

# WHOA Board of Directors

## Meeting Minutes for February 15, 2022

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

**Absent:** Betty left the meeting at 7:25

**Guests:** David White (Buildings and Grounds Committee Chair)

**Community Members Attending:** none

### 1. Call to Order/ Approval of prior minutes.

- a. Meeting was called to order by Betty Turnbull at 7:03. The meeting was held virtually via Zoom due to pandemic and social distancing orders.
- b. Jim moved, Kristin seconded, to accept the minutes from the January 2022 Board meeting. The motion was approved unanimously.

### 2. Due Process Hearings – in non public notes

### 3. Old Business:

- a. Cameras at the Pool/Parking Area (February update in **bold**):
  - i. *September 2021:* The Pool Security 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.

- ii. *October 2021*: 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.
- iii. *November 2021*: 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.
- iv. *December 2021*: Wyatt will head up the sub-committee to finalize a recommendation.
- v. *January 2022*: 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 of a three-camera system is ~\$515 (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.
  1. Liability questions: A sign will be posted that informs people that security cameras are being used and that they may be recorded. Attorney Hope Derby Carmichael 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 moved 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).

**vi. February 2022: Cameras will be installed before the pool season.**

- b. Distribution of pool keys: Key fobs for the new pool gate system will be sent to residents with the pool permission form that must be returned prior to key activation.

**4. New Business:**

- a. Redraft by-laws: Cecilia will ask the attorneys for an estimated cost quote for rewriting the WHOA by-laws to reflect current legal considerations and best practices for neighborhood associations.

**5. Committee Updates**

**a. Building and Grounds:**

- i. Clubhouse painting: David received four proposals for repainting and other associated clubhouse maintenance (\*Summary attached). David recommends acceptance of the Bercon proposal. Joe Larson (with Bercon) was with the company that previously painted the clubhouse. Bercon's bid was the lowest, includes the markup and labor costs, and has a 24 month warranty. Cecilia will check that they have appropriate insurance coverage. Carrington would be the second choice. Two other bids were more expensive and higher markup on materials and labor were higher. Jim said that the projected budget allocates \$5305 from capital reserves for clubhouse painting. **Jim moves, Betsy seconds that the contract for Bercon be approved. Motion passes. (1 abstention)**
- 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. CTI said they will repaint. We are requesting that the transition board between levels be painted a different color to prevent trip hazards.
  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.
- iii. Installation of Memorial Swing or Bench: A donor is willing to donate \$2000 towards installation of a memorial swing on the

east side of the lake north of the current bench. The estimate is \$2200 for installation. Another option is a stationary bench where Cedar Hill meets Lakeshore. The area is low lying and the current bench rests low to the ground. The bench could be replaced and adding a landing would make it more stroller and handicap accessible. The donor prefers to donate a swing. The board is appreciative of the donation but has liability and maintenance concerns with installing a swing. David will meet with the donors again to further discuss options.

- iv. Grounds Committee meeting: A zoom meeting will be held on Thursday, February 17 to seek input from the community on which projects to prioritize for 2022.

**b. ARC Committee** – no update

**c. Neighborhood Watch** – no update.

**d. Communications** – no update.

**e. Recreation Committee** – Kristin reported:

- i. The Valentine’s Day Cookie event was successful. The committee dropped off cookie supplies for people to decorate cookies. Six volunteers stepped up to make the event a success. Overall 106 people participated (60 adults and 46 kids from 35 households)
- ii. The board still recommends against in-person events at this time and will continue to monitor community metrics and health department recommendations for guidance.

**f. Sustainability Committee** - Fabio reported that there have been two meetings of the sustainability committee. The committee identified nine areas for concern and proposes unanimous support for working on eight of them and majority support for one.

The 9 scope items are

1. HOA vendors - reduction of frequency of common area maintenance
2. HOA vendors - research into alternatives (vendors or equipment)
3. HOA vendors - research into chemical and spraying use (David reported that only fire ant pesticides were used in common areas.)
4. HOA vendors - reduction of common areas maintained vs homeowner maintained
5. Rulebook - more flexibility (e.g. less mowing/leaf blowing requirements)
6. Rulebook - restrictions on chemical spraying/use

- 7. Community sharing/"library" of more sustainable equipment
- 8. Educational initiatives by the committee for the community
- 9. Broader/expanded community volunteering opportunities

**6. Financial Report:**

- i. *Aged Owner Balances:* In non-public notes.
- ii. *Balance sheet:* Jim noted that the report looked as expected. Cecilia found some minor inconsistencies in accounting for 2021 that have been remedied.

**7. Meeting adjourned:** Kristin moved, Jim seconded to adjourn the meeting at 9:43 pm. Motion passed unanimously.

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

\*Clubhouse Painting Estimates

	Bercon	Carrington	Onofrio	CTI
Pressure washing and inspection (see Section 2.1)	\$645	\$800	Included in 2.3	Included in 2.3
Painting (see Section 2.3)	\$5,095	\$5,600	\$6,450	\$7,900
Cost per labor hour for any work outside the defined scope of work (Section 2.2)	\$50	\$65	\$75	\$50
Mark up on materials outside the defined scope of work (Section 2.2)	15%	0%	not stated	30%
Upfront deposits or other payments	0%	0%	30%	0%
Questions				
Warranty	12 or 24 mo?	12 or 24 mo?	24 months	24 months
Caulking	Caulking?	Caulking?	Caulking included	Caulking included
Pressure Washing	Excludes fence	Fence?	Excludes fence	Excludes fence

**\*Non-Public Notes Follow**