

**WHISPERING LAKES ESTATES  
HOA BOARD MEETING MINUTES**

**Tuesday, October 26, 2021, Fire Station #20, 2255 S. Greenwich, Wichita, KS**

**Board Members Present:** President, Sara Shaw; Secretary, Nikki Shirley; Interim Treasurer, Angie Hall; Member at Large, Danny Cunningham

**Board Members Absent:** Vice President, Jim Bray; Member at Large, Corey Piper

**Guest:** April Casey, Community Manager, HOA Management Services

**Other HOA Attendees:** Stephanie Avery and friend, Manuel, Dale Henley and Josh Wiele

**The President called the meeting to order at 6:31 p.m.**

**Approve Agenda:** Nikki moved to accept the agenda as presented. Danny seconded. Vote was unanimous.

**Approve Minutes from September 28, 2021, Board Meeting:** Angie moved to approve the minutes as written. Danny seconded. Vote was unanimous.

**Approve September, 2021, Financial Reports as Submitted by HOA Management:** Nikki moved to approve the financial reports as submitted. Danny seconded. Vote was unanimous.

**Old Business:**

**Reserve & Transfer Update:** We received the Transfer Deed from Gene Vitarelli through Stephanie. Sara signed the document and gave it to Stephanie to notarize. Stephanie will make copies and get it to April. April will give it to Rodney Wright to review before it goes to Gene Vitarelli.

**Ring Camera--Has the transfer to Whispering Lakes Estates HOA been completed?** No. There are actually two cameras. Stephanie has not received a refund check and the report that the cameras would have to be turned in was inaccurate. Ring just needs the QR code off the cameras. Stephanie and April exchanged information and April will take a picture of the cameras on Thursday when she is out on inspection.

**Approve Vendor Bids for Mowing and Irrigation Contracts.** April has the Statement of Work and map for the mowing contract but does not have the Statement of Work for the irrigation contract. Josh still wants to make some modification to the irrigation Statement of Work. April will get out the RFPs for the mowing contract. There was a question about a pool company contract. It was noted that we signed a three-year contract with Personal Touch Pools last year. Stephanie and Dale said they had a lot of problems with them this year...not showing up when scheduled to clean, not cleaning bathrooms, and not providing the supplies for the bathrooms as specified in our contract. They want to review duties with them next spring.

**Determine What to Spend the Balance of the Budgeted Property Improvement Funds on.** Angie stated we have the \$8,000.00 to complete another portion of the rip rap on the east lake—the cove on the far east side. We need the document that Damian had in his files. Sara gave those to HOA Management. April will look for that file.

Nikki offered to contact Shawn Sater, the person who has been installing the rip rap, as she stated she has worked with Shawn in the past. Josh will be asked first how much he wants to be involved.

**Report from Committees:**

**Pool:** Stephanie and Dale want to buy the rest of the chlorine that Sara has. Sara will get an invoice to Angie for the chlorine. They also want some more pool furniture and a new umbrella at a cost of around \$500.00. Angie will put this in the budget.

**Welcoming:** Nikki reported three new neighbors: Barbara Ricketts—15514 E. Woodcreek, Michelle and Jess Arbuckle—1910 S. Teakwood, and Megan and Andrew Galliher—15822 E. Rosewood Ct.

**Grounds:** Josh reported that the leak on the east lake has been fixed and we have received the bill for blowing out all three systems, however, Dale reported he only saw them blow out the system at the pool. He stated he was with them at the NW lake, and they could not find the valve to blow out that system. Nikki saw them at the pump house on the east lake the same day but did not see them blow it out. Dale and Mike Maxton walked the east lake today and saw that an area had been dug up where the flag had been marking the area where Dan Holmes had reported a leak, but they could not determine if the system had been blown out. Josh will contact The Grounds Guys to determine what has been blown out before Angie okays the bill. In the future, Dale suggested the irrigation contractor should call he or Stephanie before they do any work so one or the other of them can monitor what is done. Gene will be responsible for blowing out the SW lake this year. Josh stated there will be one more mowing before the end of October. **He then made the following recommendations for next year:**

**Irrigation:** Start-up no later than April 1. Require contractor to inspect every irrigation zone and head for proper operation. Board should ask for a neighbor to volunteer to monitor the systems for each of the three lakes. Do a visual check once a week of the controller to make sure the power is on and no fault warnings are displayed. Walk around the lake once a week looking for any dry or wet areas. Report findings/issues to the ground's chairperson. Dale said he would do the pool area. Dale and Danny volunteered to do the NW lake. Nikki recommended Mike Maxton for the east lake. Contractor should also do a summer inspection and then winterize at the end of the season.

**Mowing/Weed Eating/Edging:** Detail of items to be completed are in the Statement of Work. In general, first mow should be no later than March 15 before the first fertilization, then wait three weeks before starting regular mowing schedule of every other week. Also wait three weeks between the 15<sup>th</sup> and 16<sup>th</sup> mowing ending around October 31.

**Fertilization:** Four applications over the 32-week growing season. The first two applications should contain grassy weed pre-emergent/broadleaf weed spray and a slow-release fertilizer. Application three should happen in the summer and should contain broadleaf weed spray and a coated slow-release fertilizer. Application four should be a high nitrogen fertilizer as well as a broadleaf weed spray that can be used only where weeds are present.

As needed spraying for weed control around the pool and in the rip rap. Also, applications for insect control in trees and algae control in the lakes as needed.

May need two contractors, one for mowing and one for applications. Finally, the board needs to add seeding to their budget over the next three seasons to improve the health of the turf around the lakes. If seeding is not part of the over-all plan for the common areas, the fertilization and weed controls are not going to have their full effect.

Josh then volunteered to do this year's fall application of everything that gets mowed for \$450.00--full broadleaf weed spray and fertilization. Does not include rip rap. **Angie moved to accept Josh's offer to spray and fertilize this fall for \$450.00. Danny seconded. Vote was unanimous.** Would be \$100.00 to knock down the "stuff" in the rip rap.

Josh is going to seed this spring the area around the Teakwood sidewalk. He may need to add some dirt.

**Update on the clearing of the weeds/overgrowth around the SW lake:** Josh reported we cannot do this right now due to the new grass/seed and watering that is taking place around the SW lake. Danny suggested hiring this done or do it ourselves next spring.

**Development:** No report this month.

**New Business:**

**Names Submitted for the 2022 Board:** Stephanie Avery, Angie Hall, Sara Shaw, Nikki Shirley. Will not be mailing a ballot to all residents since there are seven or less nominees. **Angie moved to accept the nominations. Nikki seconded. Vote was unanimous.** April will e-mail all residents the nominees' bios the first week of November.

**Review the Draft of the 2022 Budget:** Angie passed out the proposed 2022 budget and reviewed the numbers. Will make revisions for final review and approval at our November board meeting. Dale asked about getting "Private Property" signs for the NW lake. April will check on a price and get the amount to put into the budget.

**Set the Agenda for the November Annual Meeting on November 30:**

- **Announce 2022 Board of Directors**
- **Announce annual assessment amount**
- **Review 2021 accomplishments**
- **Neighbor recognitions**
- **Open floor for comments/questions**

**Neighborhood Update:**

The pool was closed on September 27 and the furniture has been put up and the cover with the pump has been installed. Gene Vitarelli completed the hydroseed around the SW lake and even added straw to a large section of the hydroseed. The hydroseed is coming up and the sprinklers are continuing to run. Gene also installed a fountain in the SW lake last month.

**Open Floor to Comments/Questions:** No other comments.

**Adjourned to Executive Session at 7:58 p.m.**

**Meeting resumed at 8:09 p.m. and we adjourned.**

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**Nikki Shirley, Secretary**