to enjoy. Any participation is voluntary. Director Holland moved that \$553.00 (five hundred fifty-three dollars), which includes a coupon discount of \$50.00 (fifty dollars), be allocated to purchase, ship, and install a Little Free Lending Library kit at the playground. Director Pace seconded; the motion passed. Unused Special Events funds will be reallocated to pay for this enhancement to the neighborhood.

Committee Reports

1. ARB: The ARB has reviewed and approved the following requests from WindStone homeowners during August 2020:
 - a. Metal fence installation (1)
 - b. Tree removal (2)
 - c. Roof repair (1)
 - d. Repaint home (2)
2. Lakes:
 - a. Lake Haven:
 - i. The control box on the well failed and has been replaced.
 - ii. Additional issues with the water fill line and pump, as well as a wellhead leak have made it necessary to turn off the pump and have resulted in lower-than-normal water levels.
 - iii. A leak in the dam was reported but has not yet been located; the leak may be above the current water level.
 - iv. The swans got tangled around the rope anchoring the fountain. They have been relocated where their lines cannot cross the fountain line.
 - b. Lake Wisley:
 - i. The warranty work on the spillway has been completed, and the water level has risen to within 3 inches of the top of the spillway. Water is still leaking on the creek side of the lake, but the point of origin has not been located. Additional work to the spillway and/or walls of the lake may be necessary.
 - ii. The swans have been repositioned to discourage birds from using them as a hunting perch.
3. Trash Service: No activity.

4. RV Lot: No activity.
5. Roads: Please see Unfinished Business, Item 2(a)(ii) and Item 3(b).
6. C&Rs: A total of eight (8) items were addressed. These include yard maintenance and clean-up (4), landscaping fine letter (1), house painting (1), and multiple issues (1).
7. Golf Course: No activity.
8. Landscaping:
 - a. Several areas of WindStone common property have been identified for ongoing maintenance, including tree trimming and potential removal. Director Nist will address these areas when renegotiating the landscape contract.
 - b. Director Christenson will follow-up with Dilbeck Landscaping regarding tree replacement at the entrance to The Pines.
9. Security Committee:
 - a. Several gate issues have been addressed.
 - b. The back gates will be inaccessible while being pressure washed and painted. This project does *not* include the fences along the road at the gates. Business Manager Granic will send a series of emails to residents informing them of the date and times of closure. Please also see New Business, Item 2(b).
10. Sewers: Dave Hammill of Rainbro (owner of the WindStone sewer system) has hired Waste and Water, Inc. to remove and replace the pump in the holding tank on Wisley Way. This work will be completed by September 15, 2020. When completed, all holding tanks will have had new pumps within the past year.
11. Special Events:
 - a. The WindStone-sponsored Fall Yard Sale has been cancelled.
 - b. Halloween: As in years past, in an effort to provide increased safety for those who wish to participate in Trick-or-Treating, additional security will again be present at the front entry gate and along Windstone Drive on Halloween. Households hosting parties may request entry passes from Business Manager Granic. The choice to participate in Halloween activities remains the choice and responsibility of individual households and does not constitute endorsement of such activities by the WRA.
 - c. A sign similar to that used to identify homes chosen as “Yard of the Month” will be used to identify homes chosen as winner(s) of the Holiday Decorating Contest.
 - d. Please also see New Business, Item 3.
12. Playground: Please see New Business Item 4.
13. Stormwater: Please see Unfinished Business, Items 2(a)(i) and 2(b).

Director Nist moved to enter Executive Session for the purpose of discussion of financial issues related to a resident request. Director Tracy seconded, and the motion passed. The Executive Session convened at 9:23 p.m. Director Nist moved to close the Executive Session; Director Barnes seconded. The motion passed and the Executive Session ended at 9:42 p.m. Director Nist moved to close the Regular Meeting; Director Tracy seconded. The Regular Meeting closed at 9:43 p.m. The next regularly scheduled meeting is September 14, 2020 at 7 p.m., at the Whisper Creek Clubhouse.

Respectfully submitted,

Deborah S. Gwaltney, Secretary

Jim Wills, President