

WHOA Board of Directors

Meeting Minutes for November 9, 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 7:00. The meeting was held virtually via Zoom due to pandemic and social distancing orders.

2. Overview of collections process (Todd Whitlow)

- a. Once a homeowner's account has been sent to the attorney only the attorneys should contact the homeowner. The law requires a warning about the communication being for the purpose of collecting a debt. No one should communicate with community members once it has been sent to the lawyer. Reminders about non-compliance with neighborhood rules can be sent by the management company, but the letters cannot mention fines.

3. Approve Minutes

- a. Jim moved, Kristin seconded, to accept the amended minutes from the October 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 maintenance support fee 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 incidents by 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 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).
- vi. *November update:*

1. Cameras: The sub-committee (Charlie Martin, Jim Fleming, David White, Betty Turnbull), will meet with Chris Burton and make a recommendation for camera installation to be presented to the board.
2. Gate System: The new pool gate system is scheduled for installation on Nov 18. The exercise room will be offline that day. Residents who currently use the exercise room and will have key fobs sent to them. Jim will post a sign at the exercise room with information for receiving a new key fob; Betty will send out an email to the community. The majority of key fobs will be distributed as part of the pool registration process for the 2022 pool season.

6. New Business:

- a. *Holiday Lights*: Resident Patrice Nelson has requested permission to put lights on the four benches on the dam during the winter holiday season .. The lights would be decorating the benches from the weekend after Thanksgiving until New Year's Day. The board agreed to allow the light but stipulated that only white lights be used to keep the decorations nonreligious.
- b. *Memorial Bench*: David McAdams would like to install a new bench or bench swing somewhere along the walking path to remember his mother-in-law, Carolyn Riddervold. Alternatively he would like to add a name plate plaque to an existing bench. All costs would be covered by donations from the family.

The Board agreed to allow the family install some sort of remembrance. The bench on the Lakeshore side of the trail near where Cedar Hill intersects Lakeshore was suggested. David White offered to coordinate the process. Cecilia will put David W. and David M. in touch with each other.

- c. *Budget 2022*: The 2022 budget has been ratified. The coupon book will also notify members of the dues increase to \$31.50 for 2022.
- d. *Late Fee Threshold*: The threshold for triggering late fees has been changed to \$60.

7. Committee Updates

a. Building and Grounds:

- i. **Tree removal**: The tree on WHOA property behind 6003 Tahoe Dr. was be removed Nov. 8 by J&D Tree Pros.

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 drainage issues in the selected locations.

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.
 3. *November Update:* The trail repair work continues to be delayed by 'supply chain' issues. December weather is unpredictable; completion of the paving work requires dry weather and that ambient temperatures remain above 45°F. David will consult with Raleigh Paving to explore postponing the work until Spring. Utilities have been marked in case the project is able to proceed in December. David will update the board on the expected completion date and if the project should be delayed.
- iii. Lake:** The lake is still about 12" below full. David met with Edge Environmental to discuss corrosion of the inside the pipe, especially weld areas and the upper section of the shorter overflow pipe which stays wet during normal operation of the lake. The pipe interior is badly corroded but is not leaking. Edge Environmental said ductile iron pipes such as the ones in Woodlake normally have a life expectancy of 20-40 years unless protected and maintained. Ours is currently ~35 years old but was partially painted about 10 years ago with rust preventive paint (POR-15). Modern pipes are concrete. It is not feasible to replace the current pipes with concrete pipes. A sleeve or liner can be installed to protect the pipe and expand its life span. Part of the pipe under Woodcroft Parkway is city property.

Mark Germana and David cleaned and applied a new coat of POR-15 to the inside of the pipe section that includes the lower overflow pipe. David is pursuing technical options and associated costs for long term maintenance.

The budget has reserve funds allocated for repair/replacement of the pipe at the end of its expected lifespan. Jim said the finance committee will review the reserve figure taking into consideration any updated engineering assessment findings to see if the reserve amount allocated to this asset will need to be adjusted.

- b. **Playground** – Some minor repairs were made to the playset steps where there was a missing screw. Additional mulch will be added within the next week. Rubberized coating is coming loose on parts of the platforms.
- c. **Pool** - There are some cracks in the pool deck pavement. David has asked Michael at the pool company to prepare an estimate for repair.

- d. **ARC Committee** – Carolyn White, ARC Chair, reported a quiet month. Mary Evers stepped down as a member of the committee. The NABR platform is working well but needs some tweaks to be more effective. Specifically, there is no way to show that the board has acted on an application when needed in the software system.
- e. **Neighborhood Watch** – no update.
- f. **Communications** – no update.
- g. **Recreation Committee** –
 - i. Kristin would like a Woodlake recreation FB page so that she does not have to make posts and people have a place to send complaints and questions other than her personal account.
 - ii. The house decorating contest winners will be posted soon.

8. Financial Report:

- i. *Aged Owner Balances:* In non-public notes.
- ii. *Violations, Delinquent Payments, and Foreclosed Property* –
 - 1. Cecilia toured the neighborhood with David and sent letters to properties in need of correction
 - 2. A subcommittee to review and edit the violations letter was created: Fabio and Jabari volunteered to review letters and make recommendations to the board. Cecilia will check to see if the old templates are on file at CAS and can be activated. Betsy provided the copies she had worked on previously she had on file.

9. Meeting adjourned: Jim moved, Alexa seconded, to adjourn 9:15 pm

- a. Our next regular Board meeting is scheduled for December 14, 2021 at 7pm.