

WHOA Board of Directors

Meeting Minutes for July 13, 2021

Present: Betty Turnbull (President), Katrina Portwood, Elizabeth (Betsy) Martin (Secretary), Kristin Hart, Jim Fleming, T.R O'Neill (CAS).

Absent: Amanda Sosebee (Treasurer)

Community Members Attending: Chris Shaw, Helene Ducros, Ken Mooney, Ayland Letsinger, Pat Roos, David Chen

1. Call to Order/ Approval of prior minutes.

a. Meeting was called to order by Betty Turnbull at 7:04pm. The meeting was held virtually via Zoom due to pandemic and social distancing orders.

2. Approve Minutes – Kristen moved, Betsy seconded a move to delay review of the minutes from the June 8, 2021 Board meeting. The motion was approved unanimously.

3. Due Process Hearings – None.

4. Old Business:

a. Cameras at the Pool/Parking Area & Gate System replacement:

i. In June, the Board asked T.R. to head a sub-committee to consist of himself, David White, and Michael James of Pinnacle to investigate options. It was decided that we want a live video option as part of any camera/ gate solution.

ii. TR had three companies quotes for replacing our gate access system and have four cameras on site (2 on pool, 1 front of clubhouse, 1 on playground). The quotes ranged from \$8k-\$11k and this includes new cards for the whole community. TR will send that information to the Board, and Betty, Jim, and David White, and Charles Martin will discuss with TR the options for updating the systems. A new gate system is not expected for this pool season but for the 2022 season.

b. NABR as new Platform: Betty reported that Donna Wolf worked with TR on making the ARC forms on NABR work for us. Donna worked with Steven Sosebee (ARC Chair), TR, Betty, and the forms are up on the new platform and we are working through the forms to make sure everything works. There will be several forms – fencing, painting home, removing a tree etc, as well as a “catch-all” for “anything else” that doesn’t have a specific form. It will be clear which projects need neighbors’ signatures and which do not need signatures, as well as

when a paint chip is required. Nabr is working well with Caliber software that CAS uses, so that will streamline information and ensure we are not reliant on our property management company to hand-enter data. It is also possible in the future to build out our Board website there. We have 189 active accounts (out of 600 homes).

- c. Pool Opening Discussion – Additional pool umbrellas and small tables were ordered and have been delivered! Thanks to Katrina for taking the lead on this!
- d. Annual Members Meeting ballot items: The Board discussed possible outdoor venues for this meeting, but it was hard to come up with ideas that would accommodate outside, distancing and weather concerns. While we are awaiting the results of the NC House vote concerning virtual voting for membership organizations like ours, the prediction that we would have a new law in July 2021 appears to not be coming together. The bill has not been addressed by the NC Senate. Accordingly, the Board will move forward with our 2021 meeting being held virtually and move forward with voting by mail. We will be running one 1 year (Friedman seat), one 2- year (Cambier seat) and three 3- year terms (Sosebee, Fleming, Harden seats).
- e. Clubhouse/pool internet upgrade: We would like to upgrade our internet access and asked T.R. to investigate options. Betsy asked for TR to get quotes from Google and ATT (both for fiber) as well as the Time Warner.

5. New Business:

- a. Opening the Exercise Room – Given that there are no longer any masking or cleaning or other requirements, Betsy moved, and Kristen seconded the motion, that we reopen the workout room effective immediately. Jim commented that we should have it cleaned and make sure everything is in working condition. David noted that he will speak with Amal about getting that cleaned. TR will locate the Woodlake Exercise Room Registration Form. Betty can have it put back online through our website. After the additional comments, the motion passed unanimously.
- b. Opening the Woodlake Library – our volunteer is ready to reopen the Library. Betsy moved that we reopen the Woodlake library, Katrina seconded, and it passed unanimously.

6. Committee Updates

- a. **Building and Grounds**: David attended the meeting. He presented summaries of the RFPs sent to the Board, including the following summary of a bid from Raleigh Paving. Turner Paving said they don't have the staffing to take on the additional work at this time. Ruston Paving (Kevin Mira), who had done previous work at the clubhouse, replied that they don't have the necessary equipment to be able to do this work. It is difficult to find a company with a sidewalk paving machine, and therefore Raleigh Paving is the one company who bid on

the project. David asked TR but there are no other options in the area for the sidewalk paving. Raleigh paving has done all the path work here and at Woodcroft and we have been happy with their work.

Work Area	Linear Feet	Option 1	Option 2	Option 3	
Based on July 1, 2021 asphalt prices		2021	2021	2021	2022
Entire East Side of Lake	1750 ft	40,425		40,425	
Worst Sections on East Side of Lake	1320 ft		31,680 ¹		
Damaged Section on West & North Sides	100 ft	3,000	3,000	3,000	
South of Pond	560 ft	13,440	13,440		13,440 ²
Install two 15" replacement culverts		1,400	1,400	1,400	
Install five new 4" drains		1,750	1,750	1,400	350
ODC - Labor		2,200	2,200	1,760	440
ODC - Culvert Pipe		836	836	770	66
ODC - PT Lumber for Retaining Walls		440	440	440	
Mobilization Cost for Work in 2022					2,000
Total		63,491	54,746	49,195	16,296
				65,491	

¹ Assumes retained sections are not damaged during work on worst sections

² Assumes no change in asphalt, labor, or other prices between 2021 and 2022

Betty summarized a meeting of the finance committee in June, when the finance committee reviewed the additional funds requested from David White to spend \$65k instead of the \$40k approved at the March/ April 2021 meeting when we were also earmarking monies for opening the pool with an attendant. Betsy asked David questions about the trail and cracking and these sections cover all the major and most of the minor sections of problem-spots along the trail. Betsy asked TR whether, given his financial background, he had any concerns with approving the full \$65k this year. TR had no concerns and sees the value add in not splitting the work up over two years. Betsy moved that we approve Option 1 with Raleigh paving and get all of the work done this year. David added that this will suffice for trail work for the next five years. Jim seconded the motion and it passed successfully.

David also spoke with Amal, a Woodlake resident and cleaning professional, for the cleaning of the clubhouse. She is willing to work at the budgeted rate (\$50/mo). David White will hire her as an employee of his company to ensure there is worker's compensation for this worker. David also recommends tuning up the HVAC system, and since that is in the budget no motion or additional approval is necessary.

There was a safety issue raised regarding a step at the pool deck (there is a cement deck, a step onto the deck, then another step up to the pergola section; it was a little

hard to see that once up on the pergola you might forget that you stepped up/ not remember the extra step down) and David worked to have that concern fixed by adding some visible black tape with yellow through it to help residents see/ remember that step. The resident who raised the issue was pleased with the solution and no additional measures are recommended at this time.

The lake odor was bad early this spring/ summer. David believes that this is better due to recent rains. We usually use Frank to dredge this section of the lake to remove sediment, and we expect to do that in August 2021.

David is looking at HOA property for damaged trees and the associated removal thereof, and expects the cost to fall within the budget (\$2k).

- b. ARC Requests** – none (generally placed in non-public notes)
- c. Neighborhood Watch** –
 - i. Colleen Scott recommended to Betty that we have an ice cream social with individual ice cream sandwiches and popsicles, and also host a food drive for people in need in Durham. This has generally been paid for through our Recreation Committee.
 - ii. Betty and Kristen will work together also for the BBQ – which is included in the budget.
- d. Communications** – Betty is working on the newsletter – David will submit a building and grounds summary and Betsy will send a handbook summary. Food trucks are not being supported as much now, so we have scaled back scheduling to make sure it is worth their while.
- e. Recreation Committee** –
 - i. Recreation hosted a Blood Drive June 30 – 1:00 pm – 6:00 pm in the clubhouse parking lot. We collected 21 units!
 - ii. Recreation also held a July 4th kids parade – thanks to Amanda and Steven Sosebee for stepping in the day before the event to make it happen!
 - iii. Will be working with Neighborhood watch for the BBQ and ice cream social, and potentially a fall movie night!
- f. Finance Committee** –
 - i. **June 2021 update:** The Committee consists of Amanda Sosebee, John Cambier, and Jim Fleming. Amanda and John met (Jim was unable to attend). They discussed seeking a professional reserve study, but decided that this is very expensive and not necessary at this time. They are asking committee chairs to update the date of last repair for each item on list of capital assets. After receiving these updates, they will offer recommendations.
They also recommended that the work on the trails be done over two years.

- ii. **July 2021 update:** The finance committee advised via email that they support having the full trail work completed this year. TR will create a proposed budget to be reviewed by the finance committee in August to finalize a proposed budget by the Board September 2021.

7. Financial Report:

- i. Aged Owner Balances: In non-public notes

8. Violations, Delinquent Payments, and Foreclosed Property – in non-public notes –

9. Meeting adjourned: 10:04 pm Betsy moved to adjourn the meeting, Betty seconded the motion, and the motion unanimously passed.

- a. Our next regular Board meeting will be on Tuesday August 10, 2021 at 7pm.

***Non-Public Notes Follow**