

Whisperwood Home Owners Association
Minutes of the Whisperwood HOA Board Meeting

Date: June 5, 2025

Location: Groves Branch Library

Time: 6:00

Board Members Present:

Randal Hamilton, President

Karen Moorhead, Vice President

Renee Guthrie by Proxy for Rehj Hoeffner, Secretary/Treasurer

Marnee Gamble Bolen, Member at Large (recording the minutes of the Board Meeting)

Priscilla Elliott, Member at Large **General**

Members Present:

A few general members attended the meeting (names not recorded)

1. Call to Order:

Meeting was called to order by President Randal Hamilton at 6:01 pm. A quorum was met to proceed with the Board Meeting.

The Board went on to cover the agenda issues:

2. Governance Issues:

Randal Hamilton Moved #13 Waiver or Notices up to accommodated Mike Carper who discussed our bylaws being a mess and needing attention. He also discussed the pros/cons of attendants and utilizing a waiver.

His opinions are: 1. We have an obligation and duty to enforce the rules and restrict access to members and members guests; 2. An attendant is not necessary and does not provide the HOA any additional liability protection while a lifeguard will provide more of a liability; 3. A waiver will provide a layer of protection, but will not prevent a lawsuit; and 4. We must notify members of the change in rules.

Randal Hamilton made a motion to add the rules to the back of the Waiver drafted by Mr. Carper. Motion was seconded by Marnee. Motion passed 3-2 with Renee Guthrie and Priscilla Elliott voting no.

Randal Hamilton moved #10 Pool Renovation Report up to accommodate Buckie Dobson who discussed the following:

1. Pool is ready and running.
2. 30-day upkeep of new plaster is required by keeping chlorine a little lower than normal, brushing sides every day and only vacuuming, not using the robot. He recommended we use Mitch with Oasis West to do this maintenance for us.
3. We had two leaks by the pump in the aggregate and by the skimmers which now have been repaired.

The Board took a vote on May 19, 2025 and approved the installation of an autofill pump, but putting it in would have postponed the opening date and by the time Buckie was aware of the approval, he had already plastered. We can install the pump at the end of the season and Buckie will honor the quote of \$6,162.50 (including tax).

Due to inclement weather and tornado warnings, the board paused the meeting at 6:56 pm with an announcement to resume the next day (June 7, 2025 at 6:00 pm at the pool).

Date: June 6, 2025

Location: Whisperwood Pool

Time: 6:00

Board Members Present:

Randal Hamilton, President

Karen Moorhead, Vice President

Renee Guthrie by Proxy for Rehj Hoeffner, Secretary/Treasurer

Marnee Gamble Bolen, Member at Large (recording the minutes of the Board Meeting)

Priscilla Elliott, Member at Large **General**

Members Present:

A few general members attended the meeting (names not recorded)

2. Governance Issues (continued):

Randal Hamilton moved #10 Pool Renovation Report

The Board took several additional email votes, but those votes did not include taxes. Therefore, the following motions were made:

1. Renee Guthrie made a motion to pay Invoice 1040, pool equipment room detection, in the original amount of \$10,446.00 and to add tax in the amount of \$861.60, for a total amount of \$11,307.80. Motion was seconded by Karen Moorhead. Motion passed unanimously.

2. Renee Guthrie made a motion to pay invoice 1044, electric box upgrade, in the original amount of \$1,550.00 and to add tax in the amount of \$96.88, for a total amount of \$1,646.88. Motion was seconded by Karen Moorhead. Motion passed unanimously.

3. Renee Guthrie made a motion to pay invoice 1045, light installation (originally 2, but we have 3 lights), flow meter and valves installation, and tree root damage repair (flower bed around big tree), in the original amount of \$4,190.00 and to add tax in the amount of \$261.88, for a total amount of \$4,451.88. Motion was seconded by Karen Moorhead. Motion passed unanimously.

It was discussed that Google has the Whisperwood pool address as 107 N Vicksburg which is Randal's personal address.

3. Approval of Previous Meeting Minutes:

The January 21, 2025 Annual Board Meeting Minutes were tabled due to further discussion.

The May 1, 2025 Board Meeting Minutes were accepted as revised. Motion was made by Marnee Bolen to accept the May 1, 2025 Board Meeting Minutes; Seconded by Karen Moorhead. Motion passed unanimously.

The May 6, 2025 Special Board Meeting Minutes were accepted as revised. Motion was made by Marnee Bolen to accept the May 6, 2025 Special Meeting Minutes; Seconded by Randal Hamilton. Motion passed unanimously.

4. Membership Comments: None

5. Email Votes:

a. Signage

The Board took the following email votes:

1. Marnee Bolen made a motion for the Board to approve the unbudgeted purchase of updated signage for the Whisperwood pool facility for the 2025 season, not to exceed \$400, due to the current signage being faded, outdated, and incorrect. Marnee Bolen further moved that she be authorized to obtain quotes, coordinate design and wording of the signage, and submit final proofs for board review and approval prior to purchase. Motion was seconded by Randal Hamilton. Motion passed unanimously.
2. Marnee Bolen made a motion for the Board to review and vote to select one of the following vendors for the purchase of two (2) 4'x2' omegabond pool signs (with holes punched in each corner and an additional hole at the top and the bottom) for the 2025 season, based on cost and turnaround time:

All Star Signs - \$375 each, 7-10 day turnaround

Fastsigns - \$155 each plus \$25.58 tax – total \$167.70 each, 3-4 day turnaround

Signs on the Go - \$73.31 each plus \$4.95 tax – total \$156.52 each, 2-3 day turnaround

The selected vendor will be authorized to fulfill the order upon board approval of the final signage design. Motion Seconded by Randal Hamilton. Motion passed unanimously. *Signs on the Go was the selected vendor.

b. 2025 Budget Amendment re Capital Reserves

The Board took the following email votes:

Rehj Hoeffner moved that the board amend the 2025 operating budget to eliminate the \$20,000 contribution to capital reserves originally allocated for this year. \$1,500 will be allocated for the wiring repair, \$5,800 will be allocated for the autofill, and \$10,441.00 will be allocated for the additional leak repair. These funds will be redirected to the Pool Renovation Fund with the remainder to be allocated to the Roof Repair Fund. Motion was seconded by Karen Moorhead. Motion passed unanimously.

Randal Hamilton moved to approve the continued pressure testing and repair of our pool's return lines and for it to be paid with the reallocated funds from the current budget to the Pool Renovation Fund. Motion was seconded by Karen Moorhead. Motion passed unanimously.

c. Pool Repairs

See #16.

d. Roof

See #15.

e. Pool payment ratification

See #16.

f. Pressure testing

See b. above.

All of the listed Motions above were discussed. Marnee Bolen made a motion to accept the email motions as presented. Priscilla Elliott seconded the motion. Motion passed unanimously.

6. President's Report:

July 3rd is the next scheduled meeting, but Randal Hamilton would like to move it to July 17th so that Karen Moorhead may be in attendance. Priscilla Elliott made a motion to move the meeting from July 3rd to July 17th. Renee Guthrie seconded the motion. Motion passed unanimously.

The HOA insurance policy was renewed.

Since the last meeting, several sprinkler leaks were detected and fixed.

7. Treasurer's Report:

Treasurer's Report was presented.

Priscilla Elliott stated that more money is coming for dues.

8. Operating Reserve:

Discussion was held regarding \$140,000 in operational reserved.

Priscilla Elliott made a motion to table voting on this matter. Seconded by Karen Moorhead. Motion passed unanimously.

9. Outstanding Bills:

The following outstanding bills were discussed:

1. Marnee Bolen presented a receipt in the amount of \$156.52 for signage. Karen Moorhead made a motion for reimbursement to Marnee Bolen; Seconded by Renee Guthrie. Motion passed unanimously.

2. Randal Hamilton presented a receipt in the amount of \$41.01 for office depot. Karen Moorhead made a motion for reimbursement to Randal Hamilton; Seconded by Renee Guthrie. Motion passed unanimously.
3. Karen Moorhead presented a receipt in the amount of \$19.23 for office depot. Marnee Bolen made a motion for reimbursement to Karen Moorhead; Seconded by Renee Guthrie. Motion passed unanimously.
4. Mitch requires \$490.00 to begin startup maintenance. Renee Guthrie made a motion to pay Mitch for these services; Seconded by Marnee Bolen. Motion passed unanimously.
5. Randal Hamilton discussed that Caleb Dobson provided startup maintenance for us for 5 days prior to being able to discuss continued maintenance with the Board. Discussion was held as to the amount to pay Caleb. Randal Hamilton made a motion to pay Caleb \$200 for his services; Seconded by Renee Guthrie. Motion passed unanimously.

10. Pool Renovation Report:

See above at #2

11. Pool Opening Requirements:

Opening day was discussed. Marnee Bolen made a motion to open the pool on June 14, 2025 at 10:00 a.m.; Seconded by Karen Moorhead. Motion passed unanimously.

We received 3 quotes for weekly maintenance – Custom Pools, Blue Prime Pools, and Oasis West – however only Oasis West provided a quote for the startup which is required for the first 30-45 days. Renee Guthrie moved to hire Oasis West to provide the startup and weekly maintenance; Seconded by Karen Moorhead. Motion passed unanimously.

12. Attendants/Daily Service – options of each...Hiring/Appointing

Priscilla Elliott and Karen Moorhead found three pool attendee candidates – Madeline Davis, Katrina Martinez, and Alan Mendoza. Discussion was held regarding all three and the type of employee they would be. Additional discussion was held regarding hourly rates (\$15 for attendees, and \$20 for manager.)

It was also discussed to ask Bryan Foley and Santiago Ramirez to help train the employees on the chemicals, rolachem and eventually use of the robot. Karen Moorhead made a motion to hire three, possibly 4, attendants to work part-time hours in order to staff the pool for 1-hour before opening, during open hours, and 1-hour after closing; Seconded by Renee Guthrie. Motion passed unanimously.

Marnee Bolen made a motion for Karen Moorhead and Priscilla Elliott to have authority to hire pool staff; Seconded by Renee Guthrie. Motion passed unanimously.

13. Waivers or Notices:

See #3 above

14. Volunteer Request:

None

15. Roof Allocation:

Discussion was held regarding email motions on June 5, 2025.

1. Randal Hamilton made a motion for the Board to allocate an additional \$2,891.32 from the General Operating Account to the Capital Fund for the roof project, increasing the total allocation to \$5,100.32; Seconded by Marnee Bolen. Motion passed unanimously.
2. Randal Hamilton made a motion for the Board to accept the Exception Report regarding the \$500 discrepancy between the Patriot Roofing contract and the final invoice, noting that the cost increase was due to necessary gable replacement completed prior to the Board notification and in accordance with the contract clause allowing charges for decking replacement; Seconded by Marnee Bolen. Motion passed unanimously.
3. Randal Hamilton made a motion for the Board to approve payment of \$11,015.00 to Patriot Roofing for the pool house roof replacement, which includes an insurance reimbursement of \$5,914.68 already received. Patriot Roofing has submitted a claim to the insurance company for depreciation reimbursement, which will be mailed directly to WHOA upon approval; Seconded by Marnee Bolen. Motion passed unanimously.

16. Move Money from Surround to Pool Fund:

1. Randal Hamilton made a motion for the Board to release \$5,941.34 from its allocated status in the Pool Surround Fund and return the funds to the General Operation Account; Seconded by Marnee Bolen. Motion passed unanimously.

2. Randal Hamilton made a motion for the Board to release the previously approved allocation for the pool autofill and instead allocated up to \$4,451.88 for the installation of additional lighting and landscaping improvements at the pool facility; Seconded by Karen Moorhead. Motion passed unanimously.

Motion to Ratify: Randal Hamilton made a motion that the Board ratify the expenditure of \$4,451.88 for pool light and landscaping, and release the prior allocation for the pool autofill system. Future reallocations must receive prior board approval; Seconded by Marnee Bolen. Motion passed unanimously.

17. Pool House Renovation:

None

18. Pergola Renovation:

None

19. Pool Access/Signup:

Computer program ready to launch. Computer will be kept in locked clubhouse.

Replacement keycards will be \$25.00.

Employees will use the same code to access the pool. Each board member will be assigned a code for their use. These codes will not have a time constraint.

20. For Profit Restrictions:

Tabled for 2025 season.

21. Arborist:

In addition to nutrients for tree, we need quite a bit of soil/dirt around the tree on the pool deck as there is a lot of space between the new surround. Karen Moorhead will get bids on arborist. Marnee Bolen will find out about bugs.

22. Adjournment:

Motion to adjourn the meeting was made by Priscilla Elliott; Seconded by Renee Guthrie. Motion passed unanimously.

Meeting adjourned at 8:02 pm.

Recorded and submitted by: Marnee Bolen, Member at Large

Approved on: July 17, 2025

Attested by: None – Secretary declines attestation

Secretary's Statement:

During record preparation for turnover, it was determined that the June 5, 2025 agenda did not provide required notice of the attorney's attendance or the liability waiver discussion as required under [Texas Property Code §209.0051\(e\)](#). This procedural defect and refusal to attest is documented for accuracy under and made pursuant to the fiduciary duty to maintain accurate corporate records in compliance with [Texas Business Organizations Code §22.351](#) and is a required function of the Secretary.

The undersigned Secretary respectfully declines to sign or attest to these minutes as a true and complete record of the June 5–6, 2025 Board meeting. The minutes omit material procedural details and do not accurately reflect the sequence of events as noticed and conducted, including the lack of advance notification that attorney Mike Carper would attend or present proposed liability waivers for discussion or approval.

Addendum Filed:

A formal Secretary Addendum has been filed and is attached immediately following these minutes, or electronically accessed [here](#) on the Report Tab for this meeting. The Addendum documents notice defects, procedural issues, along with exhibits and forms part of the official corporate record.



