

WHOA Board of Directors

Meeting Minutes for October 21, 2021

Present: Betty Turnbull, Katrina Portwood, Elizabeth (Betsy) Martin, Kristin Hart, Jim Fleming, Alexa Griffiths, Wyatt Upchurch, Jabari Myles, Fabio Beltramini, Cecilia (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 7:01pm. The meeting was held virtually via Zoom due to pandemic and social distancing orders.

2. Introduction of Cecilia

3. Approve Minutes

- a. Jim moved, Wyatt seconded, to accept the amended minutes from the September 2021 Board meeting, as amended. The motion was approved unanimously.

4. Due Process Hearings – None.

5. 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.

v. October update -

1. Chris Burton, a resident security expert, volunteered to review the options for cameras at Wyatt's request and said that wired is better for security purposes. Cecilia and David also received additional proposals. The committee will reconvene to review and make suggestions.
2. The pool gate quote will expire and there are concerns that the costs will increase. Jim noted that because it's a capital expenditure it does not affect the budget this year. **Jim moved, Jabari seconded, to accept the Sonitrol system as bid and award them the contract to install the system this year.** Motion passes with 8 in favor, 0 opposed, and one abstention (Fabio).

6. New Business:

- a. **Chain of Communications** To ensure timely communication with community members, the board and Cecilia, the new community director, the board decided on the following chain of communication procedures for correspondence to the board@woodlakecommunity.com email account.
 - i. Cecilia is initial contact.
 - ii. Katrina, as secretary, replies if the question is specific to the board about CAS. Katrina will also respond at Cecilia's request or if Cecilia is out of town or otherwise is unable to respond. This response simply acknowledges receipt of the email. All decisions will be made by the board as a group.
 - iii. Katrina facilitates communication between homeowners and CAS if there are problems.
 - iv. For messages to woodlake@casnc.com Cecilia agreed to send replies to members and forward any information that needs to come to us.
- b. **Threshold to trigger Late Fees:** Cecilia will collect more info on CAS's threshold for triggering a late fee for Woodlake homeowners for the next meeting. If needed, she will instruct CAS accounting to set the Woodlake threshold to \$60 to ensure homeowners do not immediately accrue fines for failure to pay the additional amount should there be an increase in the monthly dues.

7. Committee Updates

a. Building and Grounds:

- i. **Tree removal:** The tree on WHOA property behind 6003 Tahoe Dr. will be removed Nov 3 by Everett Tree Service. Tree must be removed from the front using a crane and the crane will be on a homeowner's property (not HOA property). A hold harmless clause has been signed by homeowners and board with respect to damage to the driveway by the tree company's equipment.
 1. After some discussion of the responsibilities and role of the president, Betsy moved that we not indemnify anyone ever. Jim seconded. The motion passed unanimously.
- ii. **Paving:**
 1. *September update:* Raleigh paving is running short on staff and is 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; installation of 6 new drains and some larger culverts should help with the drainage issues.

2. *October Update*: The trail repair work has been delayed by 'supply chain' issues, but is now scheduled for late November or December. This schedule is starting to get into cold weather limitations but will work if it is dry and ambient temperatures are above 45°F.

b. ARC Committee – Carolyn White, ARC Chair, reported that the NABR system is working well. Discussion of specific ARC request in confidential portion.

c. Neighborhood Watch – no update.

d. Communications – no update. Betty proposes that we remove the communications committee if allowable as it is just her.

e. Recreation Committee –

i. Kristin met last week with committee members to discuss Halloween activities.

1. *Halloween Map*: A Halloween map marking houses participating in trick or treating will be created. People can email to have their house added to the map. Families at the meeting thought there should be a contactless distribution option because children 11 and under cannot be vaccinated. They also suggested having an option for non-food treats. The Trick or Treat Map will be color coded based on the distribution method and kinds of treats being offered.

2. *House decorating contest*: The committee is hosting a Halloween house decoration contest. All houses on the trick or treat map are eligible to participate. Votes will be collected by email and via facebook. Prizes will be gift cards to a local restaurant or business: first prize (\$35), second place (\$25), third place (\$20). Two randomly drawn participation prizes (\$10 gift card) will also be awarded.

ii. The committee is planning a winter lights contest for December/January.

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.
- v. **October 2021 update:**
 - 1. Budget proposal - several areas have increases beyond inflation/cost of living increases.
 - a. A monthly dues increase of \$1.50 for a monthly total of \$31.50 was proposed. The Board may only raise dues by 5% over the previous year's assessment without a vote of the membership. Dues were raised by \$1 per household in 2018 and 2020.
 - b. Line item: Grounds Extra increased for 2022 to cover costs for tree trimming around the lake and trails.
 - c. An increase in pool and club expenditures to cover costs of the monthly maintenance service fee for the new gate system
 - d. Kristin moved to increase dues to \$31.50 and approve the budget submitted by the budget committee as presented. Betsy seconded. The motion passed unanimously.
 - e. Cecilia will send the approved budget out to association members for ratification.

8. Financial Report:

- i. Aged Owner Balances: In non-public notes.
- ii. Jim says that the finances look like they are on track and as expected.

9. Violations, Delinquent Payments, and Foreclosed Property –

- a. Cecilia will tour the neighborhood with David to get an idea of the level of enforcement for home and yard maintenance the WHOA expects from CAS.
- b. Additional information in non-public notes

10.Meeting adjourned: 10:04 pm

- a. Our next regular Board meeting will be tentatively scheduled for November 9, 2021 at 7pm with an alternate date of November 11.