

WHOA Board of Directors

Meeting Minutes for April 19, 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:

Guests:

Community Members Attending: none

1. Call to Order/ Approval of prior minutes.

- a. Meeting was called to order by Betty Turnbull at 7:01. The meeting was held virtually via Zoom.
- b. Jim moved, Kristin seconded, to accept the minutes from the March 2022 Board meeting. The motion was approved unanimously.

2. Due Process Hearings – in non public notes

3. Old Business:

- a. Cameras at the Pool and Parking lot: A camera is located near the men's restroom recording the entryway. There is a camera facing the rear of the parking lot. There is another camera that will be placed facing the pool. Preprinted "Warning security cameras in use" signs could be added.
 - i. Alexa will draft a camera policy incorporating the following information:
 1. Who has access to camera footage? Property management company appointee, President, Vice-President, and Onsite Coordinator (if applicable), pool company liaison (if applicable), and designated board members who have agreed to the policy
 2. When can authorized people view the footage? Anytime there is a need to view footage for a legitimate purpose of the board.
 3. In general, the purpose of the cameras is to ensure the safety and security of the property and residents.
 4. How long will the footage be kept? That is determined by the cloud hosting service.
 - ii. A listserv message will be sent to the community alerting them that cameras have been added at the pool and parking lot.
 - iii. Wyatt will post the camera signs on the gate and side of the building near the parking lot.
- b. Trespassing process: Currently only the president or vice-president and those designated by the board can authorize a trespassing charge. Alexa will collaborate with law enforcement and CAS about possible de-escalation tactics and the process

for contacting law enforcement for those authorized to file trespassing charges. For the 2022 pool season Jabari and Fabio volunteered to serve as designated board representatives in the event trespassing charges need to be made and other authorized persons are unavailable. They will be added to the list of authorized HOA representatives filed with the police department. David White will also be authorized as the Onsite Coordinator.

- c. By-Laws Revision: Cecilia asked Todd about creating new by-laws that reflect current law relating to HOAs. Todd recommends simply adding amendments and revisions. Betsy will look for someone who can do a complete rewrite of the by-laws.

4. New Business:

- a. Swim Lessons: Is there any liability to the board for people coordinating swim lessons? No as long as the lessons are not coordinated by or on behalf of the WHOA.

5. Committee Updates

- a. **Building and Grounds**: David offered the following written report:

- i. Clubhouse Painting and Repairs: Painting and repairs to the clubhouse exterior have been completed by Bercon. Replacement windows for 2nd floor windows for the front of the clubhouse are on order from Window World but probably won't be installed until August.

The Google Fiber line entering the clubhouse has been rerouted through conduit installed by Mark Germana and David.

- ii. Grounds: A list of trees to be removed or pruned needs to be compiled. This list will be sent to Bartlett and Treeist for cost proposals.
- iii. Trail Repaving: Raleigh Paving has provided an estimate of mid-May for the trail repaving. They will be providing a revision cost proposal due to the higher cost of asphalt.
- iv. Pool Work: Pinnacle Pool will be preparing the pool for opening. CTI has repainted the wooden deck under their 2-year warranty on their work in 2020.
- v. Camera System: The cameras were installed by Mark Germana and David White. They are all working, but the camera on the pool is located inside the clubhouse and needs to be relocated to an exterior location to detect motion. David plans to install a small solar cell to provide the needed power as there is no direct electrical line available.
- vi. Volunteer Activities: Cleanup of the cemetery area was done on April 9.
- vii. Geese: Over the weekend, there were 4 geese on the lake during the daytime. There were no active nesting sites located.

viii. General Maintenance: The power transformer on the entrance lighting at the Woodlake Drive entrance was replaced.

b. **ARC Committee** – The ARC proposes a change to the wording for the application process because applications are reviewed as received rather than monthly. Betty will discuss with Carolyn, the ARC Chair, about changing the wording in the instructions to reflect that applications will be reviewed on a rolling basis with a response being given within 30 days once the application is complete and eliminating the monthly due date for filing requests .

Generators: The committee would like to remove requirements for generator approval. Concerns about decibel level, placement, and environmental impact will be reviewed with Carolyn, the ARC Chair.

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

d. **Communications** – no update.

e. **Recreation Committee** – no update

f. **Sustainability Committee** - “No Mow May” encourages residents to intentionally leave a portion of the lawn unmowed to support pollinator population sustainability. Durham has a citywide initiative. Lawn violations letters will not be sent for May. The committee will meet this week and send information out via Facebook. Helene Ducros is taking the lead on accessing information about the chemicals and equipment vendors use for treatment and maintenance of common areas. Betty encourages the committee to work through David to facilitate the response.

6. **Financial Report:**

- i. *Aged Owner Balances*: In non-public notes.
- ii. *Balance sheet*: Jim noted that the report looked as expected. There are quite a few people not paying the dues increase of \$1.50.
- iii. Cecilia said that people who had extreme positive balances have been contacted. They were double paying.

7. **Meeting adjourned**: The president ended the meeting at 8:57 with no objections.

a. Our next regular Board meeting is scheduled for May 16, 2022 at 7pm.