

WHOA Board of Directors

Meeting Minutes for August 10, 2021

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

Absent: None.

Community Members Attending: None.

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. Approve Minutes –

- a. Jim moved, Kristen seconded to accept the minutes from the June 8, 2021 Board meeting, as amended. The motion was approved unanimously.
- b. Jim moved, Kristen seconded to delay review of the minutes from the July 2021 Board meeting.

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. July 2021: TR had three company quotes for replacing our gate access system to provide 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, 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.
 - iii. August update – the Task Force is considering these options but has no recommendation yet.
- b. Handbook – Betty is proofing the handbook, but we are almost ready for that to be released.**

- c. NABR as new Platform: Betty reported that it is working! Carolyn White, Donna Wolf, and Steven Sosobee have collaborated to make this happen and we are very excited to see this new system working for our community. We will put the links to Nabr on the website, announce it in the newsletter, and announce it at the annual meeting. There are currently 195 active accounts (more than last month)!
- d. Annual Members Meeting ballot items:
 - i. The Board has scheduled the annual meeting with Jordan Price (attorneys) running the annual meeting on Monday 8/30 from 7 until 8:30pm. TR will confirm with Hope Carmichael about the Board members' separate attendance email. We will be running one 1- year (Friedman seat), one 2- year (Cambier seat) and three 3- year terms (Sosebee, Fleming, Harden seats).
 - 1. We currently have two people who have asked to be on the ballot – Jim Fleming and a resident. Amanda will work with Betty to put out a blast to the community to encourage people to run.
- e. Clubhouse/pool internet upgrade:
 - i. In July: 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 Spectrum .
 - ii. In August 2021: Betty reported that Google would be \$100 for 250 megabits at the clubhouse, and ATT fiber offers 1 gigabyte for \$120/month. TR will get quotes along with install dates to Katrina to review and Katrina will send a motion by email to the Board to hopefully get this project complete this season!

5. New Business:

- a. Zoom Account: In early August, Betty moved and Kristen seconded the motion and it was unanimously approved by the Board that Woodlake HOA purchase a zoom account for use by the Board and all our committees to aid in completion of our work. The cost is expected to be \$15/mo. ARC, the Board, the Recreation Committee and others will be able to use this account for our community.
- b. Pool Closing Discussion – Our original dates with Pinnacle on the contract were from May 15-September 26. Due to the pandemic, we opened May 22, so perhaps we can stay open through October 3rd? TR will discuss with Michael at Pinnacle to see if this adjustment is possible.
- c. Mandatory Masking – We have placed signs at the clubhouse, exercise room and pool bathrooms about the 8/9/2021 Durham emergency order requiring masking in all indoor spaces.
- d. Campers – We previously allowed campers to be permitted on lots during the pandemic. Betsy moved that we revert to pre-pandemic rules that campers must be parked in garages or off-site. Katrina seconded the motion. Discussion was had and Betsy withdrew the

motion. The pandemic rule stands. TR will let the neighbor who complained of a neighbor's camper know that all campers are currently allowed.

- e. David White Community Service Award – Betsy Martin moved and Amanda Sosebee that we award the service award to the garden club. Jim abstained from the vote, but it otherwise passed unanimously.

6. Committee Updates

a. Building and Grounds:

- i. David let Betty know that he has met with Brian Smith from Raleigh Paving. We are good to go within the budget, but we need to prepare the area, including removing limbs/etc. within 2 feet of either side of the path and a certain height clearance where work is to be done. David will work with Bartlett to do some of this clearing, but it is within the budget of the project. Community volunteer days will also help with this work.
- ii. David also reported to Betty that the draining of the lake is happening and the dredging of the lake will begin 8/23/2021.
- iii. David also reported to Betty that we have an HOA tree that needs to come down because it is hollow and leaning towards a resident's home. Betsy asked for a tree company to give a professional written opinion on the tree, and that we address the issue by email so we can promptly act. Amanda noted that \$4500 for removal of this tree could potentially be accounted for out of the excess in grounds extra this year rather than a special approval.

- b. **ARC Committee** – Carolyn White was approved as ARC Chair in July 2021, and Betty moved that Donna Wolf be added as a Committee member, Amanda seconded and Donna was unanimously approved as member. Our current ARC members now are Carolyn White, Donna Wolf and Mary Evers. Steven Sosebee has resigned and we appreciate his years of work for our community!

c. Neighborhood Watch –

- i. Thankful to Colleen Scott for coordinating our Durham Night Out with an ice cream social with individual ice cream sandwiches and popsicles, and a food drive for people in need in Durham. Officer Knight and several members of the Durham police force came to meet the community. It was a wonderful event with 145 ice creams handed out!

- d. **Communications** – Betty is working on the newsletter. Thanks to Jim for his review and feedback. Betty will add information about the handbook from Betsy and from Amanda about Board recruitment.

e. Recreation Committee –

- i. Recreation participated with the ice cream social and is looking at the “finding Nemo” event again, a Halloween decorating

contest. The BBQ is now on hold again given the covid increase recently.

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 for the Board by the September 2021 board meeting.

iii. August 2021 update: Amanda will let the finance committee know to expect a proposed budget from TR by the end of the month.

7. Financial Report:

i. Aged Owner Balances: In non-public notes

ii. Amanda reviewed the financial report for the Board, noting that our insurance is over-budget only because we pay it annually and so it is where it should be for the year overall. The grounds expenses will begin coming in this fall, but those expenses were projected and are on-budget.

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

9. Meeting adjourned: 8:59 pm Betsy moved to adjourn the meeting, Amanda seconded the motion, and the motion unanimously passed.

a. Our next regular Board meeting will be on September 14, 2021 at 7pm.