

WHA Meeting Minutes
September 14, 2020

Board Member Attendance:

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

Quorum is obtained when at least 6 Directors are present. Nine members are present and quorum is obtained. Class A members 420. Class C eligible: 327. Currently have 30.

Attendance: Larry Rich, Scott Sweet, Ann Sweet and Lisa McCoy.

President Judy Rouhselang called the virtual meeting via Zoom in order at 7:30 p.m. She welcomed all.

Activities Alisha Pankiw shared that the August 27 neighborhood Blood drive was a huge success. Over 30 people participated, making it the largest neighborhood blood drive in the state! This will be a recurring event for the neighborhood. Next, she and Audrey Strong plan to organize a Coat Drive. Neighbors are to collect clean, gently used or new coats, mittens, gloves, hats, snow pants, and boots. Any gender/size will be accepted, with the largest need for coats for boy's sizes 7-12, and adult men's S/M/L for the teenage boys. A second fund drive will be to collect plastic bags to help support those less fortunate. The bags will be donated to Michele's Mission of Love where the bags will be woven into sleeping mats for those experiencing homelessness. Alisha asked if there were any objections to hosting a Blood Drive for Forest Dale Elementary. The Blood Mobile would be utilized outside, but the clubhouse would be needed for restroom availability. All board members were in agreement to proceed.

Clubhouse Dawn Deady shared that there is a drainage issue involving the sump pump in the basement. The pipe drainage when pool back wash occurs is also related and would be part of the repair. Judy asked Dawn to send her a quote for repair/improvement, and believes that the budget will accommodate this. Next, Dawn said that the specific Rental Processes to outline procedures for the Clubhouse Managers (currently Scott and Ann Sweet) are being updated, improved, formalized, and to be captured in templates. The documentation will be put on a new Google Drive. Dawn and Judy asked for feedback from the Board on procedures; please send ideas to them by e-mail.

Pool Andy Nist shared via e-mail the following Pool update.

1. The pool was closed on Labor Day night. (cover, pumps, deck, etc.)
2. Approval of final Payroll today.
3. A handful of miscellaneous repairs are to be made in pump room over the next 60 days in preparation for next season (gaskets, valves, etc.) – Tim M. to complete.

4. Will wait for final Payroll and repairs to align and allocate remaining budget funds for deck chaise lounge replacement purchases (discount sales begin around October).

Judy asked if the pipes had been drained and Scott said no. Judy remarked about the expense increase in pool chemicals this year. Will ask Andy if an adjustment (increase) for 2021 for pool chemical line item needs to be taken into account for 2021 budget purposes. Judy also shared that she researched the pool chemicals actual expenses for two previous years and there was a year to year increase in actual expenses of about \$5,000 per year since 2018. For 2021 budget, will also need Andy to tell us more about the \$3,000 for baby pool operational expenses that was identified last month as a need/want. Is this separate from the existing line item for pool maintenance that was budgeted at \$5,400?

Judy and Ross are working to prepare the outlined Budget for 2021. Larry asked what was the cause of the pool heater malfunction. Scott did not know but could respond that the cost was \$1236.00 (\$436 for parts and \$800 for Labor) to CH Mechanical. Next, Larry inquired about total funds used for furniture for the pool deck. Judy replied that Andy has requested (not been given) \$5,000 in the next year's budget. Andy likely has \$2,000 remaining in this year's budget to buy lounge chairs on sale. Recent past expenditures for Pool furniture (tables, chairs, lounge chairs) are as follows: May of 2018, \$4800, and in May of 2019, \$4,800, and October 2019 \$3,200.

Grounds Mike Pipke said that the reason people and animals have been restricted from swimming in our Woodlands Lake is due to seepage from the Woodlands Spring Lake, which is infected with a toxic blue green algae. The Lake page on the HOA website was updated with a notice about this. Ponds RX is doing a good job of treating. Linda volunteered to send another mail chimp to remind residents that the "no swimming" ban is still in place. Mike said that the grass has been cut and there are no weeds on the dam.

Tennis Christie Mora will get an estimate from Leslie Coatings to repair the cracks in the courts. Hopefully, this can be done in Autumn or next Spring. She said that the Reservation Policy for the Courts is going well. Times are posted and there have been no disputes. She and Rich will purchase a piece of sheet metal as a final part for the door lock to be finished. There will not be Fall Tennis Lessons. Currently, the courts are happily being used by Adults and Pickle Ball players. Paul asked if it is alright for the door to be open until the lock is installed, and Christie said that is not a problem.

Membership Linda Withrow said she and Paul are working to upload the neighborhood photographs taken by Sarah Best to Google Drive. There are many, and only the best ones should be put on the WHOA website. Linda disabled the "contact" TAB on the website, as it didn't perform a function. Judy mentioned that there is a request for an assessment letter for a Bayshore court property that is being

sold. Also a reminder to send a welcome packet to the new neighbor at the corner of Lakeview Drive and Lakeview Court.

Clubhouse Managers Scott Sweet shared that Luke Donovan did a great job in his first year as Head Guard. Everything went well with the pool this season, and special thanks to Andy and Linda for starting and managing things so well amidst Covid 19 challenges. Scott also gave kudos to Mike (and Judy) for managing the grounds so well, with much of the work done by Mike. The picnic tables are redone and look great.

At this point, the Sweets and Larry were excused from the meeting.

Judy revisited Dawn's request to talk about the Sweets monitoring the rental events. Judy first provided context that the existing Employment Agreement that the Sweets signed in 2015 states that they are to monitor rental events, that the Sweets had been asked several times to cooperate and tell the Board how they monitor and put this information into the process document, they didn't provide the information, that instead they asked Judy to tell them how they need to monitor, and Judy said they need to be there to monitor. Judy went around the Zoom room in alphabetical order by first name so each Board member could give their thought on the monitoring. Seven of nine Board and members present stated that the Clubhouse Managers should be on site during rentals. Paul and Linda mentioned that some leeway should be given for vacation time and for circumstances if the Sweets had to be gone and the clubhouse managers must make arrangements for the Board to cover during those rare times. Mike talked about how he had done this in the past when Scott would inform him ahead of time that they would be gone and Mike would monitor. Judy said she has already been looking into a new employment Agreement with legal counsel and she will continue this. Judy said that the Board was supposed to update and replace it back in 2016. Clubhouse Rental Schedule: one for September, none for October, two rentals in November and three in December. Judy mentioned that since the pool is closed and basically minimal rentals, that the Sweets should have capacity for other things. Judy asked Christie if she needed help with the leaves on the tennis courts. Christie said "yes" that she had texted Scott some time ago but Christie never got a response. It was requested for the Sweets to sweep or blow leaves off the tennis courts prior to Autumn weekends. Judy said that it is a priority to complete an updated Employment Agreement, and it is to be done in consultation with Legal Counsel.

Dawn provided the following information to the Secretary after the meeting:

In addition to rentals, the Sweets monthly report includes:

Completed work of closing the pool, last deposit for Guest Fees, fire Extinguishers certified, monthly expenditure report submitted, August Lock wifi-bridge connected, 57 e-mails sent to respond to inquiries through 9/10.

Needs to be addressed:

Develop new rental processes given COVID and Clubhouse Manager Monitoring Duties

Work on Clubhouse Manager Agreement

Work to purchase/rent carpet cleaner, clean carpets

Minor yet need to be addressed: Light in Billiards Room, electrical outlet in Great Room.

Secretary Beth Schiffli asked that all Fall Acorn articles be given to her this week, with a deadline of Friday, September 18.

President Judy received an e-mail on Sept. 9 from a member wanting to add a fence to his property. All clear, so long as fence is not put on utility easements and survey is consulted, and member also asked to talk with their neighbors so neighbors are aware. Judy recommended that Board members attend an October 7 virtual Seminar by Eads, Murray, and Pugh. These have been excellent in the past. Judy will meet with Shane Booker, Hamilton County Emergency Management, on September 18 for help with IEAP for the dam.

Treasurer Ross was absent, so Judy shared information provided by Ross and fielded questions on the budget. Larry asked what the Bank Account amounts were:

Checking: \$8,248.34

Savings: \$125,184.46

Chase Bank account (used by the Sweets): \$2,586.64

Loan is absolved!

Year to date expenses are \$134,563. Judy sent spreadsheet pre-reads.

Concerning budgeting for the 2021 fiscal year, Judy and Ross continue to gather information to complete this process in October and November. We have collected 2021 budgeting information for Administrative, Grounds, Activities, and Tennis sub-accounts. Still need more data from Andy for Pool and Dawn for Clubhouse.

Judy would like to consider having an Audit done, and will talk more with Ross about this and getting a quote. There hasn't been a review by accountants since 2017.

Judy moved to adjourn the meeting. Beth seconded, and the meeting was adjourned at 8:44 p.m.