

**WRA Minutes**  
**July 9, 2018**

President Rene Straub called the meeting to order at 7:02 pm, at the Whisper Creek Clubhouse. Directors present: Matt Brown, Bob Christenson, Debbie Gwaltney, Clay Hopcroft, Steve Patterson, Jared Stehney, Rene Straub, and Jim Wills. Directors absent: Martha Culpepper (proxy held by Director Wills) and Lana Freeland (proxy held by Director Wills). Guests: Financial Manager Julie Shull and 21 neighborhood residents (please see attached list).

The June 11, 2018, Minutes were approved by email.

Julie Shull presented the Financial Report, with the motion to approve made by Director Brown and seconded by Director Christenson; passage was unanimous.

1. 511 of 661 residents received their monthly invoices and newsletters via e-mail. 150 statements were mailed to residents. Additional e-mail addresses continue to come in.
2. Residents continue to be reminded that the WRA mailing address has been changed to 1724 Holden Farm Place, Ooltewah, TN, 37363. Financial Manager Shull has officially closed the PO box, but mail will continue to be forwarded there for 12 months.
3. The WRA currently holds an insurance policy with liability coverage in the amount of \$1M, and an umbrella policy in the amount of \$1M; however, the Board may wish to consider increasing those amounts to \$2M for each policy. The annual premium costs will increase by \$750.00 per million dollars. This expense will be readdressed during the budgeting process.
4. Due to the upcoming road repairs on Lonesome Dove, the road reserve monthly payment is still being held, pending further action by the Board.

No Business Manager report was given. Tim Haralson has resigned as Business Manager but is currently holding limited business hours until a new Business Manager can be found. Current office hours are 9 a.m. – 12 p.m., Monday, Wednesday, and Friday.

Unfinished Business

1. Board of Directors:
  - a. Director Gwaltney nominated Director Freeland to fill the vacant Vice President position. Director Stehney seconded the nomination. The motion carried.
  - b. Director Brown nominated Mike Nist to replace former Director Phillips for the remainder of her term (2 years). Director Wills seconded the nomination. The motion carried, effective immediately.
  - c. Director Hopcroft tendered his resignation, effective immediately. Director Stehney nominated Art Redfern to replace Director Hopcroft until the March, 2019, annual election. Director Wills seconded the nomination. The motion carried, effective immediately.
2. Committee Assignments:
  - a. Director Nist was appointed as Committee Chair of the Landscaping Committee.
  - b. Director Culpepper was appointed Co-Chair of the Special Events Committee. She will retain her position as Treasurer.
  - c. Director Brown nominated resident Lynda Pace as ARB Committee Chair until March, 2019; Director Stehney seconded. The motion carried, effective immediately.
3. Business Manager Search:
  - a. Director Gwaltney introduced the members of the search committee (Director Gwaltney (Chair), Director Brown, Director Christenson, at-large resident Kevin Holland, and at-large resident Carol Stewart). The committee has explored several types of management services, including the hiring of an individual contractor to fill this position, while retaining Financial Manager's position; splitting the Business Manager position into that of a Business Manager and Administrative Assistant, while retaining the Financial Manager's position; or using a property management firm for both business and financial management. Director Gwaltney presented

the committee's findings regarding the duties of the position, the expenses associated with each, and other considerations. Director Brown moved that the Business Manager Search Committee move forward with the search for an independent contractor to fulfill the Business Manager position; Director Stehney seconded. The motion passed.

4. Lonesome Dove Lane Road Repairs: Director Wills and Director Patterson stated that a proposal has been received from Consolidated Technologies, Inc., dba CTI Engineers, for professional engineering consulting services related to the repair of the culvert drainage system on Lonesome Dove. CTI recommends full replacement of the triple culvert, which is ESTIMATED to cost ~\$350,000, and last approximately four months. During this time, a temporary road will be built on the left side of Lonesome Dove Lane when coming down the hill. The repair will also address excessive drainage coming from golf course property. Director Wills moved that the Board of Directors accept the proposal from CTI to move forward with the construction bidding process for the complete repair of the Lonesome Dove triple culvert system. Director Brown seconded, and the motion passed. These expenses will be paid using the Road Reserve.

#### New Business

1. Director Freeland, via e-mail and presented by her proxy Director Wills, proposed the formation of a budget taskforce to study the WRA budget for the 2019 calendar year, and to do long-range planning for community. She recommended the committee be co-chaired by Financial Manager Julie Shull and Treasurer Martha Culpepper, and be comprised additional community residents, including those with backgrounds in financial planning and budgeting. Director Brown moved to create a Budget and Long-Range Planning Committee to be co-chaired by the Financial Manager and Board Treasurer plus five (5) community members, to be named from a cross-section of the community. The committee will be charged with reviewing and making recommendations for the WRA 2019 budget, as well as creating a five-year budget plan. Director Nist seconded this motion; the motion passed. The committee will report its findings to the full board by November 1, 2018.
2. Playground Committee: Following his presentation of the Playground Committee Report (See Below), Director Christenson made the following budgetary motions:
  - a. That the Board of Directors fund the purchase of 25 steel screw-locking carabiners, 3", from Grainger, item #13d953, for a total of \$250.00, to replace the current "S" hooks being used on the swings. Director Wills seconded; the motion passed.
  - b. That the Board of Directors fund the purchase, when unencumbered funds become available in the 2018 budget or included in the 2019 budget, of 180 cubic yards of Engineered Hardwood Fiber (EHF) to serve as a force absorption layer around and under the play equipment. Included with this purchase would be 350 feet of black plastic border as a perimeter for the playground to retain the wood chips and EHF. This would cost approximately \$8,000.00. Director Brown seconded the motion; the motion passed. This matter will be addressed by the Budget and Long-Range Planning Committee.
  - c. That the Board of Directors fund the purchase, when unencumbered funds become available in the 2018 budget or included in the 2019 budget, the purchase of a Merry-Go-All (Round), HoneyComb Climber with horizontal ladder, and 6 Spring Riders. This purchase (with installation) would be approximately \$21,000.00. No second was received on this motion and no vote was taken. This matter will be addressed by the Budget and Long-Range Planning Committee.
3. Tree Removal: Several bids have been obtained for the removal of two dead trees in the median of WindStone Drive near Creekway. These bids also include the cost of hauling away the trees and grinding the stumps. Director Brown moved that CutRate Tree Service be hired to remove these two trees for a cost of \$750.00. Director Patterson seconded; the motion passed.

#### Committee Reports

1. Lakes: The fountains are currently functioning properly.
2. ARB:
  - a. The ARB Committee received and approved several applications in May, 2018, for the following home improvements.
    1. 1891 Holden Farm Place: Installation of screens on covered back porch.

2. 19 Brookgreen Lane: Fence installation.
3. 14 Hummingbird Hill: Installation of retaining wall.
4. 1815 Creek Way Drive: Repaint house and upgrade light fixtures.
5. 2185 Holden Farm Place: Landscape upgrade.
6. 160 Lonesome Dove: Landscape upgrade.
- b. A letter was sent to the homeowner at 76 Hummingbird Hill regarding their failure to adhere to the WindStone ARB guidelines with respect to their current project. The ARB Committee is continuing to attempt to work with the homeowner to resolve this issue.
- c. Director Straub will transfer all information to new ARB Committee Chair Linda Pace.
- d. The ARB has been attempting to contact the builder of a new home on Windstone Drive regarding the progression of the build. Although the builder is still within the boundaries of ARB time restrictions, the ARB is monitoring the build closely, as little progress has been made.
3. Trash Service: Due to the Fourth of July holiday, yard debris pick-up will take place on 7/11/2018. Residents may leave 2 large garden bags for pick-up. Residents should contact Stephens Garbage Service in advance to get a quote if they have more than two bags.
4. RV Lot/Maintenance: There continues to be a backlog of residents wishing to acquire spots in the RV lot. The current signage, lot configuration, and fee structure are under review.
5. Roads:
  - a. Lonesome Dove culvert repairs: Please see Unfinished Business, Item 4.
  - b. The Whisper Creek pothole repair is complete.
  - c. The back gate will need to be raised several inches to correct issues with the exit gate hitting the curb when opening. Raising the gate will also allow space for future repavement of the road.
  - d. Two street signs by the Clubhouse, as well as personal mailboxes, were destroyed in automobile accidents and need to be replaced.
  - e. A resident has suggested that WRA work with Windstone Golf Course to place a stop sign at the entrance/exit of the course to improve safety.
  - f. Whisper Creek has requested that a "Holden Farm Place" street sign be placed at the entrance of Whisper Creek, as well as repairing or replacing the "Whisper Creek" entrance sign. Responsibility for this sign has yet to be determined.
  - g. A resident has reported that the drainage culvert on Wisley Way at the crossing golf course hole #1 may be developing issues similar to those seen on Lonesome Dove. While the issue does not appear to the naked eye to be advanced, anticipation of such a repair should be included when developing the 2019 budget.
6. C&R: No report.
7. Golf Course: Please See Roads Committee Report, 5.e.
8. Landscaping:
  - a. Activities of Dixie Landscaping continue to be closely monitored. Several islands need mowing, weeds around Lake Wisley and at the entrance need to be addressed, and bushes throughout WindStone need to be trimmed; Dixie has been notified of all these problem areas but has been non-responsive.
  - b. Dixie Landscaping has been given a 90-day notice of dissolution of their contract for failure to meet their contractual obligations. Director Straub is having the contract reviewed to determine if the contract can be ended by WindStone sooner than that for non-performance. Once the contract with Dixie Landscaping is terminated, Dilbeck Landscaping will resume the landscaping needs of WindStone. The cost difference between Dixie Landscaping and Dilbeck Landscaping is negligible and should have little impact on the budget.
9. Special Events: No report.
10. Security:
  - a. The mother board for the main gate failed, requiring the gate be held in an open position for emergency vehicles. Cones were placed in front of the resident entry to divert all incoming drivers through the visitor's entry; these cones are easily removable in the event of an emergency. The gate company was notified of the issue, the motherboard was replaced, and the gate is now functioning properly. Inquiries were made regarding the possibility of enacting a gate maintenance program; however, the gate company stated that such a program was unnecessary, and that they should simply be notified in the event of another failure.

- b. Several non-binding telephone quotes were obtained regarding upgrading security at the RV lot. Upgrades could include the addition of video cameras, motion sensors, and lights.
  - c. Quotes for raising the rear gates to avoid further damage to the gates and curb have been requested.
  - d. Adding night-time patrols of WindStone by the security company will approximately double the cost currently spent for night-time security.
11. Sewer System: Tim Haralson has provided Director Wills with diagrams of the WindStone sewer system, as well as pertinent contact information.
12. Playground Committee:
- a. The Playground Committee, chaired by Director Christenson, is now active. Director Christenson has reached out to the neighborhood through a variety of means, and response to the committee has been good. A meeting of the committee was held on 6/23/2018 at the playground to develop a plan to freshen up the area and equipment. Please see New Business, Items 2a, b, and c for motions made in relating to this plan.
  - b. The playground is in need of landscape maintenance.
  - c. Drainage issues continue to wash out mulch during heavy rains. The installation of a French drain is cost prohibitive at this time, so mulch will need continual re-raking until retention barriers can be placed.
  - d. Several quotes were obtained regarding pricing for drainage, new playground equipment, and safety upgrades. Please see New Business, Items 2a, b, and c for motions relating to these quotes.

The meeting was adjourned by President Straub at 9:05 p.m. The next regularly-scheduled meeting is August 13, 2018, at 7 p.m., at the Whisper Creek Clubhouse.

Respectfully submitted,

Deborah S. Gwaltney, Secretary

Rene Straub, President

9 July 2018

WRA Board Meeting

Attendance Log

- 1) Lynda Pae
- 2) Clark Hodgkins
- 3) SIM EDGAR
- 4) Amanda Nist
- 5) Mike Nist
- 6) MIKO SCHILLACI
- 7) Brenda Schillaci
- 8) Julie Castillo
- 9) Gatte West
- 10) Kim Pence
- 11) Alison Boura
- 12) 13) Dawn + Johnny Barnes
- 14) Tonya Holland
- 15) Lynn Owens
- 16) Andy Owens
- 17) Sam W. Wetzel
- 18) Lisa Chandler
- 19) Mandy Colvin
- 20) 21) Robin & Sheri Lewis