



Whispering Oaks II
HOA · POOL · RECREATION CENTER

WOII HOA

**Annual Meeting
Minutes - DRAFT**

Saturday, June 29, 2024

11am

1. Call to Order @ 11:02 by John Rice, HOA President
2. Determination of Quorum
 - a. Ann Brown, HOA Secretary, confirmed there was a quorum present – 121 – minimum needed is 112. We have 279 households total
 - b. Residents online: 1 person
 - c. Residents in person: 32 households
 - d. Early vote: 72 (hard copy) 16 (online) = 88 total
3. Reading of 2023 Annual Meeting Minutes
 - a. Motion to approve as written and read (cast vote on ballot)
 - b. 1st: Nikki Greenwell
 - c. 2nd: Scott Hollis
4. 2023-2024 Treasurer's Report
 - a. Nikki Hollis, HOA Treasurer, presented the 2023-2024 budget vs. actual expenses
 - i. Numbers also include income from Whispering Oaks I
 - ii. Some of the savings on expenses include having the annual meeting inside vs. renting a tent, electronic vs. paper mailings, switched property insurance, etc.
 - iii. Overages not expected to continue – landscaping, pool supplies and paying back invoices from mowing (they just sent them to us and we paid upon receipt)
 - iv. Still getting quotes on capital expenses: new clubhouse items, fitness center equipment, and permeant external Christmas lighting
 - v. Common area expansion expenses due to closing fees to purchase the lot
 - b. Discussion:
 - i. How much overage do we expect? Around \$5,000.
 - ii. How many WO I residents are expected? Nine - this income will go towards capital expense budget. The HOA Board voted in April 2023 to allow ten households to join at \$500. Why did we do this? As a way to raise revenue for capital expense in order to not raise dues.
 - iii. Double check if we can do public rentals.

5. Presentation of 2024-2025 Budget

a. Nikki Hollis, HOA Treasurer, presented

- i. 279 homes with 267 neighbors at \$325 for income. (Backed out Board members)
- ii. Bumped up landscaping, electricity and water

b. Discussion:

- i. Landscaping – Year 1 and 2 cost more to establish greenery, irrigation, lights, rock, and curbing, and ongoing maintenance of weeds, fertilizer, etc. (Partnered with Gardening Club to bring forth to reality)
- ii. Mowing – new lot, entrances, and clubhouse
- iii. New lot purchase grading – This has been completed. Concerns that there are large stones are destroying Adam’s motor on the mower. The Board will follow-up with LandMill and Adam to see what can be done to mitigate this.
- iv. Equipment – Will be buying an additional weight machine plus repair current one that is over 10 years old. Suggestion to transition to free weights to go long-term and reduce maintenance. However, we will always have a maintenance expense on equipment to keep it safe and functional.
- v. Pool furniture – We have replaced 6 six chairs this past year. We will continue to replace as needed. Working on replacing table. Suggestion to remove the zip ties – we will.

c. Motion to approve (cast vote on ballot)

d. 1st: Baldwin

e. 2nd: Cheryl Graham

6. Director Updates

- a. Facilities – Katie Unruh- Katie introduced herself and talked about great room, key cards and scheduling. Katie mentioned that each house should have 2 cards, talked about key card types and requested any purple lettering cards should be traded in, talked about \$10 for more cards. Info on Great Room Reservations- cleanup has been great and residents have been taking care of the Great Room. Katie explained number of reservations allowed per year. There has been a 30% decrease in reservations this year. Katie mentioned that the extended use of the outside area is NOT included in the reservation. Katie talked about the Fitness Center and maintenance of equipment by Schellers. Katie talked about the pool parties and new rules for this summer which includes rental on weekends from 6-8 that costs \$200. There has been only one reservation so far this year. Katie went over number of great room reservations and high demand months of June and December. Katie talked about community use of room for Cub Scouts, Clubs, etc,. These types of reservations do not count against yearly allowed usage.

Resident asked about Master Lock system being a problem. Katie explained updates in process of getting a new swipe for the Great Room door. Neighbor had question about women's bath room door being an issue. Katie is working on getting new doors for the bathrooms and the Front Entrance.

- b. C&R – Mike Smith-Mike introduced himself and presented statistics of violations for the year. Majority is lawns and parking. Mike requested residents to read C & R before submitting violation. Encouraged familiarity of rules. Mike mentioned times of trash cans to be set out. Mike encouraged others to address with their neighbors than having “HOA” take care of it. Nikki G asked Mike to explain process of violations. Mike explained filling out form by complainant, then Mike tracks complaint and generates letter electronically to neighbor. Mike does follow up if first notice is not addressed. Ninety percent of the time the first notice is sufficient. Fines have only happened twice since he started. Mike explained due diligence for homeowners to know about the HOA and the C&R. Karen W suggested communicating with Real Estate Agents on HOA rules. Question on Christmas lights being up in June- Mike stated it was not a violation.
 - c. Communications – Mellanie “MJ” Hunter- John presented for MJ and her communication report. 339 people subscribed to email, 109 FB posts, and 13 newsletters. 78.2% of the newsletters are opened. John pointed out the QR code to update contact information for new digital contact list. John said website is updated every month by MJ and reported her update of digital records for the HOA. MJ updated calendar for Great Room and Neighborhood Events.
 - d. Pool – Shawn Otto- Shawn introduced himself and acknowledge Drew and Nikki of the pool crew. He talked about new additions of chlorinator for this year. Shawn explained Health Dept regulations of pool being checked twice a day for chemicals.
 - e. ACC – Jason Lewis- Jason mentioned paperwork needed for driveway expansion and fences. Jason requested drawings for ACC requests being completed and legible. Jason mentioned needing new permission for replacing an existing fence.
7. Election of Board Members – There are 5 open positions to be filled – 4 are open for 3-year term. 1 is open for a 2-year term.
- a. Introduction of nominees – All candidates completed an introduction and a brief reason for wanting to join the board.
 - b. Motion to approve (cast vote on ballot)
8. Collection and Tally of Ballots
- a. There are three questions on the ballot, below are the results.
 - i. Are you in favor of approving the 2023 annual meeting minutes?
 - 87 voted yes; 7 voted no; motion approved

ii. Are you in favor of approving the 2024-2025 proposed budget?

- 81 voted yes; 12 voted no; motion approved

iii. Checkmark or write in up to five board candidates.

- Jason Lewis
- Nikki Greenwell
- Shawn Otto
- Deanna Fisk
- Stacey Donnelly
- Rebecca Meurer

9. Presentation of results and new board members – the following board members were elected:

a. Jason Lewis (3 year term) – 82 votes

b. Nikki Greenwell (3 year term) – 70 votes

c. Shawn Otto (3 year term) – 85 votes

d. Deanna Fisk (2 year term) – 33 votes

e. Stacey Donnelly (3 year term) – 37 votes

f. Thank you to the following residents for counting and tallying the votes:

i. Robyn Smith

ii. Mary Kulp

iii. Jeff Wigginton

iv. Cheryl Graham

v. Ann Brown, HOA secretary, oversaw the counting and tallying and then certified the results.

10. President Update

a. Lot purchase and expansion next steps

i. Send out neighborhood survey to determine best path forward – August-September 2024

ii. Board develop 2-4 proposals/options with cost estimates and renderings – Oct 2024-January 2025

- Host town halls for neighborhood – Feb.-March 2025

iii. Conduct special meeting and we vote on proposals – April-May 2025

11. Open Discussion

a. Should we determine a percentage of participation to reach before moving forward with survey results? General chatter; varying opinions.

b. Suggestion that we hold it open for 60 days rather than do a percentage of participation. Can do both online and paper option to participate in survey.

12. Adjourn - @ 12:27

- a. 1st: Karen Wigginton
- b. 2nd: Nikki Greenwell

Join Zoom Meeting

<https://us06web.zoom.us/j/7674542975?pwd=SXhNcGt0THJ5bGR0SkVtVTWpBWXVOZz09>

Meeting ID: 767 454 2975 Passcode: 6434

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

ZOOM LOG IN

