

**WRA Minutes
January 8, 2018**

President Pro Tem Lana Freeland called the meeting to order at 6:01 p.m., at the Whisper Creek Clubhouse. Directors present: Cheri Bout, Lana Freeland, Debbie Gwaltney, Christian McDonald, Rene Straub, John Reeser, Jared Stehney, and temporary Director Jim Wills. Directors absent: Martha Culpepper (proxy held by Rene Straub), Steve Patterson (proxy held by Jim Wills), Ellen Phillips (proxy held by Rene Straub), past President Greg Stewart (proxy held by John Reeser), and Jim Whitmire (proxy held by John Reeser). Guests: Finance Manager Julie Shull, Temporary Business Manager Tim Haralson (following discussion of Business Manager Position), and Don Swafford of AquaArt.

Following the call-to-order, a motion was made by John Reeser and seconded by Jared Stehney, to approve the Minutes from the December 11, 2017 meeting of the Board of Directors. The motion passed unanimously.

The Financial Report, presented by Julie Shull, included the following:

1. The potential temporary suspension of WRA monthly dues for home on Briarwood Cove, which was recently lost to fire. A motion was made by Christian McDonald and seconded by Jared Stehney, to temporarily suspend the collection of monthly dues for a period of three months, commencing in January 2018 and ending in March 2018. The motion passed unanimously.
2. The continued assessment of fines for home on Lazy Circles Drive for non-compliance with C&R maintenance standards. Fines are accruing and will continue to accrue until the homeowners are determined to be in compliance with maintenance standards. January 2018 fines have not yet been assessed.
3. RV Lot collection reminders are being prepared, and will be sent out in February, with payment due in March.

Lana Freeland moved to approve the Financial Report. Jared Stehney seconded the motion, which passed unanimously.

Correspondence was received by residents regarding the Windstone family who recently lost their home to fire. No people or animals were injured in the fire, and the family plans to rebuild their home. The family is grateful for offers of assistance from both the residents of the community and the Windstone Board; however, they have asked that any assistance be delayed until such time as their actual needs can be assessed. The Board will remain in touch with the family, and will continue to monitor the situation. Additional correspondence has been received regarding a crepe myrtle tree at the intersection of Circlestone Drive and Windstone Drive creating a driving hazard.

The following Business Manager Report was provided by Tim Haralson, as newly-hired full-time Business Manager:

1. The electronic signboard did not function for a period of time following the new year, because of a computer programming error, which caused the sign to stop functioning at 12:00 a.m. on January 1, 2018. This error has been corrected.
2. Security employees reported that the Gate House toilet was not functioning properly. The Gate House grinder pump check valve was found to have been improperly installed above ground and had frozen due to the extreme cold. Tim Haralson created an insulated box, including a heat lamp, both to thaw the pipe and to keep it from re-freezing. The box remains in place, and he will continue to pursue a more permanent solution to this problem to prevent its recurrence.
3. A computer chip controlling the operation of the resident entry at the front gate failed, causing the gate to be inoperable for a number of days. The chip has been replaced, and the gate is currently functioning properly.
4. A small earthquake centered in East Ridge, TN, on January 7, 2018 caused an electrical short in the power supply to the front gate. The power has since been restored and a back-up battery with a

minimum function time of 30 minutes has been installed to prevent short-term power outages from affecting the function of the front gate.

5. A message was placed on the electronic board reminding residents not to walk on the ice on any ponds found in Windstone due to extreme danger of falling through the thin ice.
6. A message was placed on the electronic board encouraging any residents interested in running for any open Board seats to contact Martha Culpepper on or before January 12, 2018.
7. A rear-gate glitch caused the gate to close improperly, damaging a resident's vehicle. This incident is still under investigation.
8. The barrier arms at the back gate were damaged a total of three times, because of residents hitting them; the arms were repaired after each incident.

Unfinished Business:

1. Business Manager Position:

- a. A total of nine applications were received for the position of Business Manager. The top three applicants were interviewed by the hiring committee. Director Freeland recommended that the position be offered to Temporary Business Manager Tim Haralson on a full-time basis, with an annual salary of \$45,000.
- b. Following a discussion regarding this recommendation, Director Stehney made a motion to hire Mr. Haralson with the parameters recommended by Director Freeland. This motion was seconded by Director Bout. The motion passed by a margin of 8 to 3, with Directors Gwaltney, McDonald, and Reeser voting against the motion. Mr. Haralson was not present during the vote; however, he was contacted following the vote by Director Freeland regarding the decision, and he subsequently provided written notification of his formal resignation from the Board of Directors and his position of Board President, while verbally accepting the offer of full-time Business Manager, all effective January 8, 2018. Mr. Haralson was present for the remainder of the meeting.

2. Election of Board Officers:

- a. Following Mr. Haralson's resignation from his Board positions, Christian McDonald moved to elect Lana Freeland as Board President, and Rene Straub as Board Vice President, both offices to be held by these individuals until the next Board Officer election. This motion was seconded by Jared Stehney. The motion was then amended by Director McDonald to include the addition of the appointment of temporary Director Jim Wills to fulfill the remainder of Tim Haralson's time on the Board. This amended motion was also seconded by Director Stehney. This motion passed unanimously.

3. Lake Wisley Fountain:

- a. Cheri Bout re-addressed the Board concerning the replacement of the fountain at Lake Wisley. She presented new information regarding the fountain purchase, which was previously unavailable. Given this new information, she recommended that a Kasco 5HP pump with a 3-year warranty be purchased from Mr. Don Swafford of AquaArt (the individual who currently cares for the Windstone lakes and fountains). Mr. Swafford was then invited in to entertain questions from the Board regarding the specifications and warranties of each of the fountains.
- b. After Mr. Swafford was excused, Cheri Bout made a motion to change both the fountain size and the provider of the fountain from a Kasco 3HP fountain with 3 multi-colored LED lights and 2-year warranty from AquaMaster, to that of a Kasco 5HP fountain with 6 multi-colored LED lights and 3-year warranty to be purchased from AquaArt for a cost of \$13,497, including delivery, assembly, installation, and 250' of cable, while maintaining Mr. Swafford to care for the Windstone fountains. Jared Stehney seconded the motion, which passed unanimously.

4. Lonesome Dove court dates have been scheduled.

Committee Reports:

1. Lakes: Cheri Bout (see Unfinished Business)
2. ARB: Jim Whitmire (submitted in writing prior to the meeting)
 - a. New Construction
 - i. 637 Whisper Way: all deposits and initial inspections have been completed. Builder is John Paul Greene
 - b. Completed Projects:
 - i. 2185 Holden Farm Place (deck replacement) deposit returned
 - ii. 1850 Hold Farm Place (landscape) deposit returned
 - iii. 1803 Holden Farm Place (deck remodeled) deposit returned
 - iv. 9240 Loch Haven Cove (exterior paint)
 - v. 1836 Creekway (new construction) deposits returned and owner has moved in.
3. Trash Service: Jim Wills for Steve Patterson
 - a. Christmas Tree pickup completed on Saturday, December 30, 2017.
4. RV Lot Maintenance: Jim Wills for Steve Patterson
 - a. Condition of lot continues to be monitored. There appear to be several empty spots.
 - b. Julie Shull is in the process of preparing collection reminders.
5. Roads: Jim Wills for Steve Patterson
 - a. Lonesome Dove engineering drawings are in progress and should be received in the next few weeks. The project will continue to move forward following the receipt of these drawings.
6. Nominating Committee: Lana Freeland
 - a. Candidates for the Board are actively being sought. All interested residents should contact Martha Culpepper by January 12, 2018.
7. C&R: Martha Culpepper, Lana Freeland, and Rene Straub
 - a. Lazy Circles Drive (see Financial Report)
8. Golf Course: Debbie Gwaltney - No report
9. Landscaping: John Reeser
 - a. Homeowner at the intersection of Circlestone Drive and Windstone Drive has been asked to trim a crepe myrtle tree, which is creating a driving hazard. The situation will continue to be addressed.
 - b. The landscaping contract with Dixie Landscaping Company will be signed soon.
10. Special Events: Debbie Gwaltney, Christian McDonald, Jared Stehney
 - a. Christmas Lighting at front and back gates will be removed soon. Because of issues with the GFCIs and photocell receptors at the back gate, Roy dos Santos of Elite Property Management recommends that new GFCIs be installed, and the photocell receptors be replaced with timers. This will require an electrician to complete, and will be revisited next fall.
 - b. Winners of the Windstone Annual Decoration Contest were chosen, and certificates and gift cards were mailed to them.
 - c. Yard of the Month contest will resume in the spring.
11. Security: Tim Haralson (See Business Manager Report)
12. Sewer System: Debbie Gwaltney (See Business Manager Report)

The meeting was adjourned at 6:57 pm. The next regularly-scheduled meeting will be held Monday, February 12, 2018, at 7 p.m., at the Whisper Creek Clubhouse.

Respectfully submitted,

Deborah S. Gwaltney for Ellen Phillips, Secretary

Lana Freeland, President