

Whisperwood Home Owner's Association  
Minutes of the Whisperwood HOA Board Meeting  
November 1, 2024

**Date:** November 1, 2024

**Location:** Groves Branch Library

**Time:** Meeting called to order at 6:02 pm

**Approval:** December 12, 2024

**Attendees**

**Board Members Present:**

- **Randal Hamilton**, President
- **Robert Guerrero**, Vice President
- **Rehj Hoeffner**, Secretary/Treasurer
- **Priscilla Elliott**, Member at Large
- **Marnee Bolen**, Member at Large

**Association Members:**

Several members of the association were present in the audience.

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**Meeting Proceedings**

**Call to Order**

The meeting was called to order by **Randal Hamilton** at 6:02 pm, with a quorum of board members confirmed.

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**Governance and Agenda Protocol**

**Randal Hamilton** discussed the governance of the new board and the process for getting items on the agenda.

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**OLD BUSINESS**

**Approval of Previous Meeting Minutes**

- **Rehj Hoeffner** mentioned corrections made to the previous minutes and moved to accept them as amended.
- **Robert Guerrero** seconded the motion.
- The motion **carried unanimously**.
- **Outcome:** The minutes of the October 16, 2024 Board Meeting were approved as amended.

**Action Item:** **Marnee Bolen** inquired about additional changes to previous minutes. **Rehj Hoeffner** assured her the corrections were made but noted the webpage revision had inadvertently not been made permanent. **Rehj Hoeffner** agreed to ensure that this revision is updated on the website.

**Note:** Before these minutes were published, the pending website revisions were completed, ensuring all corrections are reflected both in the official minutes and on the association's webpage.

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## NEW BUSINESS

### Treasurer's Report

**Rehj Hoeffner** provided the Treasurer's report and requested a motion to pay outstanding bills and honor existing contracts entered into by the previous, now-recognized invalid board.

- **Marnee Bolen** moved to accept responsibility for fulfilling previous contracts to ensure continuity of obligations.
- **Priscilla Elliott** seconded the motion.
- The motion **carried unanimously**.
- **Outcome:** The Treasurer's request for permission to pay bills until a new budget is passed was approved.

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### Dual Signatures on Checks

**Presidential Directive (Not on Agenda):** **Randal Hamilton** commented that, moving forward, all checks will require two signatures to ensure accountability.

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### Appreciation for Pool Volunteers

Discussion took place regarding recognition for pool volunteers with a gift card.

- **Marnee Bolen** suggested a proclamation and an amount equal to the 2025 staffing budget allocation (\$30,000) split evenly for volunteer appreciation.
- **Priscilla Elliott** moved to give \$50 gift cards to the volunteers.
- **Robert Guerrero** seconded the motion.
- The motion **carried** with four votes; **Marnee Bolen** voiced abstention.
- **Outcome:** \$50 gift cards will be given to those serving as volunteers at the pool during the 2024 pool season.

**Action Item:** **Randal Hamilton** requested a letter of appreciation to accompany the gift cards.

- **Robert Guerrero** moved to have a letter of appreciation written and presented with gift cards for \$50 to the pool volunteers.
- There was a delay in receiving a second; **Marnee Bolen** eventually seconded the motion.
- The motion **carried** with three votes in favor; **Priscilla Elliott** and **Rehj Hoeffner** abstained by default.
- **Outcome:** A letter of appreciation will be written to accompany the gift cards.
- **Procedural Irregularities**
  - ❖ *Seconding the Motion*
  - ❖ *Voting Procedure*

**Additional Action Item:** **Marnee Bolen** will provide the board with a list of 2024 pool volunteers, with no deadline stated.

## Pool Renovation Bids and Project Management

The board discussed the need to re-bid outdated pool renovation bids and considered appointing a project manager to oversee specifications.

### Pool Consultant:

**Randal Hamilton** shared that **Chad Seay** agreed to act as a project manager without charge, but there was discussion about potential compensation.

- **Marnee Bolen** moved to appoint **Chad Seay** as the “point person” while seeking an alternate project manager.
- **Outcome:** Motion **failed** for lack of a second.
- **Rehj Hoeffner** then moved to appoint **Chad Seay** as the “pool consultant” to work alongside **Randal Hamilton** and **Robert Guerrero**.
- **Priscilla Elliott** seconded the motion.
- The motion **carried unanimously**.

### Pool Overseer:

- **Marnee Bolen** moved to have Chad Seay oversee the project with **Robert Guerrero** and **Randall Hamilton**.
- **Robert Guerrero** seconded the motion.
- The motion **carried unanimously**.
- **Outcome: Chad Seay** will serve as both to “oversee the pool project” and “pool consultant” with **Randal Hamilton** and **Robert Guerrero**.

**Action Item:** The board should draft a policy outlining the specific duties and responsibilities of the “pool consultant” and the Pool Renovation Project oversight team (**Chad Seay, Randal Hamilton, and Robert Guerrero**). This policy should be prepared for review and adoption at the next board meeting.

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## **Additional Volunteer Support for Pool Project**

**Chad Seay** suggested potential candidates for the project leadership role, including **Santiago Ramirez**, who holds an engineering degree, and **Tim Collins**. Concerns were raised regarding the personal liabilities associated with the position, and **Santiago Ramirez** indicated he did not wish to be involved.

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## **Rubber Cement Coating Presentation**

A presentation was given on the use of rubber cement coating for the pool area. Following the presentation, **Rehj Hoeffner** requested additional information on paver options and quotes.

**Marnee Bolen** stated that paver information and samples had been presented in a previous meeting. However, **Rehj Hoeffner**, who attended that meeting, noted she only observed Cool Deck examples, but had observed no paver examples.

Audience members began to comment vocally on a variety of subjects. **Chad Seay** intervened to remind attendees that the Board is **required** to adhere to the agenda for an orderly discussion.

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## **Proposed Work Session**

**Chad Seay** suggested holding a “work session” before the next board meeting to allow members the opportunity to voice grievances. The suggestion was discussed informally, but no vote was taken.

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## **2025 Proposed Budget**

**Randal Hamilton** presented the proposed 2025 budget for a vote.

**Public Review:** The budget has been published on the website for two months, allowing board members and home owner's alike to review and submit questions or concerns.

### **Member Feedback:**

- One question was received regarding the tools used to prepare the budget, which included pencil, paper, computer, analytic skills, and previous board experience.
  - Another request to post the 2023 financials was received and complied with. Additionally, the 2022 financials were also posted. More years to be posted as time permits.
  - **Robert Guerrero** moved to accept the proposed 2025 budget as published.
  - Instead of a second, **Marnee Bolen** moved to table the 2025 budget for additional information, stating discrepancies without giving specifics or asking questions.
  - **Marnee Bolen** requested a second, and **Robert Guerrero** provided it following her prompt.
  - The motion **carried** with three votes **for** and two **against**.
  - **Outcome:** The 2025 proposed budget was tabled for further research and additional information.
  - **Revisit Date:** No specific date was set to bring the 2025 Proposed Budget back from the table.
  - **Condition for Resolution:** No specific conditions were outlined for resolving the tabled 2025 Proposed Budget.
  - **Procedural Irregularities**
    - ❖ *Premature Motion to Table*
    - ❖ *Tabling Without Specific Reason*
    - ❖ *Tabling Due to Lack of Preparation*
    - ❖ *Inappropriate Tabling of Amendable Items*
    - ❖ *Soliciting a Second*
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## **2025 Proposed Pool Policy**

**Randal Hamilton** brought up mixed member feedback on pool staffing.

- **Marnee Bolen** moved to table the Proposed 2025 Pool Policy, but received no immediate second.
- A second for her motion was requested, and **Robert Guerrero** provided it following a prompt.
- The motion **carried**, with three votes in favor; **Priscilla Elliott** and **Rehj Hoeffner** abstained by default.
- **Outcome:** The Pool Policy was tabled.
- **Revisit Date:** No specific date was set to bring the budget back from the table.
- **Condition for Resolution:** No specific conditions were outlined for resolving the tabled budget.
- **Procedural Irregularities**

- ❖ *Premature Motion to Table*
  - ❖ *Tabling Without Specific Reason*
  - ❖ *Soliciting a Second*
  - ❖ *Repeated Tabling*
  - ❖ *Voting Process*
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## Community Survey

**Presidential Directive (Not on Agenda): Randal Hamilton** suggested a community survey to gather feedback on future policies for board consideration. No vote was taken, as the item was not on the agenda.

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## Attorney Search

Discussion on the need to hire a new attorney due to the current attorney's retirement.

**Marnee Bolen** and **Robert Guerrero** volunteered to seek out candidates for the board's legal counsel.

- **Priscilla Elliott** moved to approve their role in finding a new attorney
- **Robert Guerrero** seconded the motion.
- The motion **carried unanimously**.
- **Outcome: Robert Guerrero** and **Marnee Bolen** will interview attorney's to represent WHOA when Robert St.Clair resigns at the end of the year.

Following this decision, **Marnee Bolen** requested permission to speak with the current attorney to facilitate the transition process. However, no vote was taken.

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## 2025 Proposed Election Policy and Timeline

### Discussion:

**Randal Hamilton** presented the proposed 2025 election timeline and policy, which includes mail-in, proxy, and in-person voting procedures. The nomination period is scheduled to begin on November 18, 2024.

### Development:

Board President **Randal Hamilton** assigned **Rehj Hoeffner** and **Marnee Bolen** to collaborate on drafting the 2025 Proposed Election Policy. A draft was submitted by **Rehj Hoeffner** to **Marnee Bolen** on October 19, 2024, for review and feedback.

## Comments:

**Marnee Bolen** raised a concern that ballots and proxies should not be requested on the same day nominations close.

- **Marnee Bolen** moved to table the 2025 Proposed Election Policy, but the motion received no immediate second.
  - After repeated prompting, **Robert Guerrero** seconded the motion.
  - The motion carried with three votes; **Priscilla Elliott** and **Rehj Hoeffner** abstained by default.
  - **Outcome:** The Election Policy was tabled.
  - **Date to Revisit:** No specific date set to take from the table.
  - **Condition for Resolution:** No specific conditions were outlined for resolving the tabled budget.
  - **Procedural Irregularities**
    - ❖ *Premature Motion to Table*
    - ❖ *Tabling Without Specific Reason*
    - ❖ *Tabling Due to Lack of Preparation*
    - ❖ *Soliciting a Second*
    - ❖ *Repeated Tabling*
    - ❖ *Voting Process*
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## Meeting Scheduled

The next meeting was initially set for November 14 but was rescheduled to November 12 at **Marnee Bolen's** request.

No change in venue was noted nor was any vote taken.

The annual meeting and election of Board Members has been set for January 13. During this meeting, a suggestion was made for board members to familiarize themselves with **Robert's Rules of Order** to support effective governance and procedural adherence.

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## Adjournment

- **Robert Guerrero** moved to adjourn the meeting at 8:30 pm.
- **Marnee Bolen** seconded the motion.
- The motion **carried unanimously**.

Adjusted Minutes Submitted by:  
Rehj Hoeffner, Secretary/Treasurer