

**WHA Meeting Minutes**  
**April 13, 2020**

**Board Member Attendance:**

<b>President</b>	Judith Rouhselang	P	<b>Activities</b>	Audrey Strong/ Alisha Pankiw	P/P
<b>Vice President</b>	Paul Jansen	P	<b>Grounds</b>	Mike Pipke	P
<b>Treasurer</b>	Ross Sexter	P	<b>Membership</b>	Linda Withrow	P
<b>Secretary</b>	Beth Schiffli	P	<b>Pool</b>	Andy Nist	Late P
<b>Clubhouse</b>	Dawn Deady	P	<b>Tennis</b>	Christie & Ritch Mora	P/P

Quorum is obtained when at least six Directors are present. Nine (9) voting Directors were present at the start of the meeting. With Dawn Deady present and voted to Board the number became ten (10). Andy Nist said he would be late. Andy joined after the Membership Director update and with his joining all 11 Board members were present. Andy left the meeting during the Presidents update.

**GUEST ATTENDANCE:** Private Board Meeting by Webex, due to Corona Virus. No members attended.

**PRESIDENT OPENS MEETING:** Judy Rouhselang opened the meeting at 7:30 pm. Due to the corona virus, a discussion ensued on how to invite neighbors to future virtual Board meetings. Linda will issue a mail chimp asking anyone who wants to attend to let her know. Then she can give them the Webex information.

Jim Copsy resigned last month as Grounds Director. Jim's written resignation dated March 26, 2020 was given to the Secretary for the records. A motion was made by Judy and seconded by Linda to vote Dawn Deady to fill the remaining one year vacancy and to realign responsibilities so that Dawn is Clubhouse Director, and Mike Pipke is Grounds Director. A vote was held and unanimous by the 9 Board members all voting in favor of the motion (Andy Nist had not yet joined the meeting). Mike will connect with Dawn for a transition. Mike to transfer Yahoo email to Dawn, and Linda to help transfer Grounds to Mike. Judy reported that part of March and all of April rentals at the Clubhouse were cancelled, due to State mandate because of the corona virus. The Board continues to monitor and in May there is only one rental at the end of the month.

**CLUBHOUSE:** Mike had an electrician come to make several improvements. Receptacles were increased from 6 to 14 in the garage, now all GFI safe, plus added 2 breakers. Also improvements on the automatic sensor timers outside. Two pool lights that were out and not functioning for a long time were replaced. He and Scott are doing maintenance for the HVAC; cleaned condensers, ordered filters. Finally, Mike replaced all canned lights in the meeting room and in the pool room to be the same and LED. All lights are on dimmers. Replacement are energy efficient and long-lasting.

As the incoming Clubhouse Director, Dawn Deady is composing an Evaluation Form concerning duties and the past year's performance by the Sweets, Clubhouse Managers. She will distribute this to all Board members, and needs the feedback returned to her by April 20. She will assist the President in

their yearly evaluation meeting. Dawn also will work to update the Facilities Manager Agreement and responsibilities

**TENNIS:** Christie Mora said Surface Pro came and cleaned (power washed) the tennis courts and they look really nice. This should be done yearly. Nets were installed, but they should be replaced next year (frayed wiring). A foam brush is needed to wash water off the courts. This will cost about \$120 and was okayed to purchase now. Christie suggested that 2 benches would be nice in the future. Judy asked her to get a quote on possible benches and new nets. Lessons are up in the air now due to state restrictions. Perhaps can have a July start. The Moras will continue to monitor and plan to comply with all guidance directives. There was a comment that other neighborhoods have restrictions in place and some have locks on courts.

**MEMBERSHIP:** Linda Withrow reported that 7 houses have been sold in the neighborhood since the beginning of March. Many are young families. Perhaps a “meet your new neighbor party” can be had in the future. She offered for discussion an idea of discounting dues next year, if the pool cannot be open this summer. No decision was requested or made because it is recognized that we have to wait and see how the year evolves and perhaps revisit this idea in the Fall 2020. Judy mentioned that she and Linda need to have a call or conversation with Vangie Vescovi. **Linda to let Judy know when there is a good time for her.**

Directories need to be distributed (450 total), and she will purchase bags to hang on doors and ask for Board members to help with distribution

**POOL:** Andy Nist came to the meeting at this time and said he is finalizing guards for the pool. He had proceeded on purchasing 100 tags for an automated Door Entry System to test Keyless Gate Access this year. The company name is Quality Services, and total bill would be \$4400 and this includes everything and 100 keyless tokens. Andy said he needs to confirm something with the company as he has been back and forth and talking with them and waiting for some information to be confirmed with the hardware. Judy questioned why this had proceeded as she was under the impression that Andy, Ross, and Judy had agreed to meet in March to talk about business processes and procedures for operation before any purchase was made. Judy did not understand why this proceeded so early and why a payment was made to vendor. **Judy said she will connect with Andy the following week to talk about the processes and who administers....** as this is not the Sweets. Andy said the meeting still makes sense.

Tim McCullough investigated a leak in the pump room but had not yet reported back to Andy. Mike said he believes it is a valve.

Andy said he has concerns about the baby pool bottom surface and he has called out to a contractor to give an idea of repair or replace options. Baby pool bottom surface (sides and bottom) is spalling which means the bottom surface concrete is chipping, maybe due to the winter. **This was tabled for future discussion.**

Quite a few Board members indicated a normal start time for the pool (Memorial Day) is unrealistic considering Government restrictions and the health hazard. **It was decided that routine maintenance can be done (fix leaky valve), but the pool cover should not be taken off. The possibility of if, and when, the pool will be opened will be discussed at the May 11 Board meeting and a vote taken. Scott Sweet is to remove his office from the Guard Room by May 8. The Baby pool needs repair, but this was tabled for future discussion.**

**ACTIVITIES:** Audrey and Alisha shared that they have plans and a calendar for activities, but obviously all are on hold due to corona virus restrictions. The Easter Egg hunt was cancelled, but instead, Kathryn Kempson offered to hide eggs for families in their yards by request. The response was enthusiastic, and 24 households participated! Board members gave praise to Kathryn, Audrey and Alisha on a wonderful improvisation during this time. The Window walk (placing different pictures for kids to enjoy) is popular and will be continued.

**PRESIDENT: (1)** Judy requested but did not receive an update from Clubhouse Managers for this meeting. Judy said that March and April rentals were cancelled. **(2)** Scott Sweet asked for more flexibility with moving his office from the downstairs guard room. Judy asked if anyone objected to Scott using guard room through May 8. No one objected. Scott said that if the situation continues into May that he will find other space for this home office. **(3)** Storage: Ross said that Right Networks is not the right solution for cloud storage and there is not enough capacity. Judy wants to move forward to have cloud storage as a central document repository for the WHA, and would like to have this by mid-May. **Paul Jansen will research this.** **(4)** Judy talked about moving forward with the rewrite of the Declaration Covenants: Judy, Paul, Audrey and Jennifer McNair will assist, while utilizing the legal help of attorney Greg Chandler. **(5)** A summary was sent to Board members before this meeting about a few proposed changes to the Rental Agreement. Clubhouse Rental Agreement will be revised as to proposed legal recommendations; however, after discussion, the Cancellation Clause will remain the same: provision of 14 days notice is required if a member wants to cancel and if not WHA retains rental fee. A notice clause will be added. **(6)** A report was sent out to Board members before the meeting with an update on overdue accounts. There are 10 members who have not paid annual dues and who have not made payment arrangements. The first demand letter was sent out the beginning of April per the delinquency policy. There were no questions on this.

**SECRETARY:** Beth Schiffli shared that the May Acorn Newsletter is coming soon. **Please submit all articles to her by Thursday, April 30.**

**TREASURER:** Ross Sexter reported that after a few bills, the checking account will soon be approximately \$13,000. There is \$240,053.79 in the main account. Dawn requested for Ross to provide a Budget for the next meeting and a budget update He agreed to do this.

**GROUNDS:** Mike Pipke will meet Ponds RX tomorrow before they treat the lake, and Linda will send out a mail chimp to alert homeowners. Mike is pleased with Mr. B's for lawncare services and will continue to use them. Getting the stumps ground down will help because Mr. B's said that they can't mow over the stumps and they could have to charge more. Mike will continue to do work on compliance issues

and the recommendations for the dam repairs. Forty stumps plus a few trees and brush need to be removed at a cost of \$9500. He proposed an inexpensive rope system to mark the East end of Clubhouse property by the dam. Mike is contacting the surveyor to ask them to come out for a visit and to mark and put stakes by the Kassebnia property and the Kempson property because the stakes can't be found. He has received estimates from 2 contractors to complete final work on the dam. This includes fixing the concrete exit channel from the principal spillway and adding est. 120 tons of rock and riprap on the spillway. The estimates were \$19,000 and \$21,000.

The Bridge is unrepairable. He will have it hauled away by ABC Junk for \$640. Mike did much research on replacing the Bridge and the best alternative is a Dock System at a cost of \$11,000. This would be a lifetime fix, it is aluminum with side rails, ADA compliant, and 28 feet long. There were motions to proceed with taking the bridge down and also continuing the tree work. Judy stated that it was agreed by last year's Board that Grounds is a priority this year as past actions over the years were not completed. The Executive Committee will meet to discuss a few things and the dam issues and will report to the rest of the Board. Judy mentioned that consideration might be given to having Christopher B. Burke Engineering provide services for review and some oversight of dam repair work at an additional cost of est. \$3,000. She will have a conversation with Jeff Fox and have him tell us how this would benefit us and what value it would bring. Ross said don't hire the engineer. Judy said there is no decision on the engineer and she will have more information for the executive meeting and then for the Board.

**Meeting adjourned at 10:05 p.m.**