

WHA Meeting Minutes

November 9, 2020

Board Member Attendance:

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

Quorum is obtained when at least 6 Directors are present. Ten members are present and quorum is obtained.

Class A members: 420. Class C eligible: 327. Currently have 30.

Guest Attendance: Larry Rich, Lisa McCoy, Brian Peterson, Marie Williams, Dave Fellabaum

President Judy Rouhselang called the virtual Zoom meeting to order at 7:32 p.m. She welcomed all Board members and guests. To follow rules of order suggested by Ross, Judy moved the update from the Interview Team for the Facilities manager Position to the end of the meeting to come after the Guests would leave the meeting. As new business, she reported that an additional resume was received today. After a brief discussion, Judy recommended and made a motion that we not reopen interviewing. Christie seconded the motion. Linda abstained from voting and all other members agreed not to reopen the interviewing and the motion was passed.

Treasurer Ross Sexter gave the bank balances:

Checking: \$22,858

Savings: \$101,966

Chase Account: \$2,000

Ross does not have a quote for services yet, but he is investigating a strategy to move a new accountant to update the WHA accounting systems to latest versions of Quick Books (we are 4 versions behind) and for the accountant to manage the income and expenses data, as well as other business processes and procedures. Benefits would include hosting quick books (allowing multiple users at one time), full payroll service, and doing federal taxes. Judy shared that this would be a strategic move to consolidate costs, upgrade systems, outsource payroll, and also provide consulting advice. Ross said the CPA in consideration recommended that we not use credit card payments for annual dues. The goal is to achieve electronic transmission. Ross will obtain quote.

Ross reported that the two homeowners on payment plans are following through. Ross and Judy made a much needed update to the list of Treasurer responsibilities.

Fiscal Year 2021-2022 Budget Discussion: Judy had sent out a pre-read and asked if there were questions or comments about the draft budget spreadsheet. The draft incorporated feedback from Board members that was given at the September and October Board meetings. Linda asked about Membership, that there was not a tab for "Membership" sub-account. Judy answered that Membership is under the heading of Administration sub-account. Judy said that the \$400 to add pickle ball lines to the tennis courts was left off, but will be added in and will be in the next draft of the budget. Budgeting for possible tennis fence shields or covers was also not included. Wind barriers will be investigated by Christie for possibly adding in the Spring, once actual income

figures are in. Dawn asked about the possible renovation of the men's bathroom in the clubhouse, and the response was that it will not be in the budget forecast as an approved expense at this time. It will be listed as a desired project subject to Board approval later in 2021. We will have to see how actual income is trending in 2021 before approving, very much like we did this year in 2020 for big expense items. The next step is that Judy, Paul, Ross, and Brian Peterson (interested in the Treasurer position), will sit down to meet before the December Board Meeting. They will brainstorm, make adjustments and discuss, etc. The next draft will be sent as pre-read and reviewed at the December Board meeting and we may be in a position to vote on the Budget Forecast. By the end of February 2021, this will be updated with the actual spend data for the sub-accounts. 2021 Budget forecast and actual income and spend data will be sent out to the membership before the mid-March 2021 annual meeting.

Activities Audrey Strong said that Christmas luminaries is a planned event for December. More information will be forthcoming. The November blood drives have been extremely successful. On November 6, 30 units of blood was donated. Many plastic bags and one box of coats for kids was also collected. The next Blood Drive will be Friday, November 13, and we are hosting this for the Forest Dale Elementary School.

Pool Andy Nist reported on the ongoing leak and said that there are no major leaks, and no leak under the ground, and that the cause was residual water from pipes from the heater. He said that the heater will be winterized tomorrow at 10 a.m. by CH Mechanical, and that will solve the problem. Larry Rich voiced concerns that much money had been overspent because this problem had not been addressed earlier. Mike mentioned that Scott Sweet was adding water to the pool earlier this year in March and filling via a hose hooked to the faucet in the men's bathroom. Questions raised if money was wasted in chemicals, needing/filling with additional water, and also heating that water. Tim McCullough has been helping for years, and the suggestion was made for "new eyes" to check the pool mechanicals. Larry added that the baby pool was inoperable for 1 and ½ years, till finally fixed by Tim for \$600. Paul Jansen made a suggestion for CH Mechanical to check the system. Wainscott who we used in the past also performs preventative check of the valves and pipes for \$700. Andy's response was that before spending say \$700 or so with Wainscott, he thinks the pool mechanicals are fine but he would be open to investigating sensors.

Andy gave an update on the lounge chairs and there really isn't an end of year sales price. Andy said he will purchase 12 white and blue chaise lounges at \$229 apiece from Family Leisure and that these 12 are left in stock. Due to Covid, inventory is running low. Seventeen more are needed and could be ordered, as a total of 29 are desired. Estimated total cost for 29 chairs is \$7,000. Lisa McCoy suggested trying other stores because they are all over the country and maybe other stores have inventory now and we wouldn't have to commit to and place an advance order. Difficulties with that are paying shipping costs, or providing pick up. Lisa said maybe we could find someone with a truck who could go and pick up the chairs and save the cost of shipping. Judy asked Ross if he thought we could go ahead with the 12 now and Ross said okay. Andy promised to update the Board on purchase of chairs and when we would be paying (this year/next year) once he learns more.

Clubhouse Dawn Deady shared that the drainage line needing repair had been replaced. She said the clubhouse roof inspection will take place next week, and the report e-mailed to her. Spectrum is the new

carrier for phone and internet service to the Clubhouse. The new wi-fi host and password are posted. Linda will send Dawn's information in a mail chimp to the neighborhood tomorrow alerting all to the new Clubhouse phone number. Dawn shared about upcoming scheduled rentals: no more in November, four in December, two in January and one in February. All are covered by board members, except perhaps needing assistance with New Year's Eve. A recommendation was made by our accountant to not escrow funds for rentals that are paid but cancelled. We operate on a cash based accounting system.

Tennis Christie Mora reported that Leslie Coatings would be filling cracks in the courts in early spring, probably April. She asked for processes that would last longer than the previous application. There is much interest in pickle ball, so the hope is to add lines to both courts for this. For winterization, the nets will be taken down, the new lock system in place, and a panel put in place so hands can't reach in. Judy asked Christie if she would likely want power washing done before court crack repair in the Spring. Christie said yes. There is money in 2021 budget for this and for \$4500 crack repair.

Membership Linda Withrow said that Lisa McCoy is being trained to replace her, and she is doing an excellent job. Linda will mail chimp Dawn's note to the neighborhood listing the new clubhouse phone number (317-564-4297), and rental inquiry information. The mail chimp will also include the November 13 Blood Drive information from Alisha and Audrey.

Grounds Mike Pipke shared that there will be no increase in rates for Mr. B's Lawn Care Service next year. He recommends using Ponds RX again, and many Board members agreed that their service has been excellent this year. Ponds RX is proposing a 3-year contract with a price lock, a very slight increase in rate. Mike is waiting on some information from them and will report at the December Board meeting.

Guests attending meeting were excused and dropped off of the Zoom meeting.

Update – Facilities Manager Interviews and Next Steps

Judy circled back to give the update from the Board Interview Team for the Facilities manager Position. Judy shared that the three interviews for the Manager position last week went very well. The 6-member interview team had all agreed on the lead candidate.

The lead candidate is Brittany and Ryan Jansen. Judy shared that they have transferrable work experience and competencies (such as strong organizational skills, etc.) that apply to the job description and skill set that we are seeking. Judy said that before she makes a motion for a vote, there is the disclosure that Brittany and Ryan Jansen are family members of Paul. They are Paul's son and daughter-in-law. Judy explained that our attorney advised this indirect interest be disclosed to the Board but that he did not see an issue. She said that when we call for the vote, the Board members who are voting know that the disclosure has been made.

Finally, she said we are seeking a unanimous vote in favor of moving forward with Brittany and Ryan Jansen. President Judy Rouhselang made a motion that we vote: (1) to finalize the Employment Agreement without delay and as soon as possible; (2) as soon as the Employment Agreement is final that the President offer the on-site Facilities manager position to Brittany and Ryan Jansen and send them the Employment Agreement; (3) If they accept, the President will contact the other candidates not selected and give them feedback.

Beth Schiffli seconded the motion. The vote was unanimous and passed.

Finally, Judy asked for all Board members to complete their review of the Employment Agreement by Wednesday, November 11. She will be at the Clubhouse Wednesday evening from 6:30 pm to 8:00 p.m. if anyone wants to come and talk about the Employment Agreement.

Treasurer – 2021 Dues and Vote

Ross discussed 2021 dues and made a motion for a vote that there would be no increase in 2021 annual dues. Ross recommended that dues remain at \$425 per year. Judy seconded the motion. A vote was held on Ross's motion to maintain the current annual homeowners dues of \$425 per year for 2021. The vote was unanimous for "no increase" in the dues amount. The motion was passed.

President Judy Rouhselang said that Budget spreadsheets were sent as a pre-read. She said that actual expenses are tracking well to forecast, and asked if there were any questions. Regarding delinquent accounts, there are 2 members under payment plans. They are late with payments but we should have the funds by the end of the week.

A second pre-read was a list of Contractors and Vendors for the WHA. Next, she shared that the March Annual meeting will likely be virtual, or a combination live and virtual. If so, it will be more work for Membership because the quorum requirement is higher for a virtual meeting, and a plan will need to be in place sooner rather than later. We need to keep talking about this.

Judy said that she has consulted with two other associations in preparation for the possible updating of the WHA Declarations and Covenants. She said that whatever we do, it will take much communication to our membership and much follow up when trying to receive the members' vote for approval. Judy will keep all notes from the reference calls so we will have them if/when the time comes in 2021 to move forward. For now, this action item is complete.

Vice-President Paul Jansen said the Nominating Committee, who will put together the slate for the WHA board vacancies next year, consists of Alisha, Christie, Judy, and Paul. They will be recommending directors for the following positions: President, Vice-President, Membership, Grounds, Activities, Treasurer and Clubhouse. Paul will have the slate ready to be published in the Winter Acorn newsletter.

Secretary Beth Schiffli asked for input on the deadline of Friday, December 11, 2020 for all Winter Acorn Newsletter articles to be given to her. There was agreement by all to this deadline. The Winter Acorn Newsletter will be physically mailed to the neighborhood sometime in January.

Judy moved to adjourn the meeting and Ross seconded. Meeting adjourned at 9:09 p.m.