

WHA Meeting Minutes

January 11, 2021

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	P	Membership	Linda Withrow	P
Secretary	Beth Schiffli	P	Pool	Andy Nist	A
Clubhouse	Dawn Deady	P	Tennis	Christie & Ritchie Mora	A

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.

Guest Attendance: Ryan and Brittany Jansen, Larry Rich, Lisa McCoy, Brian Peterson,

President Judy Rouhselang called the virtual Zoom meeting to order at 7:35 p.m. She welcomed all Board members and guests. Judy asked if there were any questions on her Budget spreadsheet, updated as of 12/31/20, and sent as a pre-read. There were none. She said that the Budget overview for the annual meeting will be finalized the first week of February 2021. She will estimate the February monthly actual expenses to get the FY 2020-2021 actuals for this overview. She requested that anyone who has outstanding invoices/reimbursements to get them to Ross as soon as possible. Board members thanked Judy for the extensive work done on her part to provide these detailed budgetary figures.

Website Update: Rhaya Shilts is working to update the WHA Website that is "buggy." Rhaya has created a new database (and user) on Dream Host which is a website host that makes it easy to use WordPress which is what we used to create our existing website and what is installed on DreamHost. Next, Rhaya will choose a theme that will be good for our HOA and she will install that. We will use the current website until the new one is perfected, and then Rhaya will switch it over.

Treasurer Ross Sexter gave the following Bank Balances:

\$7,274.20 Checking Account

\$104,269.53 Savings Account

Ross reported that the transition to Kyle Platt ccpg cpa, is going well. It was a smooth movement to Quick Books and the Banks are on line now. Merchant Services is live and will allow us to receive dues payments. Linda asked if there was a fee for check handling (annual dues), and Ross said he would find out. It was discussed that any such fee will be passed on to the individual. We are no longer subscribing to Right Networks and this subscription expired December 31, 2020. We will continue with Paycor until 2020 taxes are filed. Judy reminded Ross that the \$3,600 payment toward the 2020 taxes is due by 2-15-21 (for FY 3/2020 – 2/2021) and Ross said he will make this payment. Ross also promised to send the 941's from Paycor for Quarters 2 and 3, 2020 to Judy. We will need this data for the Workers Compensation audit that comes to us in June 2021.

Ross said that a future discussion should include the possible practice of keeping a waiver on file, so homeowners could be charged each year for annual dues.

Judy needs to see any outstanding bills as soon as possible in order to complete actuals for FY 2020-2021 needed for the Budget Overview that will be sent to the membership for the annual meeting.

Activities Audrey Strong reported that 66 Holiday Luminary Kits were made, and 15 were taken. She and Alisha Pankiw are hoping that with the Covid Vaccine, 2021 will be a year with more neighborhood interaction.

Pool Andy Nist sent an email to the Board with a Pool update and included a request for a pre-payment of \$5,000 plus tax to pre-order additional Pool Lounge Chairs. Judy sent email questions back to Andy and copied all Board members but there was no response from Andy. Judy, Ross, and Board members had questions and because more information was needed this was not authorized. Suggested that this be on February Board agenda and Linda mentioned that since we have till May this could be tabled until the February Board meeting, where Andy can answer questions and give details in person (how many more chairs for \$5,000, who are we ordering from, are they the same type, do we have to prepay all up front and why were just some of the questions).

In December of 2020, Andy had gone ahead and purchased 8 lounge chairs at a cost of \$2,000+. These chairs are being held and have not yet been delivered but will deliver in 10 days at Andy's request.

Tim McCullough has done EOY work for est. \$200 and his final bill is needed. Andy's email also seemed to communicate that work remaining for Tim involved cleaning out sand filters of collected debris (low priority). Regarding swim lessons, Judy said that this year the swim lessons should return to the normal process of being run through the Woodland Homeowners Association. There was a placeholder in the 2021-2022 budget forecast for swim team income as this customarily has an amount forecasted. Judy may leave this out of the budget forecast as she doesn't have enough information from Andy about swim lessons.

Tennis Christie Mora was not in attendance.

Grounds Mike Pipke said he had nothing to report this month.

Clubhouse Dawn Deady said that she had the toilet replaced in the Clubhouse apartment because there was a leak. She reported that Hamilton County has been designated as a "Red County", so the Clubhouse is limited to gatherings at a maximum of 25 people at this time.

Facilities Manager Brittany Jansen said that Ryan helped Christie remove the tennis poles for the Winter. Brittany has taken down the Christmas decorations and is in the process of cleaning the two kitchens. The two Clubhouse reservations for January cancelled and Britany refunded the rental payments that were made. There are still three events scheduled for February (Super Bowl party and a 2-day wedding event), but they are on hold due to the newly imposed 25 person limitation. Judy reminded Board members that if we violate the State/local and CDC guidelines, the Clubhouse could be at risk of being shut down. We have to adhere to our Covid-19 plan and adjust consistent with the State/local and CDD guidelines.

Membership Linda Withrow said that she is prepared to send the annual dues virtual invoices, and is looking forward to utilizing the new QuickBooks. She will send written statements to those members who have not paid by February 1, 2021. This is usually about 200 households. The two families with delinquent dues are on payment plans that are proceeding nicely. Judy will contact Christie to confirm if her Zoom Account can be utilized to conduct the March 8, 2021 Annual Meeting. If not, a one-time event can be purchased.

Annual Meeting Plan Judy and Linda discussed the plan for the Virtual Annual meeting to be held on Monday, March 8, 2021 at 7:30 p.m. Judy has prepared draft information to be mailed by Linda to homeowners in February. This mailing will include a letter with the Agenda, and a written ballot to approve new Directors and the Budget for 2021, Budget Overview and Budget Forecast, and Zoom instructions. Any new nominations for Board members are due by January 31, 2021. On February 1 – 3, Brittany will collect any new nominations and deliver them to Paul, who will then notify Judy. On February 8, Judy will finalize the 2021 Budget overview, Ballot, and letter to members and will deliver all final documents to Linda. On February 10 - February 12, Linda will mail the annual meeting packet to all members. Judy asked Board members to brainstorm on how to conduct the free annual dues drawing.

One suggestion was to do the drawing during the meeting using a virtual tool. Another suggestion was to wait and do the drawing afterwards and then announce the winner in the annual meeting minutes. Members eligible for the “free dues” drawing are those members who actually attended the meeting. Directors agreed that the second method might be the easiest, due to the meeting being virtual.

Judy made a motion to adjourn the meeting and Paul seconded. The meeting adjourned at 8:22 p.m. The next WHA Board Meeting will be Monday, February 8, 2021 at 7:30 p.m. virtual by Zoom.