



Whispering Oaks II

HOA · POOL · RECREATION CENTER

**WOII HOA Board Meeting Minutes
Tuesday, July 11, 2023 | 7 P.M.**

1. Call to Order: Meeting called to order by John Rice at 7:02 p.m.
 - a. Board Members present: John Rice, Shawn Otto, Nikki Hollis, Martyna Warren, Nikki Greenwell, Mellanie Hunter, Drew Scovanner, Jason Lewis, Mike Smith, Ann Brown, Ashely Suddeth
 - i. Absent: Katie Unruh
 - ii. Residents: Bill Moser, Connie Moser, Stacey Scovanner, Mark Kulp, Mary Kulp, Mr. & Mrs. Beuhring
2. Approval of June meeting minutes
 - a. Minutes were presented and read aloud by Nikki Hollis
 - b. Ann made a correction about Martyna Warren being listed twice under Board Members present
 - c. Nikki Greenwell confirmed that Ann will not need her to act in the Assistant Secretary capacity.
 - d. Motion to approve minutes with corrections:
 - i. 1st motion: Nikki Greenwell
 - ii. 2nd motion: Shawn Otto
 - e. Minutes unanimously approved
3. Treasure's updates – Nikki Hollis
 - a. P & L Budget vs. Actual was presented
 - b. Total bank balances are \$123,432.15 with \$77,472.34 in savings
 - c. Total assets are \$166,332.15
 - d. Budget Report – Spent 11.2% of budget. Main expense is pool supplies with two months hitting in one month. Expenses are running normal to plan
 - i. **Action:** Each director review their budget expense line item and work within those parameters.
 - e. Dues Update:
 - i. 2023-2024 dues are 75% collected with 70 residents unpaid or \$37,375 outstanding as of June 30. Dues were due 7/1/2023
 1. **Action:**
 - a. Nikki Hollis to reconcile master list by 7/21 and send email reminder to those with unpaid dues. Per Section 4.6, a late charge of twenty percent (20%) of the unpaid assessment amount or fifty dollars (\$50), whichever is greater, shall be added to the balance owed, plus interest of one and three fourths percent (1 ¾%) per month beginning thirty (30) days after the due date.

- ii. Number of homes with active liens – 1
- 4. Position transfer update – This is complete for positions that transferred duties and or received assistance.
 - a. C & R, ACC, Events, Secretary, Facilities
- 5. Director updates
 - a. ACC – Jason Lewis
 - i. All requests received have been reviewed and approved as of 7/11
 - ii. Jason talked to Gene Hodge of All Vinyl Fencing, to reinforce the HOA Board having the proper forms and approvals in place before fence projects start.
 - iii. **Action:** Nikki Greenwell to review approval process for fences with LandMill. (This is in reference to the new fence around the cave at 6207 Pleasant Run and the new fence at 6208 Pleasant Run)
 - b. C & R – Mike Smith
 - i. Only one formal complaint has come through for parking at corner of Cookie and Dale.
 - ii. Grass is caught up now post 4th of July weekend.
 - iii. Reminder to community that we need a formal report in order to take appropriate action.
 - iv. **Action item:** Mike to find out about having additional speed limit signs placed throughout the neighborhood.
 - c. Communications – Mellanie “MJ” Hunter
 - i. Survey going well, 107 responses or over 40% of homes as of 7/11/2023. A LOT of people want to help and contribute to the outcomes in our community. Thank you!
 - ii. Engagement – Good open rates on emails (65%), a lot of residents prefer email.
 - iii. **Action:** MJ will send out a report summarizing data to the HOA Board. MJ will also look into survey abandonment rate, if available.
 - d. Events – Martyna Warren and Ashley Suddeth (Assistant Events Director)
 - i. John Rice, President, welcomed Ashley to the HOA Board and share about her dual role with the Events Director and Facilities Director.
 - ii. National Night Out (NNO) – First Tuesday in October now due to JNLA funds not being available until to this time.
 - 1. **Action:** Determine entertainment and cost. Mobile petting zoo was mentioned. Nikki H getting available budget amount to Martyna for planning.
 - 2. **Question:** Nikki Greenwell would like Martyna to call and see if August is doable versus October.
 - iii. Food Trucks – Ashley is working on this. Many have minimum of \$500.00.
 - 1. **Action:** Ashley will schedule vendor space for NNO like last year.
 - iv. JNLA – Martyna and Ashley attended on behalf of WOII
 - v. Breakfast with Santa Event is scheduled for Saturday, December 2, 2023.
 - vi. **Future discussion item:** Martyna reminded the Board about opportunities to work the community to collaborate about safety, block watch, etc.

- e. Facilities – Katie Unruh and Ashley Suddeth (Assistant Facilities Director)
 - i. Damage repair update – Once we get final invoice, John will send amount to our attorney for them to send a letter to the offender(s).
- f. Pool – Shawn Otto
 - i. Per advice of pool professionals, re-shock the pool on 7/11/2023 and change the sand in the filter next week. Shocking the pool will cause the pool to closed again – we hope to have it reopened 7/13. We will change the sand next week and will experience what we hope is the last pool closure of the season. The is normal maintenance as the sand should be changed every 3 years.
 - ii. **Action:** Secretary will add this interval maintenance to the Google calendar for future HOA Boards
- g. Establishing committees /teams – John Rice – Overview: Develop four committees as a feeder to future involvement in the Board and more hands on deck. Can meet via Zoom, text, etc. Some team ideas include:
 - i. Events – Chair: Martyna; Co-chair Ashley plus community residents
 - ii. Development – Chair: Mellanie Hunter; expansion project(s)
 - iii. Facilities – Chair: Katie; Co-chair Ashley - Maintenance, Decorating, other skills
 - iv. Finance – Chair: Nikki H; co-Chair..... budget forecasting
 - v. **Action:** Continue to develop it and be mindful of time commitments and explore set labor needs. Review survey data and determine best way to increase community engagement/leverage volunteers.
 - 1. **Objectives:**
 - a. Create a feeder pathway for HOA Board
 - b. Increase transparency so that community has an opportunity to experience the type of teamwork, roles, responsibilities, etc. involved with the HOA Board
 - c. Increase community engagement and leverage the skill sets within our community

6. Current Projects

- a. Entrance – Nikki Greenwell
 - i. REMC has been out and is working on an estimate and project timeline. Asked for an additional outlet on the opposite side of entrance to reduce the mnumber of extension cords.
 - ii. We have the water meter, sprinkle estimate, and curbing.
 - iii. Desired goal – October 15 for completion. Hurdle – Location of electrical conduit is unknown. The location of this is needed BEFORE Indiana 811 can come out and put the flags up. We will need to stop mowing until digging is complete.
 - iv. **Recommendation:** Would like to ask the Gardening Club for their ideas to co-create the landscaping plans and if they have any low maintenance plants they would like to share vs. throwing them away. The HOA Board supports this.
 - v. **Action:**

1. Secretary will add turning on and off the sprinkler system to the Google calendar.
 2. Communications Director will communicate to the residents that mowing will be stopped while digging is occurring.
 - b. C & R and Bylaws Update Committee – Mellanie Hunter
 - i. Thank you to The Mosers for helping us create a replica of the original document that can be on the website.
 - ii. The Committee will resume meeting soon and hope to make recommendations by the Fall. The objective is to simplify the document for the community to understand.
 - c. Land purchase – Nikki Hollis
 - i. LandMill is in process of remapping the plot to remove it from the additional phase. This process has to happen first and will take several months to complete.
 - ii. We will request for LandMill to clear the lot.
7. Open discussion
- a. Swimming after 11:00 P.M. witnessed and reported by a neighbor
 - b. Look into doing a paid pool party Sat and Sun after 6 p.m. \$200 fee. 20 people max. Community can still swim. All the money from this would go into expansion project. When HOA makes money, it becomes taxable – when we do something for profit.
 - c. Security cameras are in place as a result of the vandalism. The HOA Board is in agreement in seeking input from our legal counsel and our insurance carrier to develop policies and procedures around cameras.
 - i. Motion: Nikki Hollis made a motion for a vote to turn cameras off now and wait until we have further input from legal counsel and our insurance carrier.
 - ii. 2nd motion: Nikki Greenwell
 - iii. The opposing vote varied. Cameras will stay on until we make decisions about policy and procedures.
 - iv. **Actions:**
 1. Draft policy and procedures with legal counsel and insurance agent guidance.
 2. Special meeting about security cameras will be held on Tuesday, August 1 @ 7:00 P.M. at The Clubhouse and via Zoom.
8. Meeting adjourned at 8:45 P.M.
- a. 1st motion: Nikki G
 - b. 2nd motion: Shawn Otto