



THE WOODS HOMEOWNERS' ASSOCIATION (WHOA)

QUARTERLY BOARD MEETING MINUTES

Meeting date: January 13, 2024

Call to order: The Quarterly Board Meeting was called to order at 9:00 AM; Keith Casper, President, presiding. The meeting was held in person at Hedges Chapel Fellowship Hall and by virtual broadcast via Zoom.

Members of the Board attending: Keith Casper, Nancy Pearson, Lucile Sasser, Ken Valcourt, John Windle, and Randy Wishmyer.

Member not attending: Randi DuFresne and Vanessa Griffin.

Guests attending: Dawn Lewis, PMP Community Manager; Stephany Branson, PMP Administrative Assistant. 28 homeowners attended in person and 37 homeowners viewed via Zoom.

Introduction: The Board members and guests introduced themselves.

President's Comments: Keith Casper made opening comments. See the full report at the end of these minutes.

Approval of Minutes:

Nancy Pearson made the motion to ratify the electronically approved October 14, 2023, Board Meeting Minutes; Randy Wishmyer seconded the motion. Motion carried unanimously.

PMP Report: Community Manager, Dawn Lewis, highlighted recent snowstorms, introduced a new maintenance team member, presented Urban Deer Hunt results and reasons for the hunt, and yard waste dumpster use. The full report is attached at the end of these minutes.

New Business:

1. Resolution to approve the formation of Recycling Committee and to approve the Charter.

I, Ken Valcourt, WHOA Board Director, make a motion for the Board to approve the formation of a Recycling Committee as a standing committee within the Bylaws that will

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focus on recycling issues and initiatives and further move to approve the attached committee charter. Randy Wishmyer seconded the motion. Motion carried unanimously.

2. Resolution to accept the ADA Accessibility Site Observation Report into the WHOA record.

I, Lucile Sasser, WHOA Board Secretary, make a motion for the Board to enter the ADA Site Observation Report prepared by Eastlake, Derry, & Associates, LLC into record and to be posted on the WHOA website on the ADA Compliance Committee page. Nancy Pearson seconded the motion. Motion carried unanimously.

3. Resolution to file an application for a 2024 Urban Deer Hunt with the West Virginia Department of Natural Resources by the March deadline.

I, John Windle, WHOA Board Director and Chair of the Safety and Welfare Committee, make a motion to direct the Community Manager to file the necessary application with the West Virginia Department of Natural Resources for the fall 2024 Urban Deer Hunt by the March deadline. Nancy Pearson seconded the motion. Motion carried unanimously.

Standing Committee Reports:

Architectural Control Committee: Randy Wishmyer, Committee Chair, gave the report. He said there has been an increase in new home construction and additions.

Communications Committee: No report was given.

Community Building Activities: Jane Elliott gave the report. See the full report attached at the end of these minutes.

Finance Committee: Nancy Pearson, Committee Chair, gave the report. See the full report attached at the end of these minutes.

Governance Committee: Randy Wishmyer, Committee Chair, gave the report. He said the committee is going to concentrate on amending the covenants.

Planning Committee:

Nancy Pearson, Committee Chair, gave the report. See the full report attached at the end of these minutes.

Ken Valcourt gave the recycling report. He gave an overview of the recycling program and the location of the recycling containers.

Safety and Welfare Committee: John Windle, Committee Chair, gave the report. He said he is trying to get crime statistics from the Sheriff's department, but the turnover has slowed the process. WHOA is still working on getting an ambulance at the Mt. Lake substation. He

recommends hiring a professional security company that will be able to perform basic first aid and CPR.

Welcoming Committee: Donna Dean, Committee Co-Chair, gave the report. See the full report attached at the end of these minutes.

AD HOC Committees:

Amenities Review Committee: The committee is on hold pending the outcome of the litigation.

ADA Compliance Committee: Valarie Burks, Committee Co-Chair, gave the report. See the full report attached at the end of these minutes.

WHOA Member Time :

Summary of Questions and comments:

Comments were read about the community Fireworks and donations.

Adjourn:

Meeting adjourned at 9:42 AM.

Next Meeting:

Quarterly Board Meeting – April 13 ,2024 , at 9am at Hedges Chapel Fellowship Hall.

Attachments

President's Comments

Hello, and welcome to the first WHOA Board meeting of 2024. We have a few items on the agenda and will get to them in a minute.

Since our last board meeting, we have had several working sessions. As in past years, the board decided to survey the community and ask you what the three main priorities you want the board to concentrate on for 2024.

The results of the survey have been published on the web site. Thank you to **Donna Dean** for the work she did in compiling this data. The top three items under the number one priority were:

- Amenities
- Governance (updating the covenants) and
- Safety and Security.

The board has decided to multitask and work on all three of the major items now. Let's look at the top three in no particular order.

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#3 Safety & Security:

Safety of the residents, neighborhood security

The board is in the process of obtaining the crime statistics from Berkley County comparing 2019 with 2023. We will also be putting together a new proposal to fulfill the needs and wants of the community as gleaned from the 2022 survey. Some suggestions at that time were:

- Patrol,
- EMT,
- Help with tire changing and car jump starts.

#2 Governance:

Enforcement of covenants and transparency.

The board and the governance committee met with our attorney. The purpose being to review these issues by changing the covenants.

The board is actively pursuing the incorporation of electronic voting for the upcoming election.

#1 Amenities,

Comments were anywhere from:

- do not purchase.
- get it done.
- end this ridiculous lawsuit!

Which brought us to our second survey question: Is the community willing to spend \$6,000 per household to acquire and run the amenities? Here are the results of that survey:

- 53.3% No
- 46.7% Yes

The board will reassess their options once the existing lawsuit is finalized.

Prepared by Keith Casper, Board President

Community Manager Report

January 13, 2024

1. Two winter weather events have taken place in the last two weeks. The weekend snowstorm required plowing by both the snow removal contractor and the WHOA maintenance team. The second event was snow of 1" or less followed by rain and rising temperatures. The WHOA maintenance team took care treating those roads with concerns such as hills, sharp curves, and high elevations.

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2. A new maintenance team member, David Conner, was hired and he has worked out very well during the weather events.
3. The yard waste dumpster has been reduced to one pull a week on Thursday since demand is down for the winter. It will return to two pulls a week around April 1st.
4. The Urban Deer Hunt concluded on December 30th with a total cull of 37 deer, 30 does and 7 bucks.
5. Reminder that the spraying for the Spongy Moths by the West Virginia Department of Agriculture will take place in the spring of this year.
6. The Reserve Study is scheduled to begin on Wednesday, January 17th with the Association Reserves analyst onsite inspection.
7. Cold weather water safety tips are available in the Winter Newsletter on the WHOA website.

**WHOA Recycling Committee
Charter**

Approved: 1/13/2024

This charter defines the purpose, authority, and responsibilities for The Woods Homeowners Association (WHOA) Recycling Committee.

1) Purpose:

The WHOA Recycling Committee shall assist the WHOA Board of Directors (BOD) related to recycling issues and initiatives consistent with the BOD's goals and objectives. The Recycling Committee shall perform duties and make recommendations to the BOD as noted in Section 4, Roles & Responsibilities.

2) Scope of Authority:

The authority for this committee lies with the BOD. The committee has no expressed or implied power or authority and cannot make expenditures or decisions without the approval of the BOD.

3) Membership:

The BOD will appoint a recycling Committee Chair for terms of one year. The committee shall strive to have a minimum of three representative members, with one representative from each WHOA district.

Committee members commit to serving for one year and meet twice per year or more often if deemed necessary by the Committee Chair.

Members must be current and continuing owners in good standing, i.e., assessments current, no outstanding assessments or fines or non-compliance with current WHOA covenants and maintain respectful interactions in the Association.

4) Roles and Responsibilities

1. Educate residents on the importance of recycling.
2. Increase residents understanding of what is and what is not recyclable to reduce contamination of the recycling dumpster.
3. Utilize a variety of communication tools to educate residents about recycling including the WHOA newsletter, and holiday recycling reminder e-blasts.
4. Promote community shredding, and electronic, and tire recycling events offered at the Grapevine Road Recycling Center in Martinsburg, WV.

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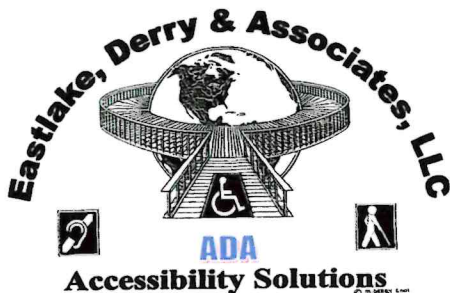
5. Engage with the Welcoming Committee members on how important they are to educating new owners/renters about the rules and regulations regarding recycling and trash and the substantial burdens on the trash and recycling systems created by move-ins and move-outs.
6. Monitor recycling and remove non-recyclable materials when possible. Report violations to WHOA Community Manager if the violation is noteworthy and the offender is known.
7. Review from time to time the Association documents and signage related to recycling and disposal resources and see to it they are updated as required.
8. Provide an activity report/summary at each quarterly WHOA BOD meeting.
9. Educate community members on the recycling services provided by Berkeley County's recycling sites (Grapevine Road, Eagle Plaza, and the Inwood Recycling Centers).
10. Coordinate volunteers for recycling events.
11. (Optional) Separate aluminum cans from the other recyclables and coordinate the cashing in of the cans at a local recycling center. Deliver money received from the cans to WHOA in order to reduce the costs of community recycling.
12. (Optional) Participate in other recycling initiatives such as the NexTrex "Recycling beyond the bag" to further expand the types of recyclables accepted within The Woods.

5) Meetings

A majority of the committee members shall constitute a quorum. The committee chair will keep a record of meetings and inform the President of the BOD about any important issues. The chair may invite any director, officer, staff member, expert or other advisor who is not a member of the committee to attend, but these individuals have no voting power. The committee will meet at least twice per year to fulfill its responsibilities.

6) Program Funding

\$100 annually (estimated)



Site Review

10/16/2023

Assessment by: Mark Derry, President

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WHOA Office Facility
1718 The Woods Rd
Hedgesville, WV 25427

Introduction

The property reviewed for this report was The Woods Homeowners Association (WHOA) office facility located at 1718 The Woods Road, Hedgesville, WV 25427. The facility is considered a pre-existing structure under the ADA, having been built prior to 1992, and would therefore be subject to the ongoing “Readily Achievable Barrier Removal” standard for accessibility. While they are not necessarily expected to be up to New Construction standards for accessibility, they do have an ongoing obligation to make their public facilities accessible and usable by persons with disabilities. We used the ADA Standards for Accessible Design (aka The ADA Standards) referenced at Federal Regulation 28 CFR Part 36, the regulations for Title III of the ADA, for reference to accessibility requirements. A copy of the standard can be made available upon request. A Summary follows the Site Observation Report.

Additional information and a Checklist is available through the Department of Justice (DOJ) ADA Home Page located at www.ada.gov or by calling their Technical Assistance Hotline weekdays after 10:00 am at 800-514-0301. Copies of regulations and the ADA Accessibility Guidelines are also available through the ADA Information Center for the Mid-Atlantic Region by calling 800-949-4232 or by visiting their web site at www.adainfo.org.

The two-story farmhouse at 1718 The Woods Road houses offices for the homeowners association for The Woods subdivision, including the Front Office, and a conference room along the main floor corridor, as well as employee kitchen and toilet room. All public areas and employee common use areas were surveyed and those findings as well as recommended solutions for various issues are listed in the following Site Observation Report.

Site Observation Report

Based on a *walk-through* of : WHOA Office Building on October 16, 2023
1718 The Woods Road (Office) Reference **Photos 206-259**
Hedgesville, WV 25427 Present: Mark Derry Dawn Lewis, WHOA

1 ACCESSIBLE APPROACH

1.1 Feature: The two-story farmhouse at 1718 The Woods Road includes offices for the homeowners association for The Woods subdivision on the main floor. There is no

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accessible parking provided. There is a parking lot at the back that is small with no lines painted at the spaces. Example slopes at this location were very steep at 11.2 percent running slope, and 3.3 percent in the first space for cross slope. There would need to be major grading and a retaining wall to provide an accessible parking space and access aisle having 2 percent maximum slope in all directions. As an alternate solution, we discussed creating a space on the grass next to the existing entrance ramp but there is too much underground conduit and other obstructions underground at that location per Dawn (**Photos 206, 208, 209**).

Comment: We discussed installing a parking space and access aisle out in front of the entrance deck with a new ramp going from the new accessible parking space up to the porch deck as a future modification. As an early priority, recommend providing a compliant accessible parking space and access aisle at the front of the building, with accessible directional signage indicating the direction to the temporary accessible route at the rear of the building.

- 1.2 Feature: There is a small ramp to the deck at the rear of the building that has 27.9 percent running slope with a standard railing on one side but no accessible handrails. The deck goes around to the front of the building (**Photos 213-215**).

Comment: The width on the deck back at the ramp is 47-1/2 inches off the wall. Will have to cut into the decking a couple of joists to increase the length of the ramp without protruding into the parking lot. There is 7-1/2" of total rise here, with only 6 feet out to the driveway edge. Go back two joists to have more than 7 feet for ramp. Could pick up to 20 inches here. Add accessible handrails to both sides of the new ramp with 1-1/2 inch gripping surfaces (**Photos 219-222**).

- 1.3 Feature: There is one step at the front entrance door from the existing deck surface that measures a total of 7 inches vertical change at the door threshold (**Photos 217-218**).

Comment: Provide an accessible level entrance platform at the door having 2 percent maximum slope in all directions, and a ramp up from the existing deck surface with 8.3 percent (1:12) maximum running slope and 2 percent maximum cross slope. Provide accessible handrails on both sides of the ramp run.

- 1.4 Feature: The existing front porch has four steps up to the porch deck when approached from the front of the building, with ± 30 inches total elevation (**Photo 208, 209**). There will have to be a lift or ramp provided for access up onto the porch from this side where the accessible parking space is being installed.

Comment: Provide an accessible ramp from the new accessible parking space up to the front porch deck having 8.3 percent (1:12) maximum running slope and 2 percent maximum cross slope. No ramp run may exceed 30 feet of ramp run without an interim landing, so recommend two ramp runs with a landing in the middle, or a switchback type ramp. *In the interim*, see Item 1.2 above and provide remediation to

the small ramp to the deck at the rear of the building, with directional signage from the new parking space and access aisle.

- 1.5 Feature: The front Entrance Door clear width is only 29-1/2 inches with knob-type hardware that requires tight grasping and twisting of the wrist to operate (**Photo 218**).

Comment: Provide an accessible entrance door having 32" minimum clear width with lever or loop type lockset and if provided, adjust closer to 5-pound maximum operating force and 5 seconds minimum closing speed.

2 ACCESS TO GOODS & SERVICES

- 2.1 Feature: Inside the front entrance door the clear floor space measured 60 inches to the backside of the door, so there is a usable T-turn here once one is through the door (**Photos 233, 234**).

Comment: There are no public spaces located up the stairs on the second floor (**Photo 218**).

- 2.2 Feature: The half-door at office entrance has a shelf at 36 inches above the floor and knob-type hardware (**Photo 246**).

Comment: Provide a lever-type lockset on the office door.

- 2.3 Feature: Along the hallway is a conference room where access can be provided by how the furniture around the conference table is placed. The hallway continues to the kitchen entry area and the rear exit from the facility. The 38-inch-wide corridor has base molding that brings the width down to 34 inches, but again this is a pre-1992 existing structure under the ADA. (**Photos 235-237**).

Comment: This is a pre '92 existing structure subject to readily achievable barrier removal obligations where barrier removal is easily accomplished without much difficulty or expense. Wherever possible, i.e., when setting up the conference room for meetings, allow for a 36-inch-wide accessible route within the room to accessible 30 inch by 48 inch wheelchair position(s) when needed.

- 2.4 Feature: There is a fire extinguisher that measures 5-1/2 inches protruding at the kitchen entry, rather than the 4-inch maximum for protruding objects in the circulation path (**Photo 238**).

Comment: Relocate the fire extinguisher to a corner out of the accessible path of travel.

3 PUBLIC RESTROOM AREAS

- 3.1 Feature: The existing toilet room has a door from the office that only has 27-1/2 inches clear width when opened at 90 degrees instead of the 32-inch minimum. There is room to install a wider doorway, but then the public would enter thru an

office to access the toilet room. The second door opened from the kitchen area and provided 27-3/4 inches of clear width but had a light switch next to the door. There is inaccessible knob-type hardware on the doors, with no door closers provided.

(Photos 244)

Comment: Modify the doorway from the kitchen into the toilet room to provide 32-inch minimum clear width, with lever or loop type lockset and 18-inch minimum latch side pull side clearance. Relocate the light switch over to facilitate the wider door framing. If provided, adjust door closer to 5-pound maximum operating force and 5 seconds minimum closing speed.

- 3.2 Feature: The toilet room measures 59-1/2 inches wide by 101 inches long. There is a 24-inch-wide vanity and sink cabinet that provides no knee space beneath. The existing plumbing is thru the floor. The mirror is located high at 52 inches above the floor **(Photo 245)**.

Comment: Install a wall-hung lavatory sink a minimum of 36 off the toilet sidewall (pre-92 toilet room per ADAAG Figure 28), at 15 inches minimum from the sink sidewall to the drain centerline and 34 inches maximum above the floor to the top. A better solution would be to relocate the sink across the room to open up the full floorspace at the toilet for a side transfer from a mobility device, but there may be existing site constraints. Provide an accessible height mirror at the new vanity, mounted 40 inches maximum above the floor to the reflective surface of the mirror, or provide a full length mirror viewable from the accessible lavatory sink.

- 3.3 Feature: Toilet fixture is a standard tank type unit that measures 15-1/2 inches tall, and 19 inches off the sidewall to the centerline of the toilet **(Photo 245)**.

Comment: Install an accessible toilet measuring 17 to 19 inches to the rim, mounted at 16 to 18 inches on-center from the toilet sidewall, with the flush mounted on the open or outboard side.

Feature: No accessible grab bars are provided at the toilet.

Comment: Install accessible grab bars at 33 to 36 inches above the floor measured to the top. Mount a 42-inch minimum sidewall grab bar at 12 inches maximum to the rear flange and 54 inches minimum to the front flange measured from the rear wall. Mount a 36-inch minimum rear wall grab bar extending from the centerline of the toilet 12 inches minimum on the inside and 24 inches minimum out on the open side.

3.4 Feature: There is no accessible toilet room sign provided (**Photo 245**).

Comment: Mount accessible toilet room signage on the wall on the latch side of the door between 48 and 60 inches measured to the bottom of the highest text on the sign. The sign must provide the required visual contrast, and meet the tactile requirements for permanent rooms and spaces.

4 OTHER ACCESSIBLE AREAS

4.1 Feature: Kitchen is a galley style kitchen, with a 60-inch turning space just outside the cabinetry. There is no accessible workstation, or turnaround space within the kitchen (**Photo 241**).

Comments: The kitchen is an employee common space, not accessed by the public as part of WHOA programs/services. No action recommended at this time.

4.2 Feature: The back door to the kitchen entrance has three steps with a total of 27 inches of elevation with 8,7 and 7-3/4-inch rise at the steps. The platform for the back porch only provided 31 inches of total floor measured from the door wall out to the outside column. The exit doorway from the kitchen does not provide 32 inches minimum clear width and has knob-type hardware that requires tight grasping and twisting of the wrist to operate (**Photos 211,212**).

Comment: The accessible entrance to the building will be the front entrance door. No action recommended at the rear door at this time. However, this could serve as a secondary accessible means of egress in the future if a larger porch, a compliant ramp, and 32-inch minimum clear width door with accessible maneuvering clearances are provided.

4.3 Feature: The dumpster area is accessed by a drive-thru driveway up top. The wall at the upper dumpster is 37-1/2 high on one side and 37 on the other wall. This wall just meets safety standards, and if it were shorter, there would be a safety issue. There is an accessible route provided from the vehicular drive to the dumpster area and the one end has been leveled at the sidewalk. The far end has a lip at the transition from the driveway to the sidewalk (**Photos 250-252**). Down below at the recycling dumpster there are operators that take the recycling trash from drivers, so the recycle dumpster is manned when it is open (**Photo 248**).

Comment: Provide asphalt at the concrete sidewalk to smooth the transition so there is less than a 1/2 inch change in level along the accessible route.

4.4 Feature: The other dumpsters we were shown on the lease lot have doors at 53-1/2 inches above the ground surface with a side approach available (**Photo 256**).

Comment: This is not WHOA property. If the consumer can't get their trash into these dumpsters, they can take their trash to the accessible dumpsters. Maybe post a directional/informational sign?

4.5 Feature: Over 50% of the mailboxes we saw were within reach ranges at 48 inches or less above the floor. The back corners going around the boxes have pinch points in the back corner blocking the circulation route, but access is still provided from either side (**Photos 253, 255**).

Comment: Homeowners arrange for the box with the post office. No action recommended at this time.

SUMMARY

The issues in the report are listed in the order of Priority as taken from the ADA Regulations:

Priority 1 Accessible Approach

Priority 2 Access to Goods and Services

Priority 3 Access to Restrooms (where provided)

Priority 4 Access to other Accessible Features

As the building was surveyed for accessibility, multiple solutions were considered. Additional or different solutions may be used to achieve accessibility and can be acceptable. Doing nothing is unacceptable, and under the ADA a “good faith” effort shown goes a long way if a complaint is ever received by a person with a disability. It is recommended that the overall project be broken down into affordable phases.

Phase 1 would include installing an accessible parking space and access aisle at the front of the building, with a sign at the front steps indicating the temporary accessible route is being provided via the rear access ramp. This first phase would also include modifying the small rear ramp to make it safer and more usable and providing a ramped approach platform and new front door at the front of the building. Another Phase 1 fix could include changing out doorknobs to lever-type locksets.

Phase 2 could continue working on the items in the site observation report beginning with a new ramp access from the accessible parking space to the front porch directly. If more funding is made available, it may be possible to replace the whole deck when the front ramp is done – the scope of the work is ultimately defined by the owner. The work described in Priority 3 and 4 can be planned and budgeted for in the longer term.

Questions related to this report may be directed to Mark Derry, Eastlake, Derry & Associates LLC, by emailing adamarkd@gmail.com or by calling (304) 685-3510. We are online at www.adaderry.net

COMMITTEE NAME: Community-Building Events
REPORTING PERIOD: October 14, 2023, to January 13, 2023
COMMITTEE MEETING DATE(S): To Be Scheduled
TOPIC(S) OF DISCUSSION: 2024 WHOA Calendar of community events
RECOMMENDATIONS TO THE WHOA BOARD: None at this time
ACTIONS TAKEN BY THE BOARD: A survey of the community to be sent out regarding community ideas for 2024 events as per discussion at the October 2023 Board meeting
Prepared by Jane Elliott, Committee Chair

COMMITTEE NAME: Finance Committee

REPORTING PERIOD: October – December 2023

COMMITTEE MEETING DATE(S): Multiple

TOPIC(S) OF DISCUSSION: Financials review

- The ADA inspection of WHOA-owned property was completed. The final invoice was paid for a total cost of \$6,613.
- The Spongy Moth (Gypsy Moth) review was completed, and areas of the community met the requirements for spraying which will be done in the spring before the leaves are on the trees. A \$10,000 deposit has been made to the WV Department of Agriculture for spraying. The money in the Pest Reserve Fund will be used. The total cost will be \$21,600. The difference will be paid in the spring after spraying is completed.
- The October delinquent assessments were 9.6%.
- The November delinquent assessments were 9.4%.
- In November 2023, our Morgan Stanley advisor said WHOA currently had \$286,000 in our “cash” account for our reserves at .05% APY. He recommended taking \$200,000 of that and putting it into laddered CDs of \$50,000 with maturity dates and rates as follows:
 - \$50,000 for 12/24 According to the CD at a rate of 5.15%
 - \$50,000 for 6/25 According to the CD at a rate of 4.95%
 - \$50,000 for 12/27 According to the CD at a rate of 4.60%
 - \$50,000 for 12/28 According to the CD at a rate of 4.50%
 - When we take \$200,000 from this account there will be \$86,000 in the account.

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- In December we then deposited the second half of the Reserve Fund deposit for 2023, \$92,158.50, into the cash account making the total cash available \$178,158.50.
- The auditor has been retained for the audit of the 2023 financials.

The information in the Newsletters and Committee Reports are details that I verify when going through each month's financials. It is a road map that will make it easy for anyone to review the financials.

RECOMMENDATIONS TO THE WHOA BOARD:

- None at this time.

Prepared by: Nancy Pearson, Board Treasurer and Finance Committee Chair

COMMITTEE NAME: PLANNING COMMITTEE

TOPIC(S) OF DISCUSSION:

In the last 2-3 years, there has been an increase of new people in our community. This is a good time to review some of the projects that we have completed.

Firewise (Summer 2022): Walk-in, easy access to the Yard Waste Dumpster to eliminate or decrease the need to climb stairs to put tree limbs and yard waste into the dumpster. This promotes more use of the dumpster and incentive to keep yards clean of jack-pot fuel.

Firewise (Fall 2022): A Town Hall with expert speakers was held to educate the community. Experts answered questions specific to The Woods, such as,

- **EMERGENCY EXIT ROUTES** since most of our roads are cul-de-sacs and the exit route is to exit the same way one entered and the need to take **personal responsibility** before an emergency to determine a different exit route;
- **STILT GRASS;**
- **AUTOMATIC EMERGENCY BLASTS** to residents' phones;
- **FIRE EXTINGUISHERS** differences and best type of home fire extinguishers;

Recycling (Spring 2023): Recycling project was a success and has been implemented as a Recycling Committee.

Ambulance Service (Summer 2022): This is an on-going, long-term project. There is increased awareness by involving politicians. In the summer of 2022, the Berkeley County Council received a commitment from the Berkeley County EMS Director, Brian Costello, to staff EMS personnel at Station 70 on Mountain Lake Road within two years.

Speed Bumps: Speeding in the community is a long-term concern. An individual emailed the Planning Committee with this concern. There are multiple issues involved that make installing speed bumps a costly and ineffective remedy. A communication was sent to the individual and to the community to detail the issues.

1. Our roads are 18' to 19' wide so you would need wider bumps to go the full width of the roads. You do not want gaps where people can swerve toward the other lane.
2. You are drilling into the road surface and anytime you do that you allow water to get into the asphalt and then there are concerns about the thaw freeze cycle where the water that has entered the asphalt expands and contracts causing cracks to radiate out from the drilled holes.
3. If there are areas where a car can drive over onto the shoulder to avoid or partially avoid the speed bump, they will do that. It happened at our other speed bumps. That is why there are rocks beside each speed bump to stop that.
4. It is not just installing the speed bumps you also have to post signage to mitigate liability, by giving warning.
5. For everyone who may want a speed bump there are an equal or greater number who do not want it. They cite the reasons as they own classic or sports cars and do not want to drag the bottom of their cars, don't want it near their homes, think they are ugly, etc. Arrowhead recently found this out when they requested speed bumps. The majority wanted them until they found out they would be placed near their homes.

Here is a link that talks about speed bumps as related to HOAs.

<https://emspm.com/speed-bump-regulations/>

Speed bumps are only effective in the immediate area where they are located. They found that out at Fishhook where the speed bump was installed, it slows people when they first come in, but they speed up after the bump.

If they are removable, they will be removed. Also, they can be damaged by snowplows. See this link. <https://www.youtube.com/watch?v=mKEeHOMfwzQ>

Town Halls (Spring 2023): We were finalizing plans for several town halls to receive input from the community. Because of the amenities, this effort and the Planning Committee were put on pause though the end of 2023.

New projects are being considered for 2024. If you have suggestions that you would like the Planning Committee to consider, send them to planningwhoawv@gmail.com.

RECOMMENDATIONS TO THE WHOA BOARD:

None at this time.

Prepared by Nancy Pearson, Committee Chair

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COMMITTEE NAME: Welcoming Committee

REPORTING PERIOD: 2023

COMMITTEE MEETING DATE(S): Committee met several times throughout 2023

TOPIC(S) OF DISCUSSION:

114 new property owners joined our community in 2023, for a total of 452 new households in the last four years (2020 through 2023), almost 36% of us based on 1273 households. 25 of those were purchased lots (11 on Moundbuilder Loop). 14 were already owners.

In the same four-year period (2020 through 2023), there were a total of 521 property sales of which 69 were resales in the same time frame and 40 were purchased by people who already owned in The Woods (at least 15 were either builders or real estate agents who renovated/built homes for resale (included 35 lots; 7 resales of some lots).

Since May 2016 (7 ½ years), there were 790 property sales, of which 83 were resales in that same time period.

April 6: Anticipated next new homeowners welcoming event. Also, May 21, 2024, August 13, 2024, and October 15, 2024

Working with the Communications Committee to update the Welcome Packet based on feedback from new homeowners about what they find most valuable and useful.

RECOMMENDATIONS TO THE WHOA BOARD: None

Prepared by Deb Lobetti, Committee Chair

COMMITTEE NAME: Ad Hoc ADA Compliance Committee

REPORTING PERIOD: October – December 2023

COMMITTEE MEETING DATE(S): November 9, 2023, and November 28, 2023

TOPIC(S) OF DISCUSSION:

- The committee met on November 9, 2023, to hear the out brief from Mr. Mark Derry on his ADA survey of WHOA properties, which occurred on October 16, 2023; and the committee met on November 28, 2023, in the Walden Room at the PVP Building.
- The committee welcomed three new members: Nanette Reintges, Terry Sager, and Teddi Segal.
- The committee reviewed the site review/report submitted by the ADA Assessor, Mark Derry, which is included in this committee report. The assessor's report provides a recommended prioritization of issues to be addressed based on ADA regulations. There

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are four categories: (1) accessible approach; (2) access to goods and services; (3) public restroom areas; and (4) other accessible areas. Each category includes multiple findings.

- The committee took note of Mr. Derry's comments: *"Doing nothing is unacceptable, and under the ADA a 'good faith' effort shown goes a long way if a complaint is ever received by a person with a disability."* The committee was reminded there is an unresolved complaint against WHOA pending with the West Virginia Department of Human Rights.
- The committee's overall takeaways from Mr. Derry's report:
 - The WHOA Office has many issues that need to be addressed to make it accessible for all community members.
 - The Mail Kiosks and Dumpster areas are more complicated because of their locations and uncertainty about the characterization/categorization of their driveways (i.e., parking lots vs. drive-throughs). The committee will continue to explore these areas and the applicable standards. Mr. Derry advised the committee to contact federal and state regulating agencies (e.g., U.S. Department of Justice; U.S. Department of Housing and Urban Development; West Virginia Department of Human Rights) to discuss these facilities and applicable standards.
- The committee recommends that WHOA's first action of action should be to resolve accessibility to the WHOA Office Building. The committee's approach follows the report's recommendations.
 - Providing a handicapped parking place was top of the committee's list (recommendation 1.1.); but due to not being able to pave during cold weather, the committee decided to defer parking until Spring 2024. Dawn Lewis will determine feasibility and cost of including this work with the annual paving work.
 - The committee focused on a compliant ramp and entry into the office building (recommendations 1.2., 1.3., and 1.5.). Work can begin in January 2024 (pending weather), as the committee has been allotted \$5,000 in the 2024 Budget. The committee noted this funding level will enable work to begin, but additional funds will have to be requested to cover all work proposed by the ADA assessor.
- Future work: In 2024, the committee will continue to develop plans to ensure accessibility of all WHOA properties. The committee will address recommendation 1.4., accessible ramp/approach in front of the building in conjunction with new parking in Spring 2024. The committee will also explore standards (Federal and State) for mail and dumpsters (e.g., should they be characterized as "parking, driveways, drop-offs, through-ways, etc."); and alternatives for these services (e.g., home delivery of mail for handicapped residents, etc.).
- Finally, the committee also expressed a view that all WHOA-sanctioned gatherings should be in facilities accessible to all WHOA members.
- Site Review – Report from Mark Derry of Eastlake, Derry, & Associates LLC. -See the full report in the prior attachment.

RECOMMENDATIONS TO THE WHOA BOARD:

- The committee recommends the WHOA Board approve Dawn Lewis moving forward with work orders and approved funding to accomplish recommendations 1.2., 1.3., and 1.5.:

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- 1.2.: Add a new ramp at back of office with accessible handrails and gripping surfaces as described in Mr. Derry's report.
- 1.3.: Provide an accessible level entrance platform at the front door with slope and handrails as described in Mr. Derry's report.
- 1.5.: Install new front door to office building that complies with ADA standards for width and handles as described in Mr. Derry's report.
- The committee recommends the WHOA Board commit to ensuring all future meetings of community members (e.g., quarterly board meetings, annual homeowners' meeting, newcomer orientations) are held at ADA-compliant locations. The committee recognizes that in-person and remote participation are usually offered; however, the committee believes any in-person gathering sponsored by our association must be physically accessible to all members.

ACTIONS TAKEN BY THE BOARD:

- Pending discussion and decision at meeting on January 13, 2024.