



2024 WOII HOA Annual Meeting



Whispering Oaks II
HOA · POOL · RECREATION CENTER

Meeting Agenda



WOII HOA
Annual Meeting Agenda
Saturday, June 29, 2024
11am

1. Call to Order
2. Determination of Quorum
3. Reading of 2023 Annual Meeting Minutes
 - a. Motion to approve (cast vote on ballot)
4. 2023-2024 Treasurer's Report
5. Presentation of 2024-2025 Budget
 - a. Motion to approve (cast vote on ballot)
6. Director Updates |
 - a. Facilities – Katie Unruh
 - b. C&R – Mike Smith
 - c. Communications – Mellanie "MJ" Hunter
 - d. Pool – Shawn Otto
 - e. ACC – Jason Lewis
7. Election of Board Members
 - a. Introduction of nominees
 - b. Motion to approve (cast vote on ballot)
8. Collection and Tally of Ballots
9. Presentation of results and new
10. Open Discussion
11. Adjourn

John Rice, President
Ann Brown, Secretary
Ann Brown, Secretary

Nikki Hollis, Treasurer
Nikki Hollis, Treasurer

John Rice, President

Ann Brown, Secretary

Join Zoom Meeting

<https://us06wrcb.zoom.us/j/7674542975?pwd=SKhNcGt0THJlSjZGR0SkVTVWpBWXV0ZkZ0>

Meeting ID: 767 454 2975 Passcode: 6434

Audio Only, Toll Free: 1 (253) 205-0468

ZOOM LOG IN



2023 Minutes

Whispering Oaks HOA/Recreation Center
Annual Meeting Minutes
June 10, 2023

- I. Call to Order
The meeting was called to order at 10:10am by Jason Greenwell, President.
- II. Roll Call
Secretary, John Rice, confirmed that there were 3 people online, 35 residents in person, and 71 by proxy votes. A quorum is present.
- III. Approval of 2022 minutes
Secretary, John Rice, presented the 2022 Annual Meeting Minutes for approval. There was a motion by Bill Bollen to approve as written and read. Second by Will Goosebury.
- IV. Treasurer's Report
Treasurer, Nikki Hollis, presented the 2022 budget vs actual expenses. Nikki presented the 2023 proposed budget and answered questions regarding line items. Nikki Hollis presented the reports. Discussion among members present regarding the increases in budget items and the increase in dues proposed and the main cause appears to be inflationary costs. Discussion came up about the lot purchase and Jason Greenwell explained that the Board will seek feedback in the future to determine use if we approve to purchase. A pool expansion is no longer an option but alternative use will utilized based on the feedback from the neighborhood vote to not expand the pool.
- V. Communications Report
Communication Director, Mellanie Hunter, provided an update on communication and helping to improve the overhaul of the website and this is a great source of information. The website is an accurate and up to date source of clarity on information from the board. Email is at 60.94% open rate on an email blast. Monthly newsletter during peak time. We have increased Facebook participation and have over 300 followers. All communications has been branded with new logos and a consistent look. Mellanie explained the reason for electronic communications because sending out to the entire community costs about \$350 with postage, print and paper. Jason added that violations will be in the monthly newsletter.
- VI. Clubhouse/Facilities Report

Facilities Director, Katie Unruh, presented her update. Several items of maintenance were completed in the past year: HVAC maintenance contract, fitness center equipment ongoing maintenance service, new contractor to handle snow and ice removal, cleaning contractor to do more deep cleaning, leak in great room has been fixed, partial paint refresh of great room and trim. Will be repairing the ellipticals in the near future. Security cameras will be installed in the clubhouse. Planning to refresh painting on a regular basis. Updating electrical items in fitness center with new lighting. Katie went over the process for reservations and process to see the calendar online. Katie also went over reservation restrictions and what is allowed and not allowed when reserving the great room. Katie also went over lost and broken key cards and the process to get a new card.

- VII. Election of Board of Directors
There are 4 open positions to be filled, all positions for a three-year term. All candidates completed an introduction and a brief reason for wanting to join the board.
- VIII. C&R Update
C&R Director, Jason Lewis, provided an update to the questions regarding our C&R's. Jason pointed out that despite the "want" to change, all changes must be approved by the neighborhood. Mellani Hunter discussed the C&R simplification and rewrite to make the document more user friendly and the process we may take to make some changes to the C&R's. The HOA will hope to get a committee together or neighbors to get some recommendations to put forward to the neighborhood for a vote.
- IX. New Business
Jason opened the meeting to any additional discussion or topics; no new business was presented, and no questions asked.
- X. Outcome of Ballot Votes:
There were 4 questions on the ballots, here are the results.
Do you approve of the 2022 Meeting Minutes?
90 votes yes, 9 votes no; 83.3% Motion Approved
Do you approve of the 2023 Proposed Budget?
56 votes yes, 52 votes no; 51.8% Budget Approved
Do you approve of the purchase of the adjacent property?
70 votes yes, 33 votes no; 67.9% Property Purchase Approved
Please vote for 4 new board members:

The following board members were elected:
John Rice (3 year term) 75 votes

Mike Smith (3 year term) 67 votes
Robin Stine (3 year term) 65 votes
Ann Brown (3 year term) 70 votes

XI. Adjournment

Motion to adjourn by Dennis Richard. Second by Cheryl Graham. All in favor.
Meeting adjourned at 11:46am.

Addendum 1 – due to change of availability, Robin Stine could no longer be on the board. As a result, Ashley Suddeth was appointed in place of Robin Stine for a 1 year term.

Addendum 2 – There was some discussion at the end of the meeting regarding the budget and after further review, the budget was approved because the votes needed were 51% of the votes cast and not 2/3rd approval. This was a confusion as the 2/3rd vote approval was regarding the pool expansion and obtaining a loan.



Please cast vote on ballot!



Whispering Oaks II HOA Election Ballot

Annual Meeting

Final Vote: June 29, 2024 at 11 AM

Username:
Password:
Address:

- You may vote by (1) voting online using the information on the label above; (2) dropping off this paper ballot in the Clubhouse mailbox at 6434 21st Century Drive, or (3) submitting this ballot in person during the meeting.
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- If you already used and changed your unique password, you must use the new password you created as the one above will no longer work.***

(1) Are you in favor of approving the 2023 annual meeting minutes? Yes No

(2) Are you in favor of approving the 2024-2025 proposed budget?
Note: the final budget could be adjusted per discussions during the annual meeting. Yes No

(3) Checkmark or write in up to five (5) board candidates.
 Jason Lewis _____
 Nikki Greenwell _____
 Shawn Otto

All relevant documents and candidate info can be reviewed in advance at <https://wo2clubhouse.com/annual-meeting>.



2023-2024 Treasurer Report

Whispering Oaks II Recreation Center Profit & Loss Budget vs. Actual June 2023 through May 2024

	Jun '23 - May 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2022 Dues	300	0	300	100%
2023 Dues	84,481	83,850	631	101%
Late Fees	2,203	500	1,703	441%
Total Income	86,984	84,350	2,634	103%
Gross Profit	86,984	84,350	2,634	103%
Expense				
Annual Meeting Expenses	209	3,000	-2,791	7%
Bank Fees	23	35	-12	65%
Clubhouse Furniture & Equipment	-85	1,800	-1,885	-5%
Clubhouse Supplies	2,111	2,800	-689	75%
Common Area Expansion	573	3,000	-2,427	19%
Computer Expenses	0	250	-250	0%
Insurance Expense	4,832	5,900	-1,068	82%
Janitorial Expense	6,525	7,000	-475	93%
Key Card Security System	1,116	1,500	-384	74%
Landscaping and Groundskeeping	16,170	12,000	4,170	135%
Lien Fees	28	500	-472	6%
Neighborhood Events	3,463	5,500	-2,037	63%
Office Supplies	215	500	-285	43%
Pool Furniture & Equipment	2,093	4,215	-2,122	50%
Pool Supplies & Service	9,883	8,800	1,083	112%
Pool Water Testing	1,330	1,500	-170	89%
Postage and Delivery	189	750	-561	25%
Printing and Reproduction	61	750	-689	8%
Professional Fees	469	1,500	-1,031	31%
Repairs and Maintenance				
General Repairs & Maintenance	191	5,000	-4,809	4%
HVAC Repairs & Maintenance	0	300	-300	0%
Parking Lot Repairs & Maintenance	0	500	-500	0%
Plumbing Repairs & Maintenance	135	750	-615	18%
Pool Maintenance	849	1,000	-151	85%
Total Repairs and Maintenance	1,175	7,550	-6,375	16%
Utilities				
Electric	4,467	4,100	367	109%
Sewer	2,768	2,800	-32	99%
Telephone Expense	1,463	1,300	163	113%
Water	1,838	1,800	38	102%
Total Utilities	10,537	10,000	537	105%
Website	0	1,200	-1,200	0%
Weeds/Bugs Control	365	300	65	122%
Workout Center Equipment	3,540	4,000	-460	88%
Total Expense	64,821	84,350	-19,529	77%
Net Ordinary Income	22,163	0	22,163	100%
Other Income/Expense				
Other Income				
Interest Income	75	43	31	173%
Total Other Income	75	43	31	173%
Net Other Income	75	43	31	173%
Net Income	22,237	43	22,194	51.511%



Whispering Oaks II
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2024-2025 Proposed Budget

Whispering Oaks II Recreation Center
2024-2025 Budget
 June 2024 through May 2025

	Jun '24 - May 25
Ordinary Income/Expense	
Income	
2024 Dues	86,775
Total Income	86,775
Gross Profit	86,775
Expense	
Annual Meeting Expenses	1,500
Bank Fees	100
Clubhouse Furniture & Equipment	2,000
Clubhouse Supplies	3,500
Common Area Expansion	3,000
Computer Expenses	500
Insurance Expense	4,000
Janitorial Expense	7,500
Key Card Security System	2,000
Landscaping and Groundskeeping	14,000
Lien Fees	75
Neighborhood Events	5,500
Office Supplies	500
Pool Furniture & Equipment	4,200
Pool Supplies & Service	9,800
Pool Water Testing	1,700
Postage and Delivery	350
Printing and Reproduction	250
Professional Fees	1,500
Repairs and Maintenance	
General Repairs & Maintenance	5,000
HVAC Repairs & Maintenance	500
Parking Lot Repairs & Maintenance	500
Plumbing Repairs & Maintenance	500
Pool Maintenance	1,100
Total Repairs and Maintenance	7,600
Utilities	
Electric	5,500
Sewer	3,250
Telephone Expense	1,450
Water	2,000
Total Utilities	12,200
Website	500
Weeds/Bugs Control	500
Workout Center Equipment	4,000
Total Expense	86,775
Net Ordinary Income	0
Net Income	0



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Board of Director Updates



Whispering Oaks II
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Katie Unruh Facilities Director



Clubhouse Annual Review 2023-2024

Katie Unruh
Facilities Director



REMINDERS



Key Cards

Waivers should be completed by all residents over 18 in household.

Email: wo2pool@gmail.com to request, repair or replace.

Each home is issued 2 cards, \$10.00 fee to Replace per card.

Visit <https://wo2clubhouse.com/> to see info about key cards.

3 day turn around on key cards from date fee/card is placed in mailbox and email notification is sent.



Great Room & Reservations

It is the organizers responsibility to clean the Clubhouse after their events.

Tables put back in the storage room with Chairs placed back on carts as pictured on the wall reminders.

Cleaning supplies are under the kitchenette sink and hallway closet.

All perishables must be removed from fridge and freezer.

Light and fans should be turned off.

Outdoor areas are not included with a Great Room reservation.



Fitness Center

Must be over 16 to use the fitness center.

If something is broken, please email wo2pool@gmail.com to report it.

Wipe down equipment after use with provided wipes.

POOL PARTIES

NEW! Pool Parties (effective 3/13/24)

The HOA Board has approved on a TRIAL BASIS that WOII neighbors can host pool parties at our Clubhouse per the following guidelines:

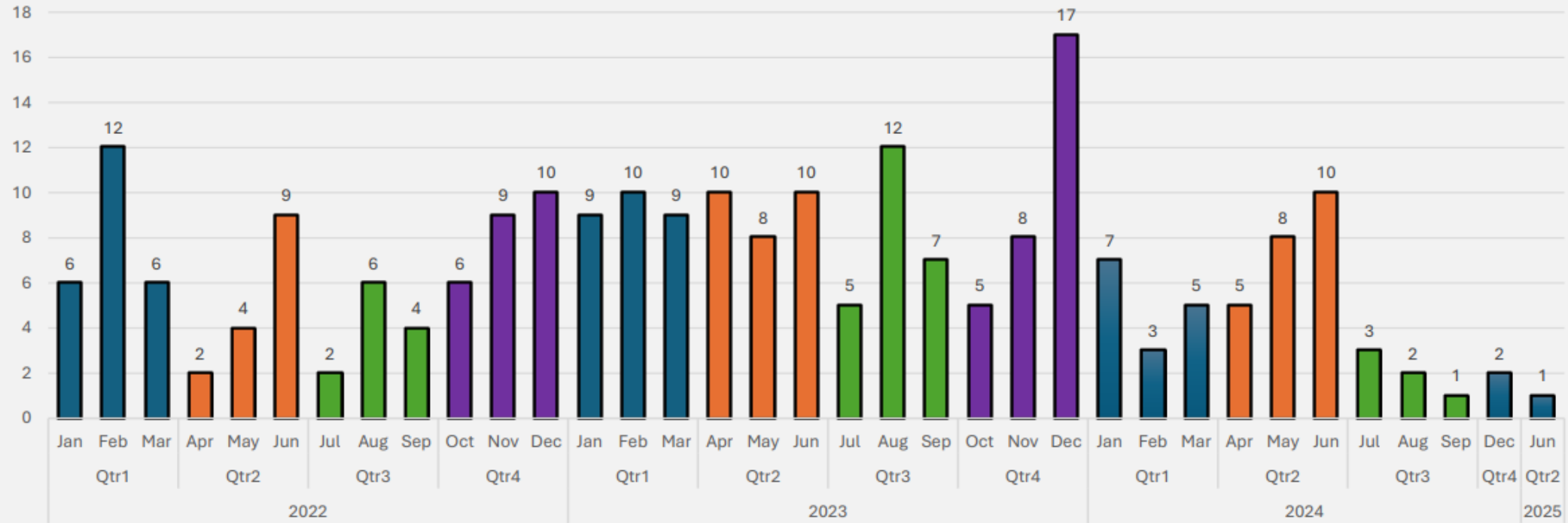
- Pool parties can be scheduled only on Friday, Saturday, and Sunday evenings, 6:00-8:00 PM during Friday, May 31–Sunday, August 25, excluding holidays. NOTE: The pool will still be open to the neighborhood during any pool party.
- A non-refundable reservation fee of \$200 is required to schedule a pool party in addition to the usual Great Room rental deposit of \$100 (which is returned after your event if there are no damages reported during inspection).
- A maximum of 20 children+adults (including WOII household members and guests) from your party are allowed in the pool or on the pool deck.
- All food, drinks, and decorations must be kept inside the Great Room. Nothing can be brought outside to the pool area.
- Your pool party will count towards your two (2) annual Great Room reservations.
- As always, all guests are subject to the same rules and responsibilities of using our Clubhouse property as the residents.
- To reserve a pool party, simply email wo2pool@gmail.com and add to your email that you'd like to schedule a pool party with your reservation.



NOTE: This program is not guaranteed to become permanent and may be discontinued at any time in the future for any reason deemed appropriate by the HOA Board. If this were to happen, any reservations made prior to the discontinuance would still be honored; however, no additional reservations would be accepted.

GREAT ROOM RESERVATIONS

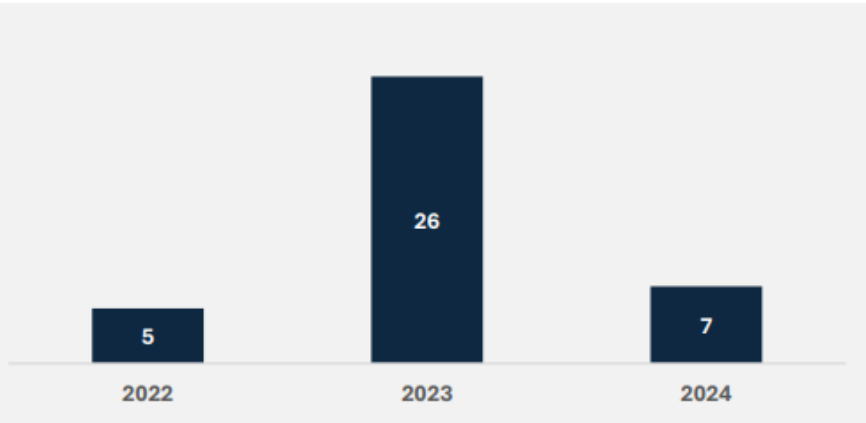
Greatroom Reservations | Jan 2022 - to June 2024



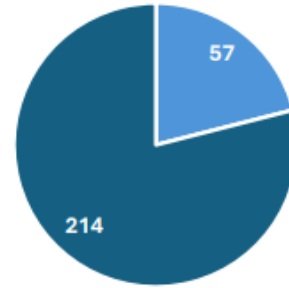
- Each Household receives 2 weekend and unlimited weekday reservations for the Great Room
- Reservations can be made by visiting our website at <https://wo2clubhouse.com/> on the Rec Center page and email wo2pool@gmail.com

GREAT ROOM RESERVATIONS

Other Events (HOA or Community)

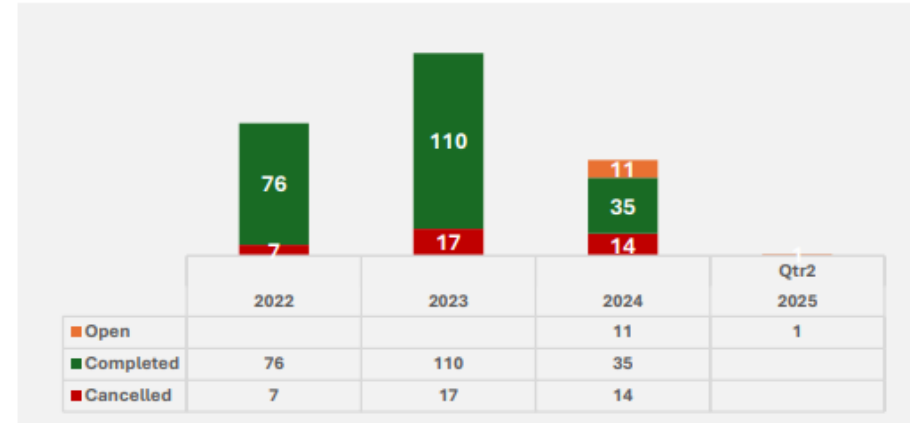


Weekend vs Weekday



Weekend = 214 | Weekday = 57

Reservation Summary by Year



Neighbors have used the Great Room to host several community events. Book club, Gardening club, Prom Dress Pop-up shop, Scout meetings and more! These may not count against your Annual Weekend Limit if it is open to all neighbors. Take advantage of the weekday options too.

HOA has hosted National Night Out, Breakfast with Santa and Ester Egg Hunt.

If you are interested in organizing a community event, please reach out to wo2pool@gmail.com

Mike Smith C&R Director

COVENANTS AND RESTRICTIONS

DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS

21st Century Developers, Inc. called Declarant, is the owner in fee simple of real property located in Clark County, State of Indiana, and know by official plat designation as Whispering Oaks Phase II, ("Whispering Oaks") a subdivision, to the County of Clark, pursuant to a plat recorded on 13 day of Sept, 2004 in the Plat Book 13, page 66, as instrument NO. 200422373, Recorder of Clark County, Indiana.

For the purpose of enhancing and protecting the value, attractiveness, and desirability of the lots or tracts constituting such subdivision, declarant declares that all of the described real property and each part of such property shall be held, sold, and conveyed only subject to the following easements, covenants, conditions, and restrictions, which constitutes covenants running with the land and shall be binding on all parties having any right, title or interest in the described property or any part of such property, their heirs, successors, and assigns, and shall inure to the benefit of each owner of such property.

ARTICLE ONE

DEFINITIONS

Section 1. "Association." shall mean and refer to "Whispering Oaks Phase II Homeowner's Association," its successors and assigns, and "Associations" shall mean "Whispering Oaks Phase II Homeowners Association" and "Whispering Oaks Recreational Center, Inc."

Section 2. "ACC." shall mean and refer to the Architectural Control Committee.

Section 3. "Board." Shall mean the Board of Directors for the Association.

Section 4. "Common area." shall mean all real property owned by the Association for the common use and enjoyment of the owners. The common area to be owned by the Association at the time of conveyance of the first lot is described as shown on the Plat which is incorporated herein.

Section 5. "Declarant." shall mean 21st Century Developers, Inc.,

1

MONTH	# / TYPES OF VIOLATIONS	# OF VIOLATIONS
APRIL 2023	1 L	1
MAY 2023	0	0
JUNE 2023	1 P	1
JULY 2023	6 P	6
AUGUST 2023	1 T, 11 P, 11 L	23
SEPTEMBER 2023	3 T, 4 P, 1 L, 1 O	9
OCTOBER 2023	1 T, 1 P, 1 O	3
NOVEMBER 2023	1 T, 3 P, 1 O	5
DECEMBER 2023	2 P	2
JANUARY 2024	7 T, 1 P	8
FEBRUARY 2024	17 T, 2 R, 2 O	21
MARCH 2024	0	0
APRIL 2024	2 T, 7 L, 1 D, 5 O	15
MAY 2024	11 T, 1 L, 1 D, 1 O	14
JUNE 2024	37 T, 2 R, 2 O	41


TYPES OF VIOLATIONS
TRASH CANS VISIBLE -- T
STREET PARKING -- P
LAWN GROWTH -- L
LOOSE DOG -- D
TRAILER/RV PARKING -- R
OTHER - O



Whispering Oaks II

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Mellanie "MJ" Hunter Communications Director





WOII HOA COMMUNICATIONS ANNUAL REPORT 2024

Prepared June 28, 2024 by Mellanie Hunter


This report presents the accomplishment and performance of communication and promotional activities completed on behalf of WOII Homeowners Association **between 6/10/2023 and 6/28/2024**, offering insights into engagement, reach, and effectiveness.

 **Email Subscribers**
339

 **Total Households**
279

 **Events Promoted**
41


Communications Director




Responsibilities:
Manages resident communications, data, and technology. Writes and sends newsletters, social media posts, and email announcements. Creates branded forms, documents, and graphic materials for elections, events, and meetings. Keeps website and online voting site up to date and user-friendly. (~15-12 hours / month)

Mellanie "MJ" Hunter

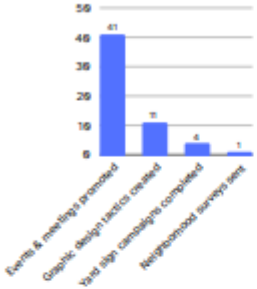
Messages







- Facebook Posts : 108
- Email Alerts & Reminders : 28
- Newsletters : 13



Marketing



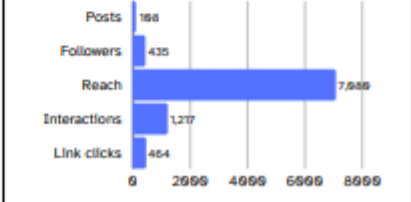
Emails

-  **Top Open Rate** 78.2%
-  **Top Click-thru Rate** 21.5%
-  **Email Subscribers vs. Total Households** 127.44%
-  **Subscription growth** ↑ 29.9%

Achievements

- Performed ongoing website maintenance
- Decluttered Records webpage
- Added new Great Room webpage
- Separated Great Room Reservation and Neighborhood Events Calendars
- Created annual election paper ballot
- Provided technical support functions
- Designed this gorgeous infographic report

Facebook



www.wo2clubhouse.com

Shawn Otto Pool Director



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Jason Lewis ACC Director



Architectural Control Committee (ACC)





Presentation and Election of New Board Members



Whispering Oaks II

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Election of New Board Members



2024 Board Candidate Bios



(1) DEANNA FISK, WHISPERING WAY

Hello, my name is Deanna Fisk and I live at 6412 Whispering Way. I am new to the neighborhood and although I have not been in this neighborhood long, I know I could be an asset to our beautiful neighborhood and HOA. I have a lengthy experience in Criminal Justice and leadership, beginning my career in Criminal Justice in 2013. I was a leader within my field and was a well respected instructor. I served for the Department of Corrections as a Sergeant, a Lieutenant, and an instructor. I mentored and taught many people within my time there. I currently work for Louisville Metro Police Department as a patrol officer and train new officers. Integrity, accountability, and respect to others mean the upmost to me and I would love to bring that to our neighborhood. In my spare time I am a painter and a writer, both of which I enjoy so much. I am a mother of a wonderful seven year old boy and the soon to be step mother of a beautiful three year old girl. We enjoy being active and engaging with others. I would love to have the opportunity to be a part of this neighborhood further than just living here and believe I can be an asset to our team.



(2) STACEY DONNELLY, PLEASANT RUN

My name is Stacey Donnelly and my husband Ian and I live at 6205 Pleasant Run. We just moved here from Southern California a year ago, and we love it here! My husband and I do not have children, but do have 3 rescue dogs (our fur babies). Our neighbors are all so awesome, and we love the community here at Whispering Oaks II! As far as my background and interests, I have worked in various office settings in customer service, administrative, sales and management roles at several different types of companies and industries. But my favorite was as a Design Consultant in a showroom setting where I assisted homebuyers with their new home builder options selections. I love organizing spaces and managing projects. And I'm even the Commissioner of a fantasy football league with longtime friends who are located all over the country. I coordinate our annual trip that includes accommodations, draft venue and other fun activities and dinners for our group. I hope that I have enough transferrable skills to serve on the Board in some capacity, and look forward to hopefully meeting all of you!

WOII 2024 Board Candidates v5 (6/14/24) ~ Page 1 of 2

(3) REBECCA MEURER, CONNER COURT

My name is Rebecca Meurer and I live at 6206 Conner Court. I would like the opportunity to become a member of our HOA board. I'm a stay at home housewife, who has a small jewelry making business. I would love the opportunity to be part of covenant and restrictions or to just help out where I can. Thank you and I look forward to working with all of you.

(4) SHAWN OTTO, JOHN WAYNE DRIVE

My name is Shawn Otto and I live on John Wayne Dr. I have lived in the neighborhood since 2010. In the past I served on the HOA/Rec board for 8 years. I had the pool responsibilities for 7 years and the treasurer for 1 year. I have 3 kids and 3 grandkids. I am an active member in a local VFW (Veterans of Foreign Wars). I have served on the VFW board for several years and I was the Commander for 2 years. In my free time I like to spend time with my family, friends and other veterans. Please consider me for a position on the HOA/Rec board. I would love to serve our community once again.

(5) JASON LEWIS, 21ST CENTURY DRIVE

My name is Jason Lewis, I am writing to be considered for another term on the HOA board. I currently serve as the ACC director. I have been the ACC director for 1 year and served 1 year prior as the C&R director with WOII. (A little bit of background on me)! I have lived in the neighborhood for going on 3 years now. I am the vice president of a non-profit 501C3 in Clarksville, Indiana and have been there for 7 years now helping our military veterans and first responders. I am the service manager for your local John Deere dealership (down the street)! In my free time I love camping, my motorcycle, hunting, fishing and all the outdoors. I am married with 3 boys ages 10, 15 and 17! I enjoyed my last 2 years with all the Board members. And I feel I can still be a good asset to our community!



(6) NIKKI GREENWELL, 21ST CENTURY DRIVE

My husband, Jason Greenwell, and I have lived in Whispering Oaks II for 14 years. In my terms on the WOII board I have endeavored to represent the entire community and not any individual group or point of view. I've served as Clubhouse Manager, Events Coordinator and on the Pool Crew. This past year I took on the assignment to have our front entrance landscaping revamped and completed. I feel our objective as Board members should be to produce progressive thinking and improvements, maintain our facilities and property in top condition and be fiscally responsible.

WOII 2024 Board Candidates v5 (6/14/24) ~ Page 2 of 2



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Collection of Ballots



Whispering Oaks II
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Open Discussion



Whispering Oaks II
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Updating Resident Master List



**Please Scan to Update
Contact Info**

or visit

<https://forms.office.com/e/4NpbaUuhQh>



Whispering Oaks II
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Lot Purchase and Expansion

Next Steps

- Send out neighborhood survey to determine best path forward – August-September 2024
- Board to develop 2-4 proposals/options with cost estimates and renderings – Oct 2024-Jan 2025
 - Host town halls for neighborhood – Feb-March 2025
- Conduct special meeting and vote on proposals – April-May 2025



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Presentation of Results

results will be posted online following meeting



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Thank
you



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