

WHA Meeting Minutes

April 12, 2021

Board Member Attendance:

President	Paul Jansen	P	Activities	Alisha Pankiw/Marie Williams	P/P
Vice President	Scott Adams	P	Grounds	Judy Rouhselang	P
Treasurer	Brian Peterson	P	Membership	Lisa McCoy	P
Secretary	Beth Schiffli	P	Pool	Andy Nist	P
Clubhouse	Ross Sexter	P	Tennis	Christie & Ritchie Mora	P

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

Guest Attendance: Brittany Jansen, Larry Rich

President Paul Jansen called the Zoom meeting to order at 7:30 p.m. He offered a hearty welcome to all Board members, Brittany Jansen and Larry Rich.

Secretary Beth Schiffli shared that Spring is here, and time for publication of the May Acorn Newsletter. She asked for a deadline of Friday, April 30 for articles to be submitted. The articles can be sent to her personal or secretary yahoo address. Beth also reminded Board members to utilize the "Actions Due Spreadsheet" in preparation for each Board meeting. Judy Rouhselang kept this updated last year, and Beth will send it out a week prior to each monthly meeting. Board members are to check their particular actions and responsibilities which are outlined on this excel spreadsheet, and come prepared to update and fully address each item. Finally, Beth said that a Zoom meeting will be held on Thursday April 15 about updates to the WHA website. The purpose is a preview before cutting over. The WHA Treasurer will maintain the Website paid subscription with DreamHost going forward instead of Kent Withrow. Paul and Scott requested to participate to learn this information, and Judy promised to share the meeting details and also with Ross who said he will attend. Ross and Andy asked why this was being maintained by the Secretary position. They said that WHA Website Maintenance was historically handled by the Board Vice-President. Scott Adams added that he has an employee proficient in Web Design. Paul will decide who the Board website owner will be going forward.

Tennis Christie Mora had Lisa McCoy send a neighborhood mail chimp to announce that the Tennis Courts are now open. The code was also included in the mail chimp. A back plate is needed for \$50, and she will order and install that soon. Leslie Coatings filled the cracks and added pickle ball lines to the first court, for \$1600. Surface Pro did cleaning with power washing. There is a squeegee, and nets and posts are replaced. She will again hire the experienced teacher to conduct Children's Tennis Lessons, and information about that will be included in the May Acorn Newsletter. Christie got an estimate of about \$280 for a privacy screen for the South side of the Tennis Courts. Paul recommended to proceed with installation, and all agreed. A plain screen with no Woodlands Emblem was the decision. Judy mentioned to Christie that Surface Pro could be hired to clean out debris from the cracks in the Fall when leaves are down and before winter. Surface Pro said this will help a good deal so that organic material from pine needles and leaves does not sit on and damage the tennis courts all winter. Christie will request an estimate. It was recalled that Armor Technology was used by Leslie Coatings in 2016 when the courts were resurfaced at a cost of \$21,000. This procedure is supposed

to last for 3 to 10 years and it has held up very well on the tennis courts . Andy recalled this work in 2016 and said that there was other work performed in addition to the crack repair using Armor. Paul said that a plan should be in place for future upkeep.

Treasurer Brian Peterson shared approximate Bank Balances:

Checking: \$9800

Savings \$262,000

Income from Class A memberships is \$172,000, and from Class C memberships is \$9,000. Budgeted items are \$182,000. Thus, a surplus of about \$11,000 exists. Brian said that taxes must be paid on surplus, so a strategic plan should be in place to alleviate this. Paul and Brian suggested that Board members come to the May meeting with any other items to be considered and prioritized for use of the Surplus. On the table are the following suggestions: Bridge replacement, Updates to the Clubhouse such as new flooring and bathroom remodel, Baby pool improvements. Please send ideas with quotes to Brian in advance. Larry Rich recommended hiring a professional to take care of mechanics for the pool. He cited many problems that have occurred recently, such as burst pipes when the water was not turned off satisfactorily for Winter, long occurring leaks costing extra water expense, shut downs of the Pool by the State Board of Health, and valve problems. He also is concerned that teenagers are adding chemicals to the pool, and not an adult. He said that the Board is making an effort to add professional help, such as legal counsel and CPA, and that the pool as our biggest asset should be treated with the same professionalism. Paul thanked Larry for his input and suggestions.

Judy asked if Brian was able to contact the lifeguard who needed help with his lost W-2 form. Paul said he would help Brian with this matter. Also, mentioned that a member needs a \$50 refund for overpaid dues. Lisa said Brian is sending a refund check to this member. An audit, or Accounting Review, needs to be done every 2 years and we have not had one in 4 years. Brian will contact Tim Reed, CPA to explore Tim performing this service.

Activities Alisha Pankiw said that she and Marie Williams have discussed having another Blood Drive soon. Brittany was told at her last appointment, that the next Donation date will be May 21, 2021. Alisha will investigate and finalize details. Ideas for this year included the possibility of adding a Gaga Ball Pit. Legal must be consulted, as this would be adding new common property. Ross said that it seemed a gaga pit does not fall under the Activities perview, but under Grounds. Another possible idea for investigation is having a boat for sign out to use in the lake. Several Board members were concerned with liability for this idea, and Paul will speak with our Insurance representative. Lisa asked if there was a possibility of having a Volleyball net next to the Tennis Courts and this idea was received with enthusiasm.

Pool Andy Nist said he must apply for 2 operating licenses at \$100 per pool. Brian said to put the information in his mailbox. Andy is hoping to have the new Badge Access operational for Pool Opening Day, but it is a work in process. Opening Day may be the last weekend in May or Memorial Day, he will let us know. He asked Brittany about the possibility of conducting Lifeguard Interviews on Sunday, April 18. The Pool uncovering work day to open the pool might be the final weekend in April. Andy explained the Pay Structure for the Lifeguards and that it will be the same as last year, except for a 50 cent increase for new guards. Judy said that the By-Laws state that salaries must be approved by the Board. She made a motion and Paul seconded to approve the following lifeguard pay structure that Andy explained. The vote was unanimous.

First year guard in high school: \$8.50 per hour

High school guards after one year: \$9 per hour

First year college guard: \$9 per hour

College guard after one year: \$10 per hour

Head Lifeguard: \$11 per hour

Andy needs 13 to 14 Lifeguards to operate the Pool. He currently has 7 new guards, 3 returning, and 3 substitutes. Lisa McCoy will put on the WHA Facebook page that lifeguards are needed and to contact Andy at (woodlandspool@yahoo.com) to apply.

Tennis Instructor for children's tennis lessons received \$25 per hour and this salary will need to be approved by Board at the May Board meeting. Christie will share more later about another tennis instructor for adult tennis.

Accountant Kyle Platt will do Payroll, and he will need direct deposit and proof of citizenship information from each Lifeguard and tennis instructor before they can begin employment. This applies to the Tennis Instructors also. Brian will send an e-mail to Kyle for the forms, and he will copy Andy (Pool) and Christie (Tennis).

Andy said that 21 new chaise lounge chairs will be delivered before Pool Opening Day.

Sign up for Swim Lessons will be on opening day. Group swim lessons will be resumed and paid through the WHA Association. Group lessons were not offered last year due to Covid. Private lessons will be handled with the lifeguard (not through WHA). Finally, Andy said that CH Mechanical evaluates the pool plumbing each year.

Grounds Judy Rouhselang thanked Mike Pipke and Larry Rich for the difficult job of smoothing the large mound of dirt created by the drainage work done in October at the Clubhouse. They levelled the dirt mound from Clubhouse to the creek, Mike planted grass seed, fertilized, and covered. The grass is coming in nicely. Judy hired Victor Condado Tree Service due to the March storm, where 3 trees came down on the WHA property running along Lakeview Drive. This work also included trimming 4 trees on Lakeview Drive and Lakeshore Drive East where branches were hanging over the road. She has a quote and will hire Victor for additional tree work – removing the large tree next to the dumpster that has a hollow trunk, is half dead, and grinding the stump, plus trimming dead limbs from 3 trees located on the outside of the parking circle (this is in Grounds budget). Goal is to get this work done before pool season and parking becomes crowded. Mike will again volunteer time to assist in periodically spraying the weeds on the dam, and also the poison ivy under the riprap. This avoids having the landscaping company do the work and saves estimated \$600 to 700. Judy was able to get the WHA Insurance premiums reduced this year by a total of \$300 for the Workers Compensation and the liability package.

Next, Judy explained a fence issue and property transgression with a member on Lakeview Drive. The member erected a partial privacy fence without a permit and it is on Association property. They did not obtain a survey, or use a reputable builder. They pulled up and discarded WHA survey markers. Three of the six sections of fencing are either collapsed or are leaning following the May 18 storm, and are just propped up with unfastened board having exposed nails. Paul said he will work with Judy and he may talk personally to the member about correcting this problem.

Clubhouse Ross Sexter praised previous Clubhouse director Dawn Deedy for an informative and smooth introduction for him. He also thanked Brian Peterson for a great transition as the new Treasurer. Ross said that his goals as Clubhouse director include remodeling for the Clubhouse. There is immediate need for some electrical work to be done and Judy said she would send him the contact for Genesis Electrical who we have used for electrical work and send Ross the spreadsheet with a complete list of all contractors used. He will get estimates for replacing the flooring in the Clubhouse and also for modernization of wall coverings/painting. As far as Covid, Ross said he will follow the Hamilton Country Guidelines for rental events. He will update the Website as Covid restrictions are now easing. A general waiver, and signed rental agreement and Addendum may be what is necessary. Paul said that he hopes rentals increase and return to the level of popularity before Covid. There was conversation about how to get the word out that the Clubhouse is open and available for rental. Ross mentioned about putting this in the upcoming Acorn newsletter for May to let members know the Clubhouse is open and what Covid guidance we are observing.

Facilities Manager Brittany Jansen reported that there are no scheduled clubhouse rentals for April. There are two currently scheduled for May. She has given two tours, and suggested offering/announcing a Clubhouse open house to encourage usage after Covid. The consensus was to wait until a few modernizations have been made. She suggested 50% attendance, which would be 75 people at an event. She will be out of town May 2-8, and will put flowers in the porch pots after Mother's Day. Brittany has updated the Clubhouse Questionnaire for rentals. Bathrooms are open to the Pool, even during Clubhouse Rental Events. Grounds are common areas and are not rented. We cannot exclude members from the grounds. Outside use in the front parking lot and circle are discouraged during rentals, but can be handled on a case by case situation. Brittany and Ross will schedule window cleaning.

Membership Lisa McCoy said that her two e-mail accounts are up and running, and that 4 Class A members and 7 Class C members are unpaid for annual Membership Dues. She has two welcome packets to deliver. Her priorities this year are to help with revision of By-Laws, Declarations and Covenants, and purchase of a replacement Bridge at the Clubhouse.

President Paul Jansen had sent out a pre-read to all Board members about a reserve study. Paul shared details of possibly having a Reserve Study performed for our Association. The goal is good strategic business practice. The 8-week study would provide a strategic plan for our assets, and a multi-year plan for budgeting purposes. Matt Shergalis with Village Reserve has offered a discounted quote (\$2600). Judy shared that the Woodland Springs HOA performed a reserve study eleven years ago, and they are in the process of arranging one again this year. Judy expressed approval. Scott said it is almost irresponsible not to do it, and there would be savings of the fee over time. Brain agreed, and said that we don't want to pay taxes on reserve money. Judy made a motion that Paul is authorized to proceed to have the reserve study performed working with Brian or whoever else Paul may need from the Board. Ross seconded and it was a unanimous approval by the Board.

Next, Paul asked for a vote to have the Facilities Managers report to the Vice-President (not the President) this year only, due to the family connection. This is for oversight in situations, where a conflict occurs, or advice is needed as described in the SOP (oversight document) that was put in place last year. Otherwise, the Facilities Managers work with the other Directors for those duties described in the Employment Agreement that fall under the Directors. Scott seconded the motion and all agreed, with Ross abstaining.

Paul asked about interest in update of Declarations and Covenants, saying that it is a multi-year commitment, needing guidelines, agreement in the neighborhood, and leaders to initiate. Some of the concerns to address are: limit of rentals, some oversight of buildings on lots, meeting standard laws. Lisa McCoy and Linda Withrow have volunteered to participate. Judy said that we need a plan before we agree to start in this direction and spend money. Judy said that she had some documentation and notes on this from the last two years. Paul said he would get together with Judy about this to present an Outline containing Action Steps for further discussion at the May Board meeting.

Paul adjourned the meeting at 9:30 p.m. and the next WHA Board meeting is **Monday, May 10, 2021.**