

## WHA Meeting Minutes

October 12, 2020

### Board Member Attendance:

<b>President</b>	Judith Rouhselang	P	<b>Activities</b>	Alisha Pankiw/Audrey Strong	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	P
<b>Clubhouse</b>	Dawn Deady	P	<b>Tennis</b>	Christie & Ritchie Mora	P

Quorum is obtained when at least 6 Directors are present. Eleven 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. Brian Peterson attended but had a very poor internet connection and was only in meeting a very short time.

**President** Judy Rouhselang called the virtual meeting via Zoom in order at 7:32 p.m. She welcomed all and as introduction, shared that in attendance is Lisa McCoy, who is being trained by Linda Withrow to be the next WHA Membership Director. Also in attendance is Brian Peterson, who has indicated interest in serving as WHA Treasurer.

Judy opened the meeting with a Dam Update. She spoke of meeting with Shane Booker, who is head of the Hamilton County Department of Emergency Management, on September 18, 2020. Shane is a tremendous resource to assist the Board with development of the Emergency Plan for the Dam (IEAP), and he will be an advocate for the Board in next year's Dam inspection. There is a 60-page template for this, and it will take into next year for the target completion date of June, 2021.

Judy asked if there were questions on the pre-reads containing the Budget spreadsheets and delinquent account updates. She said that to date the Budget is trending well against the Budget as forecast.

Concerning plat restrictions, she has obtained all official copies from the Hamilton County Recorder's Office. Judy and Linda will compare these official documents with the copies we currently have on the website to make sure that all is accurate. Will compare when Linda has free time to work on this with Judy.

The next discussion concerned Declarations and Covenants. Two references have been obtained from legal counsel, Greg Chandler. Judy will contact the references to talk about their experiences. What was easy, what was difficult, what would they do different? Judy said that a group of people will need to be recruited and make a commitment to serve for two years, in order to rewrite and modernize these documents.

Judy shared that the March 2021 Annual Meeting may be a virtual event meeting, and Paul will assist. The next legal seminar by Eads, Murray and Pugh will focus on virtual annual meetings. Alisha shared that she has had an experience with this via the Forest Dale Elementary School that conducted an all school Zoom meeting, and Alisha shared that it went well.

Judy reported that the Executive Committee had met and she gave the Executive Committee's recommendation and 3-step Plan for the Clubhouse Manager Transition and Replacement. This Transition Plan spreadsheet was sent as a pre-read, and it details duties to be covered by Board members until a

replacement is found for Scott and Ann Sweet, who will be moving to Fishers at the end of the month. The coverage of duties by certain Board members was a suggestion and there were no changes requested by the Board. Next, an updated Employment Agreement is in process with our attorney Greg Chandler who had reviewed the agreement at the end of March this year. The old one being 27-years old and was supposed to be replaced in 2016 but never was replaced. Judy and Paul will work on the new agreement with counsel by attorney Greg Chandler. The third step of the Plan is to get the word out locally to the association members that we are seeking a replacement and looking for prospects. Andy suggested that a mail chimp be sent to the entire neighborhood explaining that the Sweets would be leaving and that the position of Clubhouse manager is open and what we are looking for. Christie also agreed that we should take this action. Scott Sweet asked to add a message to it. Judy, Paul, and Linda will work to accomplish the Mail Chimp and Judy said she would draft a MailChimp, have it reviewed, and it would be sent out no later than October 19. Board members praised Scott and Ann Sweet for their fine service and said that they would be missed! The Sweets shared that they and their daughters will carry fond memories of their time here. Possible candidates must be personable and welcoming, have good organizational skills, possess mechanical skills, be responsible and flexible to cover weekends and nights for events. Potential names should be given to Judy.

**Treasurer** Ross Sexter gave the following financial figures:

Checking: \$11,929.97

Savings: \$111,958.42

Chase Account: \$3,000.00

Bills outstanding: \$5,232.00

Ross is meeting with a CPA this week on possibly being a new host to provide better utilization of quick books. Ponds RX will make their final treatment this week (seven total).

Judy asked the following questions sent in the Board agenda and answers are needed to clarify budgeting needs for next year. (1) Regarding the baby pool and Andy's request for \$3,000 for maintenance, Andy answered that \$3,000 would be needed in the budget forecast for 2021 and is in addition to the existing budget line item for pool maintenance. There are no specific quotes but Andy said the \$3,000 would be needed to fix broken tiles around the baby pool, purchase a liner for the baby pool, and fix bottom of baby pool. (2) For pool chemicals and chlorine, Judy said that \$15,000 has been spent year to date for pool chemicals. Andy said he needed to look at past years spend and a breakdown of # of carboys purchased per invoice paid and Andy would get back to Judy with a projection for 2021 once he took a look at the data. Judy said that she has access to all the receipts from 2017 and 2018 from the stored Treasurer's records in the basement of the Clubhouse. Judy will get this data for 2017 and 2018. Ross has the receipts for 2019 and 2020 and Ross will be able to provide this information.

Judy plans to start creating the budget forecast for FY 2021 – 2022 in November.

**Secretary** Beth Schliffi said that the Fall Acorn was released and all went well.

**Vice-President** Paul Jansen presented the Nominating Committee who will put together the slate for the WHA Board vacancies next year. It is to consist of Alisha Pankiw, Christie Mora, Judy Rouhselang and Paul Jansen. Judy made a motion that the Board vote and consent to Paul's appointment of the Nominating Committee and approve the Nominating Committee will come up with the slate of candidates to replace officers and directors whose terms are concluding. Beth seconded the motion. Vote was held in order of ladies first in alphabetical order and then men in alphabetical order. Votes were all "yes" in favor of the motion. The motion was passed.

**Activities** Alisha Pankiw and Audrey Strong shared that the WHA will host another Blood Drive on November 6, 2020. The time will be from 1:00 p.m. to 6:20 p.m. There is a maximum allowance for 33 donors. One idea is to offer a \$5 gift card to each blood donor. At the same time, Bins will be located on the front porch of the clubhouse for donations of coats, and also to support a plastic bag drive. The bags will be donated to Michele's Mission of Love where they will be woven into sleeping mats for those experiencing homelessness. Alisha said there will be 2 additional blood drives for parents of the Forest Dale Elementary School. They will use our clubhouse for restroom facilities, and the bloodmobile in the parking lot. Dates and times are as follows: October 22, from 1:00 to 6:00 p.m. and November 13, from 1:30 p.m. to 6:30 p.m.

**Clubhouse** Dawn Deady said that the clubhouse drainage repair project will take place on October 19. There will be a roof maintenance inspection and report sometime in the Fall, once more leaves are down. Dawn is actively facilitating the Clubhouse Manager Transition Plan. She will give 2021 budget estimates to Judy at month's end.

**Pool** Andy Nist said the pool is closed and Fall repairs are gradually taking place. Tim McCullough is working on the valves and will finish by November. There remains an unknown leak which is expending extra water. Andy said he had calls out to contractors but had not heard back. Ross said we used a good company when we had the last leak in baby pool. Ross suggested the Bloodhound Company who has sonar equipment, which can come and locate where the leak is occurring. Board members agree that this is a priority, and Andy promised to follow through and report his findings. Judy asked that because of the concerns with pool leak that are a priority where do we stand with purchasing lounge chairs? Andy said he will only check the sales price of the lounge chairs and get sales data just to know what it is, but that purchase of new lounges for the pool deck are on hold until the leak issue is resolved or we have clarity on the leak prior to buying. We are expecting high water bills because of leak.

**Tennis** Christie Mora received quotes from Leslie Coatings for repair of the tennis courts. To fix the cracks, the estimate is \$1,250. Judy asked if we would get any kind of warranty for the patch work because the patch work done in Fall 2019 by Leslie Coatings did not last and cracks opened up again in the Spring. Christie said she would check into this because the 2019 patching did not last. Christie will also look into what other patch process could be used that is more durable and long lasting. The quote to draw pickle ball lines was \$400. Judy and Ross approved the expenditures, to occur either this Fall or next Spring.

**Membership** For membership billing purposes, Linda Withrow asked Ross for assurance that there would be no change to the data base after January 1, and he readily agreed. Linda expressed concern at the growing number of rental properties in the neighborhood (12), and that several were now owned by outside interests. She offered to help with the process of rewriting covenants (next year 2021) especially with the goal of curbing the rentals. Judy was appreciative to utilize her assistance.

**Grounds** Mike Pipke said all is well, and Board members thanked him for how manicured the grounds look under his care.

### **Actions Due List**

Judy asked for updates from the Actions Due List.

1. For Dawn there is an action item to formalize and update all processes and procedures for rentals with the standard emails. Dawn said this is almost done. Under the Clubhouse Manager Transition Plan, Dawn will meet with the Sweets, help with rentals (Judy also), and Ross will help with Service provider decisions for TV, phones, and internet.
2. For Linda: Concerning a safety slide deck from Jen McNair (this is from the March annual meeting), Linda said that she had not received it, and after discussion, it was concluded that this was no longer viable. Judy will make a courtesy call and close this action.
3. For Linda: New photos for website: There are approximately 400 photos loaded into Google Drive on the WHA website. After mid-November, Linda can help select photos and perhaps make a slideshow for the site. She also recommended to hire someone to update the website. Judy mentioned our member Rhaya Shilts has her own web development business. Judy will contact Rhaya and update Linda.
4. For Christie: Tennis gate lock will be completed this year. She will also purchase a foam squeegee next year, not this year
5. Ross will prepare the tax reports for the accountant.

Linda will set up next month's meeting by Zoom for Monday, November 9 at 7:30 p.m.

Judy moved to adjourn the meeting and Beth seconded the motion. Adjourned at 9:00 p.m.