

WHOA Board of Directors

Meeting Minutes for January 11, 2022

Present: Betty Turnbull, Katrina Portwood, Elizabeth (Betsy) Martin, Kristin Hart, Jim Fleming, Wyatt Upchurch,, Fabio Beltramini, Cecilia Williford Gray (CAS).

Absent: Jabari Myles, Alexa Griffiths

Guests: David White (Buildings and Grounds Committee Chair), Carolyn White (ARC Chair)

Community Members Attending: None

1. Call to Order/ Approval of prior minutes.

- a. Meeting was called to order by Betty Turnbull at 7:04. The meeting was held virtually via Zoom due to pandemic and social distancing orders.
- b. Jim moved, Wyatt seconded, to accept the minutes from the December 2021 Board meeting. The motion was approved unanimously.

2. Due Process Hearings – None.

3. Special Guest - Hope Carmichael, HOA Attorney

- a. Hope provided the board with an overview of the responsibilities and expectations of board members and their legal protections under the boards' insurance

4. Old Business:

- a. Clubhouse TV/Monitor: The current television/monitor is an older model and will not support an antenna or other digital media player (Roku/Firestick). As very few people use the gym, the current non-working television will be removed and not replaced. Only one family has asked about the tv since the cable service was terminated last month.
- b. Cameras at the Pool/Parking Area & Gate System replacement (January update in **bold**):
 - i. June 2021: 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 2021: The Task Force is considering these options but has no recommendation yet.

iv. September 2021:

1. Gate System: 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.

2. Cameras: Betty noted that the Task Force also 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 2021:

1. Cameras: 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. Gate System: 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 2021:

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.

vii. December 2021:

1. Cameras: Wyatt will head up the sub-committee to finalize a recommendation.
2. Gate System: The new system is installed. Regular users and board members have been issued keys. Key fobs will be distributed to other users as part of registration for the summer pool season.

viii. January 2022:

1. Cameras: Wyatt reported on behalf of the sub-committee (Wyatt, Jim, David, Betty and Wally). The purpose of installing cameras is to monitor the pool and parking lot for WHOA rule violations, trespassing, and other illegal behavior. In the past there have been problems with unauthorized access including people jumping the fence, using the pool after hours, and accessing the pool area without using a key. The committee examined several quotes for wired systems. Wired systems were significantly more expensive, required onsite hardware, had limited remote access, and would be difficult to relocate. Consequently, the sub-committee recommends using a wireless system. The cost is significantly less ($\frac{1}{2}$ to $\frac{1}{3}$ cost). The committee specifically recommends using three Arlo Pro4 cameras. The cost per year is ~\$485/yr (5 year cost of ownership is \$1144). The system utilizes cloud storage for collected data allowing for off-site access

and minimal onsite hardware and does not require a separate hub for access. The security risk is no greater than the risk associated with using a wired system. The cameras have a 160° viewing angle. Wireless cameras are easier to move if they need to be relocated. The camera has lights that are activated when recording that may also act as a deterrent to trespassers. Community members who use the ARLO system report the system provides high quality images. Additionally, Consumer Reports listed the ARLO cameras in their best in class grouping.

2. **Liability questions:** A sign will be posted that informs people that security cameras are being used and that they may be recorded. Hope will be asked for a legal opinion on adding cameras and how to legally monitor residents and visitors to ensure the HOA is meeting all legal requirements.

Fabio moves to move forward with the recommendation to install the ARLO cameras at the pool and parking lot; Betty seconded. Six votes in favor, zero opposed, and one abstention (Betsy).

3. **Gate System:** The new gate access system was installed, but it was connected to the old internet system (Southeast internet) because there was not a static IP address for the Google Fiber system. Cecilia has since had Google add a static IP address; Sonitrol will be transferring the system over. Once it is transferred, the Southeast internet service will be canceled. Additionally, Cecilia will contact Google Fiber to have the wiring along the clubhouse moved to a more protected location.

5. New Business:

- a. **Camper storage on property:** homeowner request in non-public notes

6. Committee Updates

- a. **Building and Grounds:**
 - i. Clubhouse area maintenance

David provided the following report identifying areas at the clubhouse that need attention:

1. Repair drywall in the kitchen below the window and in the exercise room below the mirror.
2. Repair the exterior siding near the exercise room and the water fountain.
3. Pressure wash the building exterior.
4. Repaint all of the exterior fascia boards.
5. Repair several locations around the pool showers that have water damage
6. Repaint/repair the stairs and landings that are part of the original playground equipment.
7. Replace or repair the tile flooring in the kitchen and bathrooms.

David recommends that items 2-5 be done this year. David will coordinate with the finance committee to develop an RFP based on the current budget and available capital reserve allocations.

ii. Pool Repairs

1. Wooden deck painting: David met with Matthew Hicks from CTI to request the peeling and fading paint be repaired as it is still under warranty. Matthew will contact the paint company to determine the best solution to prevent this from occurring again.
2. Cracks in concrete pool decking: David will ask Michael at the Pinnacle Pools (Woodlake's pool contractor) to repair cracks in the pool deck before the pool season begins.

b. ARC Committee – Carolyn White requested the Board hold a hearing for a homeowner's non-compliance with ARC rules. (Details recorded in non-public notes)

c. Neighborhood Watch – no update.

d. Communications – no update.

e. Recreation Committee – Kristin reported:

- i. Light Up Woodlake was held at the end of December. 1 Lake Village Dr. won first place. 1 Merida Ct. won second place. They will each receive a gift certificate to Nantucket Grill.

- ii. The Valentine's Day Cookie event will be held in February. The committee will drop off cookie supplies for people to decorate cookies. This COVID safe activity was popular last year.

7. Financial Report:

- i. *Aged Owner Balances:* In non-public notes.
- ii. *Balance sheet:* Jim noted that the report looked as expected.
- iii. Cecilia will monitor members who may not be aware of the dues increase for 2022.

8. Meeting adjourned: The meeting was adjourned 9:31 pm.

- a. Our next regular Board meeting is scheduled for February 15, 2022 at 7pm.

End Public Minutes