

WHOA Board of Directors – Meeting Minutes for October 13, 2020 Meeting

Present: Betty Turnbull, Elizabeth (Betsy) Martin, Adam Friedman, Amanda Sosebee, Jim Fleming, Katrina Portwood, Crystal Harden, Jermaine McGill, Marine Bellucci, Jacob Hildebrand (CAS).

Absent: none.

Community Members: David White (Buildings and Grounds Committee Chair)

1) Call to Order/ Approval of prior minutes

a) Meeting was called to order by Betty Turnbull at 7:02pm. The meeting was held virtually via Zoom due to pandemic and social distancing orders.

2) Welcome to New Board Members/ Introductions – the Board members introduced themselves and shared the area of Woodlake where they live, their family situations, and their professional experience.

3) Election of Officers – After discussion of the roles and responsibilities of the Officers and self-nominations, Betsy made a motion for the Board to adopt the following slate of officers: Betty Turnbull (President), Adam Friedman (Vice President), Marine Bellucci (Secretary), Amanda Sosebee (Treasurer). Katrina seconded the motion and it was unanimously approved.

4) Approve Minutes

a) Minutes of the September 8, 2020 Board meeting were edited; Betty moved to approve them, the motion was seconded by Adam, and the edited minutes were approved unanimously.

5) Due Process Hearings – None

6) 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 Cambier, Betsy Martin, Katrina Portwood, Jermaine McGill and Jim Fleming will work together to complete this project.

c) ARC Issues/ New Platform Questions: Betty explained how SmartWebs previously worked with CAS's internal system, Caliber, and now does not and requires Jacob to input updates to our system which has led to ARC issues. Nabr is a new program that CAS is working with that is similar to SmartWebs but is more integrated and has many options – including an app, website, and tracking of ARC work. The Board discussed the brochure and offered some suggestions to Jacob about items to review with Nabr. We expect to have an upcoming meeting with Nabr if all goes well with Nabr's presentation to CAS tomorrow.

7) New Business: none

8) Committee Updates

- a) **Building and Grounds** – David White emailed and attended the meeting to provide an update from this committee.
- i) Rain Garden: Jermaine raised issues regarding the re-landscaping of the Rain Garden, which was installed in 2012 and is currently overgrown with cannas. David reported that the work will cost approximately \$2k.
 - ii) Memory Garden/ Meadow: We are grateful to the Eagle Scout and community members for their work in this area. We still have to put in some drainage work and some installation of flagstone and tilling the area to allow for some wildfires. Total cost for work here will be about \$1,500. Marine asked about the plan for the bridge, which was mentioned in the annual meeting. David explained that it is on the overall plan, but is not in this current request for immediate action and might be in the 2021 or 2022 grounds work.
 - iii) Playground: David would like to extend the flagstone near the playground around the blue recycling bin to sit on, which will prevent some of the muddying and loose rocks there now. This project will cost about \$2k.
 - iv) Landscaping Request for Proposals: Our landscaping contract is up for renewal this year. Proposed Scope of Work was sent to the Board on October 4th, 2020 for the RFP. David will send this to Brightview, Yarnique and Bland this week, and since David has already met with them, he expects a recommendation for the Board by November 3rd. The Board reviewed the RFP and approved it for use by David for quotes. Given the increased scope of work (taking items off the Committee), we expect an increase of 5-10%.
 - v) Pool: Work is nearly complete (removing old paint and installation of tile) and plastering will start as soon as we have consistent good weather to allow the work to proceed.
 - vi) Grounds bare areas: There are bare areas in front of the clubhouse and along some of the slope near the pool, and David is managing correcting those issues with Brightview within the current Building and Grounds budget.
 - vii) Garden Club has been actively volunteering and pruning and we are grateful for their service.
 - viii) Tree Work: There are many trees on Woodcroft Parkway between Fayetteville and Lakeshore that are in poor health and expect more than normal pruning in 2021. The cost for this work will be at least \$5k, so David wanted us to be aware of this for the budget.
 - ix) Amanda made a motion to approve the above items from David's proposal (\$2k rain garden, \$2k playground, \$1500 memory garden) along with an updated bid for the memorial garden bridge for the 2021 budget. Jermaine seconded the motion, and the motion carried unanimously.

- b) **ARC Requests:** No further update. There are three pending applications, but all communications appear to be going well.
- c) **Neighborhood Watch:** Colleen Scott, co-chair, has been posting on our FB community page suggestions on Mondays with community messages about how to report crimes in a non-biased manner. These messages have been well received. There have been a couple of break-ins of unlocked cars this month.
- d) **Communications** – Ballots were received successfully, and newly elected Board members were welcomed at this meeting! Food events coordinated by Betty are running and our community is enjoying this opportunity to eat well and support local restaurants. Betty has signed us up for StreetFoodFinder to allow food trucks to sign up there for 1st and 3rd Fridays at Woodlake! Betty will email and post to FB with the new list of Board members and the slate of officers.
- e) **Recreation Committee:** Amanda reported on behalf of Kristen Hart, and although all gatherings have been cancelled due to the pandemic, the Recreation Committee is helping with a safe Halloween by rewarding distanced and safe trick-or-treating with competitions for favorite methods of safe candy delivery. They are creating a Woodlake map of homes that are participating in giving out candy. They are also considering a chalk art competition within the community to help us come together while maintaining our social distance.

9) Financial Report

- a) September 2020 Financials – Financials were reviewed, all is consistent with expectations.
- b) Aged Owner Balances – in non-public notes.

10) Violations, Delinquent Payments, and Foreclosed Property – in non-public notes

11) Open Forum: No attendees.

12) Meeting adjourned 9:18 Betsy moved to adjourn the meeting, Betty seconded the motion and the motion unanimously passed.

- a) Our next regular Board meeting will be on November 10, 2020 at 7pm.

***Non-Public Notes Follow**