

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

**Tuesday 12/19/2023**

**Call Meeting to Order**

The meeting was called to order at 6:30 pm.

Introductions: No individuals outside the neighborhood were present

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

**Board Members Absent:** None

**Other Attendees:** Tony McMahon, Sheryl McMahon, Jeff Hill, Nikki Shirley, Wyatt Disque, Arwa Armstrong

**Guests:** None

**Approval of Agenda:** Juanita made a motion to approve the agenda, seconded by Stephanie. None opposed the motion and the motion carried.

**Approval of 21 November 2023 Meeting Minutes:** Juanita made a motion to approve the minutes which was seconded by Lynn. All voted in favor with none opposed.

**Approval of 1 December 2023 Emergency Meeting Minutes:** An error of location was noted in the minutes which were updated appropriately. Lynn made a motion to approve meeting minutes with the change which was seconded by Juanita. All voted in favor with none opposed.

**Approval of November Financials:** Juanita provided a detailed overview via her shared screen to reflect the balance sheet from November. Lynn made a motion to approve the financials which was seconded by Matt. All voted in favor of the motion with none opposed.

Committee Reports:

Nikki- None

Stephanie-None

Arwa- None

### **Old Business:**

**Review 2024 Budget and Approve:** Juanita presented the information contained in the 2024 budget after a collaborative effort among members of the board. New categories were added with the assistance of Tony McMahon to reflect previously missing items and were highlighted in red. Other portions were consolidated from separate line items to be within a bucket for such things as office expenses. The Legal and Attorney fees line-item amount was increased in the event of a need for additional use during the year. Three categories were also added for office equipment, supplies/storage, and software. Other items were regrouping such as landscaping and pool. The amount to detail the reserve accounts was to remain open until the end of month once all accounts were settled.

A discussion on how individual budget line items helped allocate money for scheduled expenses in the coming years was conducted between members of the board. The practice to apply cumulative “charges” assists in allocating appropriate resources are accounted for and reflect a standard budgetary practice. Lynn made a motion to approve the budget, which was seconded by Juanita. All in favor with none opposed.

### **New Business:**

Arwa has decided to terminate her position as a board member. Thank you so much for your hard work to help our neighborhood! We sincerely appreciate your continued support through the Community Involvement chair and clearly see that Whispering Lakes matters to you and your family!

The decision on a service to continue HOA management responsibilities will be tabled for next year’s board. Additionally, any outstanding debts or bills are to be closed by the end of the year.

### **Open Floor to Residents:**

Parker Armstrong is required to make snowmen from now on.

Jeff Hill asked regarding the vacancy of Arwa’s position. It will be decided in January and addressed as a line item in the January agenda. Nikki Shirley asked if there was a vote for terminating the HOA management contract? Stephanie Salsbury responded that there was a vote to terminate the contract but, after reviewing the minutes, the road as to pursuing a management contract versus going our own is not clear. It will be decided at the January meeting.

### **Executive Session: None**

**Adjourn:** The meeting was adjourned at 7:11

**Next Meeting:** TBD by new board.

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Matt Tener  
Secretary, Board of Directors