

**WHISPERING LAKES ESTATES  
HOA BOARD EMERGENCY MEETING MINUTES  
VIA ZOOM**

**Tuesday 12/1/2023**

**Call Meeting to Order**

Meeting was called to order at 6:30 pm.

Introductions: None

**Board Members Present:** Sara Shaw- President; Stephanie Salsbury- Vice President; Juanita Norton– Treasurer; Matt Tener- Secretary; Lynn Mowder- Member at Large

**Board Members Absent:** Arwa Armstrong - Member at Large

**Other Attendees:** Tony McMahon, Jalynn Michler, Barb Presley, Nathan Presley, Larissa Howard, Mark Anton, Jeff Hill, Vicki Pickering, Nikki Shirley, Steve and Theresa Eftink, Mike Walker, Corey Beckendorf, Aaron Birkhofer, Mike Odarczenko, Rick Greenfield, Larke Anton, Vickie Loeb sack

**Guests:** None

**Approval of Agenda:** Due to the rapid nature of this meeting, a formal agenda was not issued.

**Contract Termination with HOA Management Company:** The existing contract with HOA Management Services is no longer being offered and a termination has been requested of either 1 December or 31 December. There is an additional option of a contract which would supply financial support only at a cost of \$4500 annually. Their services would include the gathering of assessments as well as processing all financials. Comparable bids are in the range of \$7700-\$10,500 respectively.

Issues regarding HOA Management Services accounting have been identified by current members of the board to include a lack of any attempt to outline a budget, with the exception of a blank template, to also include excessive printing of neighborhood packages. Bid procurement has been accomplished by members of the current board of directors.

Areas of concern from members of the community such as Nikki Shirley, Larke Anton and Larissa Howard are the tremendous amount of work keeping up with the checks and balances, covenant compliance while remaining impartial and legal support for areas such as liens or any situations in which a formal representation by an attorney may be required. In summary, an HOA management company provides a line of protection and an intermediary in matters of the community, covenant enforcement and outside agencies.

The expectation will be to continue using the same legal company we've had a relationship with for items such as covenant revision and maximize the use of software to make other aspects of management as easy as possible. Regarding covenant compliance, a checklist should be created and distributed so all neighbors are able to quickly surmise any areas of their property that are not in compliance.

According to Stephanie Salsbury, HOA Management Services stated they will not be supplying the financials for November and December, nor can we expect them to finish the process of covenant revision. The need for clean financial information is essential and Tony McMahon along with Dr. Juanita Norton will work to review the ledger in order for taxes to be prepared. Dr. Norton has been preemptively entering different items in Quickbooks and building out the areas required for checks and balances along with entering accounts for all homeowners using tax data on reported addresses for accuracy. If the contract with HOA Management Services is terminated, the budgeted money for that line item would be rolled in to initially cover expenses for office supplies along with the construction of a mailbox at the pool address, with the remainder being added to the HOA funds.

Stephanie made a motion to terminate the contract with HOA Management Services effective 1 December which was seconded by Lynn. The motion was unopposed and carried.

Juanita explored the option for a PO box at Bank of America in Andover, but it would cause more work in the long run since the bank can receive funds but not indicate from whom they were received. Stephanie made a motion to have a locking mailbox installed at the swimming pool for \$1200 or less. It was seconded by Juanita and passed unanimously with none opposed.

**Executive Session: None**

**Adjourn:** The meeting was adjourned at 7:20PM.

**Next Meeting:** December 19th, 2023, 6:30 via Zoom.

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Matt Tener  
Secretary, Board of Directors