

WHOA Board of Directors

Meeting Minutes for September 14, 2021

Present: Betty Turnbull, Katrina Portwood, Elizabeth (Betsy) Martin, Kristin Hart, Jim Fleming, Alexa Griffiths, Wyatt Upchurch, Jabari Myles, Fabio Beltramini, T.R O'Neill (CAS). Carolyn White, ARC Chairperson.

Absent: None.

Community Members Attending: Lee Snyder, Rhonda Pace.

- 1. Call to Order/ Approval of prior minutes.**
 - a. Meeting was called to order by Betty Turnbull at 7:06pm. The meeting was held virtually via Zoom due to pandemic and social distancing orders.
- 2. Introduction of Board members to each other**
- 3. Election of Executive Committee – President, Vice President, Secretary, Treasurer**
 - a. **President** – Kristin nominated Betty Turnbull to be President; the Board approved her nomination unanimously.
 - b. **Vice President** – Wyatt Upchurch nominated himself to be Vice President; the Board approved his nomination unanimously.
 - c. **Treasurer** – Betty nominated Jim Fleming to be Treasurer; the Board approved his nomination unanimously
 - d. **Secretary** – Katrina nominated herself as Secretary; the Board approved her nomination unanimously
- 4. Approve Minutes –**
 - a. Jim moved, Kristin seconded to accept the amended minutes from the July 2021 Board meeting, as amended. The motion was approved unanimously.
 - b. Kristin moved, Jim seconded to accept the amended minutes from the August 2021 Board meeting, as amended. The motion was approved unanimously.
- 5. Due Process Hearings – None.**
- 6. 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.
- iv. September update –
 - 1. Betty presented that the Task Force considered three quotes; the Task Force recommended Sonitrol \$7,198.20 to install a new gate with a \$96/mo with lifetime coverage of parts/labor and includes weekend/holiday service. They also offer database management (CAS would still tell them who to approve/ not or CAS could do that). The other company considered, Secur-Tek, Inc., only provides a one year warranty on parts, does not include labor, and does not include any holiday/weekend service hours.
 - 2. Betty noted that the Task Force recommends having cameras at the pool. The community has had repeated teenagers who jump the gate at the pool. The police have told them to leave. Our pool contractor has also confronted them and asked them to leave. The Task Force recommended using only 2-3 cameras of a home service level rather than a more extensive business system. It was recommended that the video stream availability would be limited to the community manager, pool company, and board members involved with pool management but not the board in general. We could have one camera on the roof of the bathrooms pointing towards the pool, another pointing towards the parking lot, and a third on the clubhouse roof and overseeing the whole pool. This set up would total ~ \$2500 total for equipment and installation with a low monthly fee. Wyatt noted that he has a connection with a neighbor who may be able to secure cameras at a lower rate. Betsy noted that the Board had not previously decided for sure that we would do cameras at the pool, but that it was a recommended item to consider. Wyatt will work on reviewing options.
- b. Handbook – The updated handbook has been released to the community via the website.
- c. Annual Members Meeting ballot items:

- e. **Woodlake Dog Days of Summer** – It would cost additional resources to offer a dog day at the pool similar to the one recently held by Durham Parks and Rec. Jim moved that we not allow a dog day this year. Betsy seconded and commented that we could have significant liability issues. The Board unanimously passed the motion.

8. Committee Updates

a. Building and Grounds:

i. Pool:

1. David let us know that the pool's current data system is not working well, and for nearly one-half of the days that the pool has been open there was no data captured. Historically, about one-half of the community uses the pool and use is highest in June/July.
2. The Board received an email after the August meeting regarding a safety concern at the pool where one part of a step from the taller section of the decking to the main portion of the decking was not taped. The Board had believed that the resident was satisfied with the work completed in July. Upon review of the photographs of the issue, Betsy moved, Amanda seconded, and the Board unanimously instructed David White to put tape on the steps in both directions (one direction had been previously done) to improve visibility of the height change.

- ii. Exercise Room: David reported that the exercise room has gotten little use this year. Fabio asked about whether we could have the AC turned off when people are not in using the clubhouse. Jim noted that people may be uncomfortable being inside with other people due to concerns about the potential spread of COVID-19. Betsy asked whether we could use the NABR app to sign up for times to use the exercise room so people could be assured they would be alone. David confirmed that we have day/time data, and Alexa pointed out that we may be able to reduce the cooling/heating during low times. Betty suggested that we wait a month and gather more data.

- iii. Paving: Raleigh paving is running short on staff and are having supply chain issues, so they do not expect to be able to pave in September but expect to come in October for our large trail project. David plans to use some of the pulverized asphalt around the community as shoulder material around the trail and other areas to ensure it does not just go to the landfill. The pulverizing of the trail will go 5 inches down and should address roots under the trails, and installation of 6 new drains and some larger culverts should help with the drainage issues.

- iv. Dredging: has been completed on the lake. Some of the material was moved up near Ringwood and we will reseed that area over this lake sediment. The lake is low now, and there is corrosion on the taller of the two overflow pipes. Ten years ago we treated the primary shorter pipe with Por-15 paint to protect the pipe. Repainting the pipe would be sufficient to prevent further corrosion. Fabio asked about the safety of this product with respect to the waterways, and David explained that the safety concerns are not applicable where the paint dries before going into the water. The goal would be to do the painting before rainfall to ensure it does not go into the water systems. Jim will review options with David and use his chemistry background to review safety information.
 - v. The pump for the irrigation system at the clubhouse (uses lake water), previously replaced in 2010, was broken and has been replaced by David at the cost of approximately \$1300. We need about 3-4 more inches in the lake for this system to start working. There was a water leak at the clubhouse near the supply main and TR and Michael James (Pool contractor) worked together with TCR Rooter & Plumbing to stop the leak by replacing a corroded galvanized fitting. TCR recommended that we hire them to come out and check the whole line since some of the other fittings are also galvanized and we have had several leaks over the years. We are waiting on a work proposal.
 - vi. Bartlett removed a number of trees. David received a couple of bids for a leaning tree and Treeist has a crane and will remove the large tree that previously was quoted at \$4500 for \$2850 instead. Emerald Ash Borer has been identified in Woodcroft, and we should be aware that we may need to remove trees for this reason in the months/years ahead.
 - vii. David noted that some of the lakeview property owners have requested additional pruning of their views along the lake. David will look into what the additional costs may be. Betsy asked for the finance committee to also consider giving approval to the homeowners to hire professionals for within a scope of work.
- b. ARC Committee** – Carolyn White, ARC Chair, submitted names and Kristin moved that Alissa Dix, Joe Broz, Daniel Ednie, and Bert Holbert be approved as members of ARC, Jim seconded and these members were unanimously approved as members of this committee. Our current ARC members now are Carolyn White (Chair), Donna Wolf, Mary Evers, Alissa Dix, Joe Broz, Daniel Ednie, and Bert Holbert.
 - c. Neighborhood Watch** – no update.
 - d. Communications** – no update.
 - e. Recreation Committee** –

- i. September 25 is an art scavenger hunt. Kristin asked for the 2022 budget to allow \$750 in the budget for Recreation.

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 the 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.
- iv. **September 2021 update:** none.

9. Financial Report:

- i. Aged Owner Balances: In non-public notes.
- ii. Jim noted that expenditures appear to be on-track and we are less than \$500 off our budget projection.

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

11. Meeting adjourned: 10:10 pm Wyatt moved to adjourn the meeting, Jim seconded the motion, and the motion unanimously passed.

- a. Our next regular Board meeting will be on October 19, 2021 at 7pm.
NOTE: This is a week later that the meetings are typically held.

***Non-Public Notes Follow**