



THE WOODS HOMEOWNERS' ASSOCIATION (WHOA)

QUARTERLY BOARD MEETING MINUTES

**Draft**

Meeting date: October 12, 2024

**Call to order:** The Quarterly Board Meeting was called to order at 10 AM; Keith Casper, President, presiding. The meeting was held in person at Hedges Chapel Fellowship Hall, by virtual broadcast via Zoom, and by telephone.

**Members of the Board attending:** Keith Casper, Vanessa Griffin, Jeff Harding, Nancy Pearson, Lucile Sasser, Greg Tanner, Ken Valcourt, and Randy Wishmyer.

**Members attending by phone and Zoom:** Tom Hackshaw.

**Guests attending:** Dawn Lewis, PMP Community Manager; Stephany Branson, PMP Administrative Assistant. 28 homeowners attended in person and 22 homeowners viewed via Zoom.

**Introduction:** The Board members and guests introduced themselves.

**President's Comments:** Keith Casper made opening comments. He said the Appellate Court upheld (affirmed) the dismissal by the Circuit Court, holding that Plaintiffs had no standing and did not present a justiciable controversy. This resolves the lawsuit unless the Plaintiffs seek additional action. The Appellate Court's Ruling and a one-page summary will be posted to the WHOA website.

**Approval of Minutes:**

Nancy Pearson made a motion to ratify the electronically approved July 13, 2024, Board Meeting Minutes; Randy Wishmyer seconded the motion. Motion carried unanimously.

**PMP Report:** Community Manager, Dawn Lewis, highlighted Spongy Moth egg mass count survey, the completion of the road paving and striping, and the snow removal plan. The full report is attached at the end of these minutes.

**New Business:**

1. **Resolution to accept the 2025 Budget and Budget Narrative.**

Nancy Pearson, Board Treasurer made a motion to accept the 2025 Budget and Budget Narrative and to post both to the WHOA website. Randy Wishmyer seconded the motion. Motion carried unanimously.

2. **Resolution to write off uncollectible delinquent accounts.**

Nancy Pearson, Board Treasurer made a motion to write off uncollectible delinquent accounts as follows: account 115916, account 114980, account 123528, account 116082, account 121416,

Drafted by Dawn Lewis, Community Manager

account 115531, for a total write off of \$11, 977.07. Keith Casper seconded the motion. Motion carried unanimously.

**3. Resolution to approve the Investment Policy.**

Nancy Pearson, Board Treasure made a motion to approve the Investment Policy as written. Vanessa Griffin seconded the motion. Motion carried unanimously.

**4. Resolution to sign the Management Company contract.**

Nancy Pearson, Board Treasurer made a motion to accept and sign the Property Management People management contract for a term of one year and to post the contract on the WHOA website. Keith Casper seconded the motion. Motion carried unanimously.

**5. Resolution to amend the Communications Charter:**

Lucile Sasser, Board Secretary made a motion to amend the Communications Charter as submitted. Vanessa Griffin seconded the motion. Motion carried unanimously.

**6. Resolution to install an ADA compliant parking space at the WHOA office .**

Vanessa Griffin, ADA Committee Chair made a motion to install an ADA compliant parking space behind the WHOA office. Lucile Sasser seconded the motion. Motion failed three to six.

**7. Resolution to install an ADA compliant bathroom at the WHOA office .**

Vanessa Griffin, ADA Committee Chair made a motion to install an ADA compliant bathroom at the WHOA office at a cost of up to \$3,000. Lucile seconded the motion.

After lengthy discussion Vanessa Griffin amended the motion to read, Vanessa Griffin, ADA Committee Chair made a motion to request bids to install an ADA compliant bathroom at the WHOA office. Ken Valcourt seconded the motion. The motion carried unanimously as amended.

**8. Resolution to require Committee meeting reports from all committees.**

Vanessa Griffin, Communications Committee Chair made a motion that all committees will keep a high-level record of committee meetings using the Simple Meeting Report template and that those reports be posted on the WHOA website shortly after Committee meetings. Randy Wishmyer seconded the motion.

After a lengthy discussion the motion was amended to read; Vanessa Griffin made a motion that all committees will keep a high-level record of committee meetings using the Simple Meeting Report template and that those reports be posted on the WHOA website monthly. Randy Wishmyer seconded the amended motion. Motion carried five to four.

**9. Resolution to appoint Lucile Sasser as chair of the Communications Committee.**

Vanessa Griffin, Communications Committee Chair, made a motion that the Board appoint Lucile Sasser as the Chair of the Communications Committee. Ken Valcourt seconded the motion. Motion carried unanimously.

**Standing Committee Reports:**

**Architectural Control Committee:** Randy Wishmyer, Committee Chair, said the committee continues to review the ACC application for exterior projects in the community.

**Communications Committee:** Vanessa Griffin said the committee has been meetings monthly. See the full report at the end of these minutes.

**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 reviewing and revising the governing documents starting with the Bylaws.

**Recycling Committee:** Ken Valcourt, Committee Chair, gave the report and a recyclable items demonstration. See the full report attached at the end of these minutes.

**Safety and Welfare Committee:** Jeff Harding, Committee Chair, gave the report. He gave an overview of what the committee is working: on surveillance cameras, Firewise education, emergency action plan, etc.

**Welcoming Committee:** Deb Lobetti, Committee Chair, gave the report. See the full report attached at the end of these minutes.

**AD HOC Committees:**

**ADA Compliance Committee:** Vanessa Griffin , Committee Chair, gave the report. See the full report attached at the end of these minutes.

**WHOA Member Time :**

**Summary of Questions and Comments:**

ADA parking, meeting minutes, counter sue lawsuit Plaintiffs, did insurance pay for the lawsuit, remove Amenities button from WHOA website add events calendar in its place, lawsuit and cautioned using legal and illegal terminology, Board member relationships, community healing, transparency balanced against fiduciary responsibility, Board training, parking along the roadside.

Do committee chairs need to complete monthly committee reports even if they don't meet? Yes.

**Adjourn:** Randy Wishmyer made a motion to adjourn. Keith Casper seconded the motion. Motion carried unanimously.

**The meeting adjourned at 11:09 AM.**

**Executive Session:** 11:19 AM The Community Manager and all Board members except Tom Hackshaw and Ken Valcourt were in attendance. Nine compliance issues were discussed. 12:35 PM adjourned.

**Open Session:** 12:35 PM. The Community Manager and all Board members except Tom Hackshaw and Ken Valcourt were in attendance. Jeff Harding made a motion to accept the actions discussed in executive session for 132846, 117228, 115213, 115134, 151635, 135532, 115292,115450, and 114949 and to issue letters accordingly. Lucile seconded the motion. Motion carried unanimously.

Vanessa Griffin made a motion to adjourn. Keith Casper seconded the motion. Meeting adjourned at 12:37 PM

Drafted by Dawn Lewis, Community Manager

**Next Meeting:**

Quarterly Board Meeting – January 11, 2025 , at 9am at Hedges Chapel Fellowship Hall.

**Attachments**

Community Manager Report October 2024

1. Annual paving and road striping are complete.
2. The Spongy Egg Mass Survey will take place this fall to gauge the infestation rate within the community.
3. WHOA has once again qualified as a certified Firewise Community for 2024. Thank you to all those who cleaned up their lots and took advantage of the Yard Waste dumpster.
4. Snow Plowing Priority Plan

WHOA contracts to have most of the roads in the community plowed and treated by an independent contractor. They plow based on a priority system.

- **Priority 1 Roads** are those roads which are considered main roads and have at least two secondary roads connecting to them. These roads are The Woods Road, Walden Road, and both sides of Wintercamp Trail.
- **Priority 2 Roads** are those roads which have at least one road connecting to them. These roads are Bald Eagle, the long side of Tuckahoe, Shawnee Trail, Algonquin Trail, Peacepipe Lane, Toboggan Hill Trail, and Mild Winter Road.
- **Priority 3 Roads** are those roads that stand alone without other roads connected. These roads are all others not listed above.

WHOA's Maintenance Team plows and treats Arrowhead, Fishhook, Tomahawk Ridge, and the common property owned by WHOA such as the mail kiosk, the dumpster site, and the WHOA office.

The state road crews maintain Mt. Lake Road, Butts Mill Road, and Lodge Road. WHOA does not have any influence on when they plow or treat those roads or how frequently they do so.

**HOA Division**

	2024 Budget	Proposed 2025 Budget
<b>Assessment Income</b>		
4100 Assessment income	1,018,400	1,018,400
Total assessment income	1,018,400	1,018,400
<b>Other Income</b>		
4401 Delinquent interest income	1,500	2,500
4404 Recaptured legal fees income	500	1000
4410 NSF income	100	100
4500 Interest income	9,000	12,000

Drafted by Dawn Lewis, Community Manager

4501	Revenue Transfer	1,000	0
4845	Recycling Income	600	600
Total other income		12,700	16,200
Total income		1,031,100	1,034,600

HOA Operations and Maintenance Funds	1,031,100	1,034,600
--------------------------------------	-----------	-----------

#### Administrative Expenses

5100	Bad debt expense	10,000	10,000
5101	Bank fee	150	150
5102	Computer/Internet	0	2300
5104	Website maintenance	1,300	1,700
5106	Computer / software	5,500	8,000
5110	Insurance - liability/D&O/Fidelity	23,175	30,320
5111	Insurance - property	8,000	3,400
5122	Meeting expense	250	250
5125	General office	5,500	5,500
5126	Office building maintenance	2,550	2,600
5127	Payment Coupons	0	5,500
5128	Postage expense	4,000	4,400
5132	Printing and reproduction	7,000	1,000
5133	Office Utilities	10,400	8,100
5134	Office equipment leases	6,350	6,300
5199	Other / Misc. office expense	1,000	1,000
7700	Administrative payroll	112,500	119,520
7701	Administrative payroll taxes	9,000	9,325
7703	Employee insurance	5,200	5,200
7704	Administration fee	14,500	14,900
7705	Employee retirement	2,500	2,500
Total administrative expense		228,875	241,965

Amenities	5924	Legal Exp. Amenities Litigation	0	15,000
-----------	------	---------------------------------	---	--------

#### Community Activities

5300	Community Expense-Fireworks	2,500	2,500
5310	Committee expenses	10,000	10,000
Total community activities		12,500	12,500

#### Maintenance Services

6208	Maintenance building utilities	5,500	6,000
6209	Maintenance building maintenance	2,000	2,000
6110	Maintenance building supplies	1,000	1,000
6211	Maintenance building heating	5,500	5,500
7710	Maintenance payroll	124,800	128,630

7711	Maintenance payroll taxes	10,000	10,680
7712	Maintenance employee insurance	7,400	5,100
7713	Maintenance employee retirement	1,500	1,100
7714	Maintenance uniform expense	200	300
7715	Maintenance vehicle maintenance	3,000	4,000
7716	Maintenance vehicle fuel	4,000	5,400
7717	Maintenance vehicle insurance	1,800	3,150
Total payroll		<u>166,700</u>	<u>172,860</u>

Professional Services

5200	Audit and tax preparation	7,000	7,000
5210	Community management fee	77,908	80,970
5220	Legal expense - collections	12,000	20,000
5221	Legal expense - general	15,000	40,000
5299	Other professional/consulting fees	10,000	10,000
		<u>121,908</u>	<u>157,970</u>

Grounds / Road Maintenance

6100	Dumpster service	120,000	142,000
6101	Yard waste/specialty dumpster	30,000	30,000
6102	Dumpster site maintenance	2,000	1,000
6104	Recycling dumpster	0	1,400
6103	Mailbox kiosk maintenance	1000	1000
6140	Snow removal	30,000	30,000
6141	Snow removal equipment maintenance	8,000	8,000
8000	Road maintenance supplies	500	500
8001	Road tree trimming	1,000	1,000
8002	Road grading & maintenance	63,000	100,000
8003	Road liability insurance	6,000	0
8005	Roadside mowing	3,000	1,000
8006	Road equipment maintenance	3,000	1,000
8199	Other repairs & maintenance	5,000	5,000
		<u>272,500</u>	<u>321,900</u>

Total expense	<u>802,483</u>	<u>922,195</u>
---------------	----------------	----------------

Excess revenue/(deficit)	<u>228,617</u>	<u>112,405</u>
--------------------------	----------------	----------------

Income from reserves

4501	Reserve transfer	<u>68115</u>	<u>100,000</u>
Total reserve income		<u>68115</u>	<u>100,000</u>

Reserve Deposits

Drafted by Dawn Lewis, Community Manager

9050	Capital reserve deposit	189,846	100,000
9100	Contingency reserve deposit	3,096	3,600
9490	Snow contingency fund deposit	3,096	3,600
9499	Interest income		-
Total reserve deposits		<u>196,038</u>	<u>107,200</u>

Reserve Expenditures

9550	Capital reserve expenditure	68,115	100,000
Total reserve expenditures		<u>68,115</u>	<u>100,000</u>

<u>196,038</u>	<u>107,200</u>
----------------	----------------

**NET NET**

<u>32,579</u>	<u>5,205</u>
---------------	--------------

Approved by unanimous Board vote at the October 12, 2024, Board Meeting.

---

## Committee Reports

**COMMITTEE NAME:** *Communications Committee*

**REPORTING PERIOD:** *July through September*

**COMMITTEE MEETING DATE(S):**

*14 August September 12 October 10*

**TOPIC(S) OF DISCUSSION:**

Committee membership and new co-chair for the committee.

- Lucile Sasser agreed to be the Committee Chairperson and Vanessa Griffin will continue to serve as a committee member

Development of ideas for improving WHOA communications with members including possible improvements to emails, text, mail out, and WHOA website

The need to acquire and assess member concerns and preferences regarding communications with WHOA

Possible improvements to Audio-visual support for Board meetings including on-line access to WHOA meetings.

Alterations to the charter for the Communications Committee

Conduct research on the current capabilities of HOA management and communications software that would enhance WHOA communications

Made recommendation to the Board to ensure that minutes of all committee meetings and events be posted on the WHOA website immediately after all meetings and/or events (as opposed to waiting until the next Board meeting)

Drafted by Dawn Lewis, Community Manager

Drafting of recommendations for changes to the WHOA covenants and by-laws to improve overall WHOA communications

**RECOMMENDATIONS TO THE WHOA BOARD:**

Resolution to amend the charter for the Communications Committee

Resolution to require all committees to keep meeting minutes using a suggested template and that those minutes be posted on the WHOA website immediately after meetings/events

Vanessa Griffin, Committee Chair, Comments on the Committee Reporting Resolution

The Communications Committee is currently drafting recommendations for revisions to the WHOA Charter, By-laws, and SOPs to address improvements and transparency to communications and information provided to the WHOA members. In the interim, while that effort is underway, the Communications Committee recommends that WHOA provide members with information on the activities of the WHOA committees. The committee asks that the Board provide WHOA members with timely reports of Committee meetings, including items discussed and any actions taken via posting on the WHOA Website using a template like that used for Committee Reports at the Quarterly Board meetings.

It is my opinion that WHOA should always err on the side of providing more transparency regarding the Board and the Committee discussions. I also note that WHOA is required to provide reports on committee actions under West Virginia law.

***31E-15-1501. Corporate records***

**Currentness**

***(a) A corporation shall keep as permanent records minutes of all meetings of its members and board of directors, a record of all actions taken by the members or board of directors without a meeting, and a record of all actions taken by a committee of the board of directors in place of the board of directors on behalf of the corporation.***

So, the ethical question before us is not whether WHOA should keep records but whether WHOA make those records available to members in a timely manner. I recognize that we provide committee reports at the quarterly Board meetings; however, I feel strongly that WHOA should keep members aware of all WHOA activities in a timelier manner to get community feedback on the issues the Board and Committees of the Board are discussing. Timely publication of this information also allows community members to provide critical feedback on those issues at the Quarterly Meetings.

I feel strongly that WHOA should provide more transparency to members and thus I am voting affirmatively for the resolution.

**COMMITTEE NAME:** Community-Building Activities

**REPORTING PERIOD:** July 13, 2024, to October 12, 2024

**COMMITTEE MEETING DATE(S):** Wednesday October 9, 2024

Drafted by Dawn Lewis, Community Manager



**TOPIC(S) OF DISCUSSION:**

- Upcoming Events: Fall Festival, Fall Yard Sale, Trunk or Treat
- Review/Critique: Ice Cream Social
- 2025 Ideas/Planning

**RECOMMENDATIONS TO THE WHOA BOARD:** To remove the previously planned New Year Countdown from the 2024 calendar as it conflicts with garden club snow people event

---

**COMMITTEE NAME: FINANCE**

**REPORTING PERIOD:** June – August 2024

**COMMITTEE MEETING DATE(S):** Multiple

**TOPIC(S) OF DISCUSSION:** Financial

**JUNE FINANCIALS**

The delinquent account assessments are 9.3%.

**June 2024 Balance Sheet**

Reserve Cash: Nancy's Note: Using rounded numbers.

1055 Morgan Stanley Cap Res CD	\$850,000
1056 Morgan Stanley Cp Res Unrealized Gain/Loss	\$ (25,680)
1057 Morgan Stanely Cap Res Accrued Interest	\$ 5,383
1058 Morgan Stanley Capital Reserve MM (Money Market)	\$388,692
1059 Trustar – Capital Reserve CD	\$ 92,159
1100 Morgan Stanley Pest Fund	\$ 75,543
1250 Summit Bank MM – Snow Contingency Fund	\$ 47,725
1300 Summit Bank MM – Contingency Reserves	<u>\$123,953</u>
TOTAL	\$1,557,775

**Balance Sheet –**

GL 1250 Snow Contingency Fund and GL 3250 Snow Contingency Reserve Balance should be the same but this month there is a \$258.00 difference (this is the usual monthly deposit amount). PMP looked into this and found that the bank made an error and allocated the deposit into the wrong account. That is being corrected and will show up in the July financials. Note: GL 3999 shows the \$258.00.

**Income Statement --**

GL 5106 Computer/Software \$937.97: Zoom Professional License and Amazon Prime

GL 5127 Payment Coupons: There was no money budgeted for this line item because this is the first year that GL 5127 was used. If you look at 5132 Printing & Reproduction that is where the cost for the booklets was budgeted. In the 2025 Budget GL 5127 will be used.

GL 5128 Postage Expense: The major items contributing to the cost of postage are election packets, welcome packets, and certified letters for stage 3 & 4 compliance letters.

Drafted by Dawn Lewis, Community Manager

GL 9490 Snow Contingency Fund Deposit: This month the deposit was \$236.09 but it's usually \$258.00. Why the difference? The \$21.91 was entered under 9490 and should have been under 9499 so they had to reclassify it as interest.

GL 6101 Yard Waste/Specialty Dumpster: Correct the spelling of "Specialty".

## JULY FINANCIALS

The delinquent account assessment rate is 9.4%.

### July 2024 Balance Sheet

Reserve Cash: Nancy's Note: Using rounded numbers.

1055 Morgan Stanley Cap Res CD	\$850,000
1056 Morgan Stanley Cp Res Unrealized Gain/Loss	\$ (16,984)
1057 Morgan Stanely Cap Res Accrued Interest	\$ 6,681
1058 Morgan Stanley Capital Reserve MM (Money Market)	\$389,798
1059 Trustar – Capital Reserve CD	\$ 92,159
1100 Morgan Stanley Pest Fund	\$ 75,546
1250 Summit Bank MM – Snow Contingency Fund	\$ 47,744
1300 Summit Bank MM – Contingency Reserves	<u>\$124,540</u>
TOTAL	\$1,569,482

### Income Statement --

**Amenity Acquisition:** 5999 *Other Amenities Professional/Consl: Payment to LGM -> Saved \$37,500 by negotiating a bill down from \$50,000 to \$12,500 with LGM (Landscapes Golf Management). The original bill included \$50,000 for intellectual property plus \$3,027.11 for services provided. The total bill is now \$15,527.11.*

**Community Activities:** 5310 *Committee Expenses: Money that the bank returned because of a check error. A check that was several years old had been cashed then was cashed a second time and the bank took care of correcting it and reimbursed WHOA for the \$200.*

**Professional:** 5299 *Other Professional/Consulting Fees: This the \$2,000 U.S.D.A. Spongy Moth application fee.*

## AUGUST FINANCIALS

The delinquent account assessment rate is 9.9%.

### August 2024 Balance Sheet

Reserve Cash: Nancy's Note: Using rounded numbers.

1055 Morgan Stanley Cap Res CD	\$850,000
--------------------------------	-----------

Drafted by Dawn Lewis, Community Manager

1056 Morgan Stanley Cp Res Unrealized Gain/Loss	\$ ( 7,212)
1057 Morgan Stanely Cap Res Accrued Interest	\$ 7,968
1058 Morgan Stanley Capital Reserve MM (Money Market)	\$438,401
1059 Trustar – Capital Reserve CD	\$ 92,159
1100 Morgan Stanley Pest Fund	\$ 75,549
1250 Summit Bank MM – Snow Contingency Fund	\$ 48,024
1300 Summit Bank MM – Contingency Reserves	<u>\$124,887</u>
TOTAL	\$1,629,776

## BALANCE SHEET

Reserve Cash 1058 Morgan Stanley Cap Res MM: Increased by \$48,602.87 (\$47,461.00 Reserve Deposit plus \$1,141.87 interest).

Fixed Assets 1806 Service Vehicle: Decreased by \$13,600 from last month because the Yaris vehicle was sold for this amount.

## INCOME STATEMENT

Administrative Expenses 5102 Computer/Internet: \$429.35 Comcast internet and Comcast router. This line item shows no 2024 budgeted amount and is over budget. This expense was previously included in line item 5133 Office Utilities. The expenses were moved to 5102 to more accurately indicate the expense.

Maintenance Building Expense 6209 Maintenance Building Maintenance: \$4,063.61 (\$1,545.05 Maintenance building garage door repair plus \$2,518.56 Rebuild berm following flood)

---

- Saved \$1,721.28 annually by cancelling the fax service that was not used by the WHOA office and was used only three or four times a year by a community member.
- Saved \$37,500 by negotiating a bill down from \$50,000 to \$12,500 with LGM (Landscapes Golf Management). The original bill included \$50,000 for *intellectual property* plus \$3,027.11 for *services provided*. The total bill is now \$15,527.11.
- In March 2024 a CD matured and a new one was to be purchased. The bank was offering 5.20% but another bank was offering a special at 5.40%. The bank was asked if they would match the other bank's rate. The bank matched the 5.40% which earned additional interest income for WHOA.
- Evaluated if there was a monetary advantage to cashing out the CDs that matured from 12/27 and 12/28 and repurchasing at today's rates. (The early cashing out penalty compared to any additional interest earned from a higher rate were compared. It was determined not to be financially advantageous.)
- A quote from another waste management company was requested and evaluated. Because of the higher cost of services and lack of recycling, it was determined to stay with the current waste management company.
- The \$1,537.26 charge on the Whiteford, Taylor, and Preston (WTP) bill for Lexis (their research program) was questioned. The clerk who did the research did not

document what was researched or the case number so WTP wrote off the full charge of \$1,537.26.

- Sold the Yaris vehicle because it's no longer used.
- Moved investments from one bank to another for a significantly higher interest rate.

.....

The information about the financials in the Quarterly Newsletters and Committee Reports is details that I verify when going through each month's financials (due diligence). It is a road map that will make it easy for anyone to review the financials and help our members understand how their money is being spent.

**RECOMMENDATIONS TO THE WHOA BOARD:**

- **Accept the 2025 Budget and Budget Narrative and post both to the WHOA website.**
  - **Write off the uncollectible delinquent accounts listed for a total write off of \$11,977.17.**
  - **Approve the Investment Policy.**
- 

**COMMITTEE NAME:** Recycling Committee

**REPORTING PERIOD:** July – October 2024

**COMMITTEE MEETING DATE(S):** 7/18/2024 & 10/3/2024

**TOPIC(S) OF DISCUSSION:**

Sign up for Trex "Recycle Beyond the Bag" plastic film collection program year 2 (September 2024 – September 2025) and Lead appointment

Identify appropriate location for the Trex bench awarded to the community for participating in the Trex "Recycle Beyond the Bag" plastic film collection program for the period September 2023 – September 2024.

Review Aluminum can collection status and drop-off schedule

Review recycling collection event calendar

Review Volunteer awareness & recruiting (New Leads especially)

**RECOMMENDATIONS TO THE WHOA BOARD:**

Due to the recent addition of The Woods activity calendar on the WHOA website homepage, WHOA members are now forced to login into the WHOA website via the "WHOA Events Calendar" button on the homepage. This extra step is cumbersome for many community members and is impacting the sharing of upcoming WHOA recycling event dates.

Recommend WHOA recycling collection event dates be readily displayed on the WHOA website homepage without having to log in to the WHOA website as previously done in the past. Note, it is unclear why some events are being posted on the homepage that do not require member login.

---

***Committee Report Form***

**COMMITTEE NAME:** WELCOMING COMMITTEE  
**REPORTING PERIOD:** JULY 2024- OCTOBER 1, 2024

**COMMITTEE MEETING DATE(S):** SEPTEMBER 22, OCTOBER 1

**TOPIC(S) OF DISCUSSION:** UPCOMING WELCOMING COMMITTEE MEETINGS  
RESTRUCTURING OF 'GIFT BAGS' AND ITEMS TAKEN TO NEW HOMEOWNERS  
SIGN UP LIST FOR ITEMS TO BRING TO NEXT MEETING  
ASSIGNMENTS OF NEW HOMEOWNERS.  
LISTS WERE GIVEN TO EACH COMMITTEE MEMBER WITH THEIR PAST ASSIGNMENTS, INCLUDING WHO HAD ATTENDED A PRIOR MEETING. COMMITTEE MEMBERS WERE ASKED TO REVIEW AND CONTACT THE HOMEOWNERS WHO HAD NOT ATTENDED. INVITING THESE HOMEOWNERS AND ASKING IF THEY HAD ANY QUESTIONS OR WE CAN HELP THEM WITH ANY QUESTIONS CONCERNING THE WOODS. POSTCARDS WILL GO OUT TO MANY OF THESE HOMEOWNERS WITH THE NEXT MEETING DATE.

**RECOMMENDATIONS TO THE WHOA BOARD:** WE HAVE RECEIVED A LOT OF WONDERFUL FEEDBACK TO THE HOMEOWNERS WHO HAVE ATTENDED OUR MEETINGS. OUR COMMITTEE HAS BEEN WONDERFUL ABOUT PROVIDING THE REFRESHMENTS AND GIFTS TO THE NEW HOMEOWNERS. IT IS A CONCERN THAT WE WOULD LIKE TO HAVE A MORE STANDARD SMALL GIFT BAG TO TAKE TO EACH HOMEOWNER. WE ARE SUBMITTING A REVISED BUDGET REQUEST TO MAKE THIS POSSIBLE. WITH APPROXIMATELY 100 NEW HOMEOWNERS A YEAR, WE WOULD LIKE TO HAVE CONSISTENCY IN WHAT WE GIFT TO THEM.

---

**COMMITTEE NAME:** *Ad Hoc ADA Committee*

**REPORTING PERIOD:** *July through September*

**COMMITTEE MEETING DATE(S):** July 25th

**TOPIC(S) OF DISCUSSION:**

Review of the completed ADA renovation to the WHOA office entrance

Evaluation of the work needed to increase accessibility of the WHOA Office bathroom

Review of decision by the Architecture Committee and USPS to allow mail service to persons with mobility limitations

Developing draft ADA needs questionnaire to go to WHOA members

Developed recommendations on continued improvement to WHOA Office building, including bathroom renovation and establishment of a handicap parking space in the back of the building

Ideas/thought on crucial accessibility issues in the community and possible ways to address them

**RECOMMENDATIONS TO THE WHOA BOARD:**

Drafted by Dawn Lewis, Community Manager

Resolution to install an ADA compliant parking space at the WHOA office

Resolution to install an ADA compliant bathroom at the WHOA office at a cost of up to \$3,000.

Vanessa Griffin, Committee Chair Comments for Record on the Two ADA Resolutions for WHOA Board Meeting Oct 12, 2024

WHOA paid for an ADA assessment of WHOA facilities and recommendations to improve accessibility for WHOA members. The assessment was conducted in December 2023. In the report the assessor makes several recommendations. The top recommendations were to improve the handicap ramp at the WHOA office and make the front door accessible to those in wheelchairs. WHOA completed the project for the ramp and entrance improvements.

The auditor's second recommendation was for WHOA to add a parking space at the rear of the WHOA office building that meets ADA guidelines. The Board initially agreed (informally) to provide a handicap parking space by closing off the entrance to the rear parking lot to create an ADA approved parking space (with appropriate painting and signage). The project was to be completed as part of the 2024 repaving contracting. Funds remaining from the 2024 budget approved for the ramp project were sufficient to cover the cost of the parking space.

The auditor made another critical recommendation for WHOA to make the bathroom in the WHOA office more accessible per ADA guidelines. The ADA committee examined the current bathroom and determined there was no need to modify the entrance for accessibility but recommended that a

Toilet that meets ADA guidelines (height of 17-19 inches) be installed and that a bar be added to the wall and that the sink and mirror be modified for use by anyone in a wheelchair. The committee had estimated the cost for the modifications would not exceed \$3000.

There has been a lot of Board discussion about the need to improve the ADA accessibility of WHOA facilities, and the Board determined that WHOA has no legal requirement for improving the accessibility of our facilities. Recently, WHOA placed a sign in the bathroom stating that it is not a "public" bathroom.

It is my opinion that the issue is not whether WHOA has a legal responsibility under ADA; rather, it is a moral imperative that WHOA make our facilities as accessible as we reasonably can. We live in a community with individuals who need accessibility, and I believe that those numbers will likely increase over time. There has also been a lot of discussion that very few WHOA members who need accessibility come to the WHOA Office. Again, I say it is a moral imperative to provide accessible access whether the number is one or many more. I also want everyone to consider that your personal accessibility needs are very dynamic and could change very quickly due to medical needs or accidental injuries.

Thus, I will make an affirmative vote for both ADA Resolutions.

