

WHOA Board of Directors – Meeting Minutes for September 8, 2020 Meeting

Present: Betty Turnbull (Vice President), Elizabeth Martin (Secretary), Adam Friedman, Jim Fleming, Katrina Portwood, Crystal Harden, Jacob Hildebrand (CAS).

Absent: John Cambier (President), Amanda Sosebee (Treasurer), Donna Wolf.

Community Members: David White (Buildings and Grounds)

1) Call to Order/ Approval of prior minutes

- a) Meeting was called to order by the Vice President at 7:04 pm. The meeting was held virtually via Zoom due to pandemic and social distancing orders.
- b) Minutes of the August 11, 2020 Board meeting and August 13 Annual Meeting were edited and then Jim moved to approve them, the motion was seconded by Katrina and approved unanimously.

2) Due Process Hearings – None.

3) Old Business – none

- a) Cameras at the Pool/Parking Area: previously tabled, will continue to be tabled until the pool is scheduled to open.
- b) Handbook Revisions – John will take charge of this project, no current update.

4) New Business

- a) **ARC Issues:** Betsy asked for Jacob to create a monthly list for the Board to review of any outstanding applications, so that the Board is aware of any open items. Jim noted that the system sends out updated notices, and that there may be some issues with members not updating their email addresses with SmartWebs. Katrina asked to be added to the ARC email to track the requests and outcomes. Jacob will research whether there is another alternative to SmartWebs that CAS will integrate so that Jacob does not have to manually enter the new owners. Note that our contract with SmartWebs was established when CAS had a data system that integrated, but CAS changed systems in 2017, the data systems are no longer integrated and homeowners are having issues getting notices regarding ARC requests. However, SmartWebs needs to work well for the community. The Board will invite the members from ARC to our next meeting to problem-solve the issues arising for ARC in conjunction with the recommendations herein.
- b) **Playground Reopening:** Governor Cooper’s order states that outdoor playgrounds can open. https://files.nc.gov/governor/documents/files/EO163-Phase-2.5-Tech-Corrections_0.pdf Further, Durham states that outdoor “Playgrounds may reopen with no occupancy limits, restrictions or guidance.” <https://www.dconc.gov/Home/Components/News/News/7910/31?backlist=%2f> Board discussed signage that states: “Follow CDC guidelines: wear a mask, maintain social distance, and use hand sanitizer.” Betsy asked for the community signs to be in English and Spanish. Beatriz Brown, an English-

Spanish translator and Woodlake community member will translate the language for us! **Exercise Room:** Gyms are permitted to open under limitations but Woodlake does not have the ability to implement the rules needed to open lawfully. Betsy moved, Crystal seconded that we open the playground and keep the exercise room closed; the motion passed unanimously.

- c) **Election Update:** We have several members running for election for three open seats. Nominations were taken at the annual meeting on 8.13.2020, and were for Betty Turnbull, Donna Wolf, Jermaine McGill, Marine Bellucci, and Kristin Hart. We have had 136 ballots returned, and our final date for returning ballots is by September 15, 2020. Betty will send a message on our listserv and on FB to encourage members to vote and mail them by September 15, 2020.

5) Committee Updates

- a) **Building and Grounds** – David White emailed and attended the meeting to provide an update from this committee.
- i) Memory Garden: David coordinated with the Woodlake Eagle Scout to create a nature center around our memory garden. A community member is willing to make a donation, and David and Jacob will coordinate receipt and tracking of that donation.
- ii) Playground: David looked at Governor Cooper’s order and the CDC recommendations. The CDC recommends social distancing, masks (for ages 2+), and regular cleaning and sanitizing of the structure and benches. There does not appear to be a frequency recommendation. People with a known exposure or with any symptoms of illness should not use the playground. A sign encouraging what the rules are is recommended. Some of the tape has been ripped down over the weekend, presumably in response to the order. To ensure it could be opened, David is willing to spray and disinfect the playground and benches on a daily basis and he can do that as part of the on-site coordinator and it would cost \$10/day. The Board authorized a one-time cleaning before opening.
- iii) Landscaping Request for Proposals: Our landscaping contract is up for renewal this year. In 2017, we renewed the contract with Brightview. Overall David is happy with that contract, but he would like to talk to a few leading companies. David will have a face-to-face meeting with several companies about the property site and recommendations for the RFP. Goal will be to have bids back by December or earlier. David noted that we save substantial monies from our active Woodlake Garden Club (Building and Grounds active members).
- b) **ARC Requests:** No further update.
- c) **Neighborhood Watch:** A community zoom meeting was held with Officer Knight and was well received. A FB community message was sent to our

community to encourage others to share what makes them feel safe. Neighborhood watch will be creating some communications about how to report crimes in non-biased manners.

- d) **Communications** – Annual meeting communications were sent by mail, email and posted on our FB community. The meeting was held virtually on Thursday August 13, 2020 and hosted by Jordan Price. It was attended by many members and minutes will be posted for the community. The ballots were sent by mail with a SASE return envelope but could not be printed on blue paper and thus were sent on white paper from CAS. Food events coordinated by Betty are running and our community is enjoying this opportunity to eat well and support local restaurants.
- e) **Recreation Committee:** No update. All gatherings have been cancelled due to the pandemic.

6) Financial Report

- a) August 2020 Financials – Jacob reported that the only variance is in grounds which is over budget but those expenses were approved by the Board. Jacob looked into trash removal issue raised last month, but we haven't needed to use that this year.
 - b) Aged Owner Balances – in non-public notes.
- 7) **Violations, Delinquent Payments, and Foreclosed Property** - Non-public notes
- 8) **Open Forum:** No attendees.
- 9) **Meeting adjourned** 9:01 Betsy moved to adjourn the meeting, Katrina seconded the motion and the motion unanimously passed.
- a) Our next regular Board meeting will be on October 13, 2020 at 7pm.