

**WHISPERING LAKES ESTATE
HOA BOARD MEETING MINUTES
FIRE STATION #20, 2255 S. GREENWICH**

Tuesday, February 27, 2024

Board Members Present: Sara Shaw, President; Stephanie Salsbury, Vice President; Juanita Norton, Treasurer; Tony McMahon, Assistant Treasurer; Nikki Shirley, Secretary; Wyatt Disque and Vicki Loeb sack, Members-at-Large

Board Members Absent: None

Other HOA Attendees: Dale Henley, Lynn Mowder, Lori and Don Roser, John Sa, Corey Beckendorf and Don Martin

Sara called the meeting to order at 6:30 p.m.

Attendees introduced themselves.

Approval of Agenda: Stephanie moved to approve the agenda as presented. Nikki seconded the motion. Vote was unanimously approved.

Approve January 23, 2024 Board Meeting Minutes: Stephanie moved to approve the minutes as written. Juanita seconded. Vote was unanimously approved.

Approve January 31, 2024 Financial Reports: Juanita explained using QuickBooks to set these up for the first time to mirror the format we are accustomed to seeing. Nikki moved to approve the reports as submitted. Tony seconded. Vote was unanimously approved.

Old Business: The Covenant Amendment to restrict rentals to a minimum of a one-year lease with no short-term rentals was filed with the county and added to our website and emailed to all neighbors. Also emailed to all neighbors was our 2024 Annual Budget and the HOA Management Duties document.

Stephanie has scheduled all upcoming board meetings at Fire Station #20.

A new inspection of the association for covenant violations has been done. It was decided to wait until we can use the new HOA Start software (if approved) to email out violation notices.

Sara will draft an email to go out to all neighbors regarding volunteer opportunities.

Stephanie will locate our insurance policies. Sara has called several places but still has not determined who we are supposed to get our pool license from.

New Business: At our last meeting, Sara and Tony agreed to search for software to facilitate entering and tracking our covenant violation inspections. They found a company called HOA Start that offers a lot more. It is an all-in-one software for HOAs. It offers a Website Builder, a Membership Directory of residents, User Dashboards so all residents can interact with this software such as Online Voting and updating of personal information with approval. It offers Violation Management, Event Management/Calendar of Events, and they project by September to integrate with QuickBooks. The cost for this software is approximately \$2,580.00 per year. **By email, Stephanie moved to enter a two-week free trial with the intent to purchase this software if everyone likes it. Motion was seconded by Vicki. Vote was four in favor, one opposed. Motion carried.**

The trial has begun. Tony created a spreadsheet with all resident information with help from Stephanie and Nikki to validate everyone's email addresses, etc. He was able to upload this into the new software platform. He did state he has had to figure out what and how to do things on his own. Onboarding of other information is ongoing as well for the trial of this software. A decision to purchase will need to be made by March 16, so another email vote will be needed. Nikki voiced concern that this software does way more than what was initially stated we needed given it was stated that QuickBooks (at a cost of \$1,080.00 per year) would be able to handle everything we needed to go on our own except covenant violation tracking. All other board members feel this software will be a good investment. **Stephanie moved to continue the trial and to conduct an email vote on whether to purchase this software on March 13. Tony seconded the motion. Vote was unanimously approved.**

Regarding our current Website: Stephanie moved to close out our current Website that also includes the "Secretary" email if we purchase the new HOA Start software as the new software will have both. Nikki pointed out that we need to make sure all items are transferred to the new website (such as prior minutes) before closing the current Website, and Linda Hurt needs to be involved since she used her private Google account when she set up the current Website. Since we will also be losing the "Secretary" email, Nikki requested we make sure the new software will accommodate emailing all residents before closing what we currently have. **Wyatt seconded the motion. Vote was unanimously approved.**

Nikki asked for clarification of the next topic: Paperless Invoices. Due to the capabilities of QuickBooks and the new software, it is planned to use the email features for invoices and all other communications with residents (such as covenant violation notices) thereby eliminating all paper use and postage of mailing such items. Juanita and Stephanie have already emailed out the late assessment notices. They are able to tell

when these items are opened due to the "read receipt" feature. Two audience members stated you can't always bank on the "read receipt" feature. One person asked what we will do if the email is ignored. In those instances, we will use *Certified Mail* to follow-up. **Stephanie moved to use paperless communication including invoices going forward.** **Vicki seconded the motion. Vote was unanimously approved.**

Committee Reports:

Pool: Stephanie contacted Rob with Personal Touch Pools and he agreed to service our pool Monday through Friday at no extra charge. Dale thinks Ken Henrich will do Saturdays and Don Roser volunteered to do Sundays. We will provide training to both. The new pool code will be distributed through the new software, if approved. There will be a Pool Rules document loaded that all neighbors would need to auto-sign and it will have an auto-reply that will include the new code.

Community Report: Juanita read an email from Arwa. Arwa has worked with neighbors Amy and Matt Tener and Lynn Mowder to come up with a list of potential community events such as an Easter Egg Hunt, July 4th Rocket Pops, Neighborhood Clean-Up Day, Fishing Event, Ice Cream Social as well as several other events.

Welcoming Committee: Nikki had no new neighbors to report but a house on Woodcreek has been rented out and new people have moved in.

Grounds/Maintenance: Tony provided an update on the ponds. He is inspecting them frequently. He also met with a City of Wichita Public Works engineer. There is an issue with Reserve G that was previously deeded to Gene Vitarelli who sold it to Russell Relph along with the lot next to it. There is major erosion in the hedgerow that is owned by Dr. Paul Harrison and his wife, and it is moving silt into the southwest pond through a pipe that runs from the hedgerow to the southwest pond. The public works engineer has stated that the problem is Dr. Harrison's to fix. All who have come out say there needs to be a "silt pond" to the south of the hedgerow in the field and the owner would need to dredge it from time to time. Dredging the southwest pond to make it deeper will be expensive and we need to fix this problem first. Tony has sent a letter to Dr. Harrison. The email Dr. Harrison sent seems to indicate that he understands the issue. The civil engineers have a department to deal with these things. Tony would like to discuss this with Gene to see if he would help with this issue. Stephanie will contact Gene.

Tony reported there are a few things the Pond Committee can do to improve the edges of the ponds. Pull out weeds. Remove algae. There are trees on the north side of the dam between the northwest and southwest ponds that need to be removed. Living Water ICT will provide us with a bid to remove these trees and

also to rearrange the rocks that are supposed to be there. Ryan Lawn and Tree would not bid. Luke Armstrong with Armstong Dirt Work was also contacted.

Open Floor to Residents: Ron Martin, who arrived after the meeting started, wanted to know the new rules for rentals which we provided.

Lori Roser asked if they could clean out around the trees in the hedgerow behind their house. We told them they would need to get permission from the owner of the land, Christopher Corkins.

Dale had submitted a paper with a bid of \$85.40 for two treatments of the algae. Tony wants to ask Living Waters ICT first to see what they would charge. We may need an email vote on this.

Next Meeting: March 26, 2024.

Adjourned to Executive Session at 8:17 p.m.

Resumed Regular Session at 8:50 p.m. and Adjourned.

Nikki Shirley, Secretary
Board of Directors