

WRA Minutes
October 8, 2018

Vice President Lana Freeland called the meeting to order at 7:05 p.m. at the Whisper Creek Clubhouse. Directors present: Matt Brown, Bob Christenson, Lana Freeland, Debbie Gwaltney, Lynda Pace, Steve Patterson, Art Redfern, Jared Stehney, Rene Straub, and Jim Wills. Directors absent: Bob Christenson (proxy held by Debbie Gwaltney), Martha Culpepper, Mike Nist, Jared Stehney, Rene Straub. Guests: Business Manager LeAnn Granic, Financial Manager Julie Shull, and six neighborhood residents.

The September 10, 2018, Minutes were approved by e-mail. Guests were asked to sign-in. Comment cards were provided for guests to write down any comments and concerns, which could then be addressed by the Board. No comments were received.

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

1. The Finance Committee held its final meeting. The committee will have a work session to make a presentation of its findings to the WRA Board of Directors.
2. Board members are asked to hold all non-essential monetary requests at this time.
3. Two accounts have been turned over to collections for non-payment of dues and fines.

Business Manager LeAnn Granic reported on the following:

1. Vehicle Bar Codes: Vehicle bar codes will no longer be distributed through the guards. Residents may pick up their bar codes at the Whisper Creek clubhouse during office hours. If unable to do so, residents need to speak with BM Granic about delivery arrangements.
2. Windstone Website: BM Granic is now able to make alterations to the WRA website. She is working to update the site to make it more user friendly and provide current information about Windstone. Suggestions regarding the website can be emailed to the WRA office.
3. Windstone Newsletter: BM Granic is now responsible for the monthly newsletter. Please email any newsletter items to the WRA office by the 20th of the month for inclusion in the next newsletter.
4. RV Lot: There are currently 14 individuals on the RV lot waiting list. One junked/abandoned car is present on the lot, while others are not parked entirely within the numbered areas assigned to the tenants of those areas. Directors Patterson and Wills will research any restrictions on items being stored on the lot, and present their findings at the November board meeting.
5. Windstone Directory: President Straub has requested that BM Granic speak with the website designer regarding the feasibility of uploading a digital version of the Windstone Directory. The online version of the directory would be password protected and contain the same information as the current printed directory (name, address, phone). A digital, online directory can be kept current by doing regular updates as needed, is less expensive to maintain and more environmentally friendly than the paper directory, and is easily accessible.
6. Windstone Welcome Packets: Welcome packets are being updated and will be distributed to new Windstone residents.
7. Board member e-mail addresses: Please see New Business.
8. Playground: The railroad ties removed during the spring playground cleanup were properly disposed of. BM Granic will work to have a remaining brush pile removed.

Unfinished Business

1. Morris vs. Windstone
 - a. Mr. Morris filed Chapter 13 bankruptcy on or around October 1, 2018. The Court will now determine the process of dispensation.
 - b. On September 5, 2018, FM Shull filed a new lien on the property in the amount of \$233,999.53.

- c. WRA will now attempt to work with the bank to determine what is salvageable on the house. Tim Haralson and Jim Whitmire will aid in that determination.
2. Hummingbird Hill
 - a. Unapproved asphalt extending 10-12" past the curb has been added to the driveway. This is a new violation, in addition to the other violations for which the resident is currently being fined. Concerns have been raised regarding the aesthetics of these unapproved changes and the impact these issues are having on surrounding property values.
 - b. Supporting documentation will be sent to the WRA attorney, who will contact the homeowner regarding these new issues.
 - c. The WRA attorney contacted the resident's attorney again in August regarding the previous violations, which still remain. There has been no response from either the resident nor the attorney.
 - d. On October 4, 2018, the resident was sent a notification of intent to file a lien against the property. If no response is received by October 18, 2018, FM Shull will file a lien against the property with the Catoosa County Court.
 3. Sewage/Grinder Pump Repairs in The Meadowlands
 - a. The malfunctioning grinder pump has been replaced by the property owner.
 - b. Director Redfern will contact Dave Hammel about compatibility with the currently installed system.
 4. Road Expenditures
 - a. Director Patterson will soon be replacing the rumble strips that were removed from Wisley Way. The road will be reduced to one lane during this time to allow the adhesive to cure. This should take only a few hours.
 - b. The architects for the Lonesome Dove repair are putting together a bid packet. The costs of building a bridge over the damaged area rather than replacing the actual culverts is being closely looked at again. Work on the road will probably begin in the spring.
 - c. The builder of a home on Windstone Drive has placed barriers on the property to decrease the amount of muddy water flowing onto the property of the home across the street. These barriers have reduced the flow of mud; however, water remains an issue. Director Patterson has spoken to Smith Paving and Spears-Hopkins Paving about increasing the height of the curb along the driveway at the affected residence, as this curb was reduced during the last repavement of the road in front of the home. Neither company is able to complete this repair at this time. Director Brown will provide Director Patterson with contact information for another company to contact.
 5. Lake Haven
 - a. The well pump, motor, and electrical wiring have been replaced at Lake Haven, and the pump is now working.
 - b. Recent rains have also helped to raise the level of the lake.

New Business

1. Procurement Process for Expenditures: Spending limits for expenses related to the operation of the WRA were discussed. Director Patterson made, and Director Brown seconded, the following motion: All expenses of less than \$500 must be approved by a member of the Executive Committee. Expenditures of more than \$500 will require three bids, which will then be placed before the full board for approval. The motion passed.
2. Halloween
 - a. Residents can request Halloween hang tags for their visitors by contacting BM Granic no later than October 25, 2018. Visitors entering Windstone after 5 pm are required to have a guest hang tag. Visitors without hang tags will not be allowed to enter the neighborhood.
 - b. Board members will be present at the front gate, along Windstone Drive, and at the entrance to The Overlook to assist with traffic flow and parking.
3. Holiday Lights
 - a. Elite Property Maintenance will once again install and remove the Windstone holiday lights. This service will cost \$5,277.00, which is unchanged from last year. This expense is already included in the annual Special Events budget.
 - b. Lights will be installed during the week of Thanksgiving, and will be lit starting the day after Thanksgiving. The lights will remain operational until the first week of January, at which time they will be removed.

- c. The solar sensor for the wreath on the back-entry gate was malfunctioning during the 2017 holiday season, and may require replacement. BM Granic will contact an electrician to trouble-shoot this sensor. This will be an additional expense to the cost of installation and removal of the lights.
4. The need for business email addresses for WRA Board members was discussed. Providing business email addresses for WRA board members will help prevent build-up of WRA business-related e-mails in the board member's private mailbox, while providing a continuity of history for WRA board business. These addresses would be based on the names of the WRA Committees (for example, wraarb@gmail.com), and would be transferrable to new board members/committee chairs when previous members leave. Director Patterson motioned, and Director Brown seconded, that g-mail accounts be set up for all WRA board members. This motion passed. BM Granic will complete this task.
5. A request has been made by a resident to park a corporate truck in the RV lot on an as-needed basis, following the receipt of a letter stating that commercial vehicles cannot, per the C&Rs, be parked in a resident's driveway overnight. As a condition of the resident's employment, this resident must have immediate access to the vehicle, in the event that there is an emergency call. The board has previously permitted residents with similar requirements to utilize the RV lot to park their vehicles. BM Granic will meet with the resident to find a location in the RV lot in which the resident may park the vehicle as necessary.

Committee Reports

1. ARB:
 - a. The ARB Committee met on September 18, 2018. Members present included Lynda Pace, Danny Proctor, and Surf Russian. Member Jim Carpenter was not present. The following projects were approved:
 - i. 1771 Holden Farm Place: request to remove rotten decorative rail.
 - ii. 2019 Holden Farm Place: request to remove and replace dead bushes.
 - iii. 1779 Holden Farm Place: request to add roof to already existing deck.
2. Lakes:
 - a. Lake Haven: Please see Unfinished Business, Item 5.
 - b. Algae build-up in Lake Haven and Lake Wisley is due to heavy rains resulting in increased fertilizer run-off into the lakes. This build-up should die down during the cooler winter months.
 - c. Several trees and other woody growth in and around Lake Haven and the Lake Haven dam need to be trimmed or removed to prevent damage to either the lake or the dam.
 - d. The Lake Haven dam is inspected on a bi-annual basis by the State of Tennessee. The next anticipated dam inspection should occur in early 2019, with the actual date set by the state.
3. Trash Service: No report.
4. RV Lot/Maintenance: Please see Business Manager's Report, Item 4.
5. Roads: Please see Unfinished Business, Item 4.
6. C&Rs:
 - a. Grinder pump: Please see Unfinished Business, Item 3.
 - b. Thirty-nine items have been reported since. Eighteen letters have been sent to residents regarding these issues, 11 of which were follow-up letters. Twelve issues are currently active, including 2 involving vehicles parked on the street, 2 involving campers or trucks in driveways, 2 involving homes, and 6 involving yards or trees.
 - c. Water drainage issues on Ancient Oaks and Lazy Circles are being addressed.
7. Golf Course: Director Stehney has contacted the golf course regarding drainage issues at 1809 Windstone. It is difficult to tell if the drain is on the homeowner's property or golf course property. This issue remains unresolved.
8. Landscaping:
 - a. Dilbeck continues to catch up on neglected areas. Common areas are looking well kept.
 - b. LifeSpark replaced some original landscaping light timers with photocells. They also were able to fix issues with the lights on the exit side of the main gates.
 - c. Cut-Rate Tree Service provided a quote of \$750.00 to remove a large pine tree by the well head at Lake Haven, as well as removing small trees and undergrowth around the overflow. Please see Committee Reports, Item 2c.

9. Special Events:

- a. All visitors coming to Windstone on Halloween after 5 p.m. are required to have a special hang tag to gain entrance. Visitors without hang tags will be turned away. Please see New Business, Item 2.
- b. The new Halloween Decorating Contest will take place on Sunday, October 28, 2018, after 7 p.m. Five winners will be chosen and awarded a \$25 gift card and Certificate of Recognition.
- c. Holiday Lights will be installed and removed by Elite Property Management. Please see New Business, Item 3.

10. Security:

- a. Gates:
 - i. The arms on the rear gates have been replaced eight times in the past month. New collars, nuts, bolts, and washers were purchased for the rear gates and rear gate arms. Two additional board members have been trained to repair the rear gate arms.
 - ii. Pegasus Controls (gate company) was notified regarding the buttons in the Guard House that control the gates. The switch controlling the visitor's gate and located in the office has been replaced.
 - iii. Pegasus also repaired the motor on the front exit gate, and replaced the brushes in the front entry gates.
- b. A quarterly Security Committee meeting will be held in mid-October. One committee member has resigned, and two residents have expressed interest in joining the Security Committee.
- c. Bar codes will no longer be available for pick up at the front gate. Please see Business Manager's Report, Item 1.

11. Sewers: No report.

12. Playground: The railroad ties piled near the RV lot were removed on September 29 and taken to the Catoosa County Landfill at a cost to the WRA of \$61.21.

Director Redfern motioned that the meeting be adjourned. Director Patterson seconded, and the motion passed. The meeting was adjourned by Vice President Freeland at 8:25 p.m. The next regularly scheduled meeting is November 12, 2018, at 7 p.m., at the Whisper Creek Clubhouse.

Respectfully submitted,

Deborah S. Gwaltney, Secretary

Rene Straub, President