

**Woodlea Manor Conservancy
Board of Trustees
Meeting Minutes**

January 27, 2009

Board Members Present

Kelli Linville
Bonnie Poli
Randy Buffenbarger
Ann Bollinger
Matt McGovern
Charlie King (arrived 6:15p.m.)
Jan Carnes (newly appointed member)

Management Attendees

Pam Ward, TWC Association Management

Homeowners Attendees

Kelly Young
Paul Boyer
John Striner
John Powell
Michele Malloy

Executive Session

An Executive Session was convened at 6:05 p.m. A verification of a quorum was made and the meeting was called to order at 6:35 p.m. The Executive Session adjourned at 6:30 p.m.

General Session

The General Session was called to order at 6:30 p.m. A quorum was verified with six Board members present.

Election of Officers & Appointment of a 7th Board Member

The floor was open for nominations for President; Ms. Poli nominated Ms. Kelli Linville, Ms. Bollinger seconded. Mr. King nominated Mr. Randy Buffenbarger. After a short discussion on the duties and whether Mr. Buffenbarger could be nominated due to a lack of a second, a vote was called. Ms. Linville was elected for President, by a vote of 4 - 1 (Ms. Poli, Ms. Bollinger, Mr. Buffenbarger, Mr. McGovern).

The nominations were opened for Vice President and Ms. Linville nominated Ann Bollinger, Mr. Buffenbarger seconded. No other nominations were made. Ms. Bollinger won unanimously.

Nominations were opened for Treasurer. Mr. McGovern nominated Mr. Buffenbarger, Ms. Bollinger seconded. No other nominations were made. Mr. Buffenbarger won unanimously.

Nominations were opened for Secretary. Mr. Buffenbarger nominated Ms. Poli, Ms. Bollinger seconded. No other nominations were made. Ms. Poli won unanimously.

Following the election of Officers, Mr. Buffenbarger introduced Ms. Jan Carnes, who volunteered to fill the empty seat on the Board of Trustees (BOT). Mr. Buffenbarger then nominated Ms. Carnes to become a member of the BOT Mr. King seconded. A vote was called, Ms. Carnes won unanimously.

Members Time

Mr. Striner spoke to the Board about the need to get a decision on the use of synthetic cedar shake shingles. He said he had spoken with a contractor earlier that said the cost of the shingles were prohibitive and didn't look very good. The cedar shake shingles are not easy to maintain and also many houses in Woodlea were going to need new roofs in the near future.

Ms Linville stated that the Board needed to receive a recommendation from the Architectural Review Board (ARB) before the Board could make a decision, and urged Mr. Striner to go to the next ARB meeting to discuss his concerns.

Mr. Rowell, Ms. Young and Ms. Malloy presented a proposal for the Woodlea Manor swim team for the 2009 season. They provided information on how the team planned to finance this year's activities and requested funds from the BOT to help support the team.

The Board agreed to discuss the swim team's proposal at the February meeting and provide feedback promptly following the meeting.

Committee Reports:

ARB – There was nothing to report

SOCIAL – There was nothing to report

Community Watch - Ms. Bollinger discussed the report she had shared with the Board with suggestions from Officer Tidwell (neighborhood liaison) provided to help make the pool area and surrounding common property more secure. Ms. Ward stated that many of the items that were suggested had been taken care of or were in the process of being done.

Policies & Procedures Committee – Nothing to report

Approval of Minutes

MOTION: Ms. Linville moved, Mr. McGovern seconded, to approve the October 28, 2008 minutes.

Review of Financial Report for December 31, 2008

Mr. Buffenbarger provided a summary of the current financial status of the Woodlea Manor Conservancy (WMC), which is favorable by \$52,536/ year to date. Much of the favorable account has been due to a close monitoring of spending for the past year and assistance from community members voluntarily doing work that would have cost the WMC. Mr. Buffenbarger commented that the selling of non-resident pool memberships had generated approximately \$7,200 last year. In addition the fact the there were no large legal fees was a positive for the WMC. It was decided that non-resident pool memberships would be sold again this year up to 20 memberships. The budget will be reset for 2009 and

all monies left over from 2008 will be rolled into the balance sheet under Prior Years Income in an attempt to establish an emergency fund of up to 20% of the yearly budget.

MOTION: Mr. McGovern moved, Ms. Linville seconded the report be accepted as submitted. The motion passed unanimously.

Lawn & Ground Maintenance Contract for 2009- 2011

The selection for the new contract had been narrowed down to two companies. Both companies had been asked to resubmit new contracts which included some additional services and clarified points on the initial proposals. The Board discussed the 2 proposed contracts and Ms. Ward provided some history on the contracts for the new Board members.

MOTION: Mr. Buffenbarger motioned, Mr. King seconded, that the contract be awarded to Valley Crest Landscape Maintenance. The motion passed unanimously.

Athletic Field Maintenance

Information had been gathered concerning when the soccer field would be in use. It was noted that practice will begin soon and run through fall. It was decided to defer further discussion until summer. Mr. Buffenbarger asked Ms Ward to put it on the agenda at a later date.

Drainage Correction and Clean Up of Parcel A

Correspondence from a resident regarding the need to clean up the drainage area and surrounding community property of Parcel A was shared with the Board. Currently drainage is hindered and it has become overgrown. Mr. Buffenbarger commented that he had looked over the parcel and felt that it needed to be cleaned up. Ms. Poli stated that in order to do a cleanup, the Town of Leesburg, should be contacted regarding the actual drainage plans and that any improvements should be done, so the WMC would not have a yearly expense to clean out the drainage field. Ms. Bollinger offered to make the contact with Loudoun County official or Town of Leesburg to find out about the original drainage plan for that area. The Board deferred further action on the clean up until an official can inspect the area.

Pool Maintenance Issues

It has been noted that the pool cover is in poor condition and that it may need to be replaced. The cover is over 10 years old now.

Ms. Ward was asked to get quotes on the replacement of the cover. She has one quote now and is waiting for 2 more to come in.

The Board deferred the decision until additional quotes can be obtained. It will be put on February meeting agenda.

Pool Management Issues

The current contract for the pool management will be ending in 2009 and a new contract will be negotiated for 2010. The Board deferred the matter and requested it be put on the April agenda.

Highway 15 Improvements

Ms. Ward provided the Board with a letter from the Virginia Department of Transportation informing the WMC that surveying would be taking place between January and April around the area of

the entrance on Hwy 15 and Woodlea Dr. The purpose of the survey is to locate utilities. This is just a preliminary study for the purpose of gathering data and a first step in determining the feasibility of highway improvements. It is thought that the proposed improvements are for the extension of the bike path and to take the current median out of the center of Hwy 15, just before the intersection of Hwy 15 and Woodlea Drive. No action is required by the Board at this time.

Club House Interior Painting

Three samples were provided for the Board to select from for painting the interior of the club house. The Board selected a light ivory color.

Correspondence

The Board received correspondence regarding placing a stove in the basement of a home. As the by-laws do not address the issue of interior appliances, the Board felt this was not an issue for the Board. It is a Town Ordinance. The correspondent will be notified as such.

Old and New Business

Mr. King stated he still intended to pursue organizing an event for the March of Dimes, in support of the Hall family, their daughter is the March of Dimes Ambassador this year. He will have more information at the next meeting.

The Board discussed the printing of a new Woodlea Directory, and it was requested to be put on the February agenda.

Mr. Buffenbarger requested that each of the Board members liaison with a specific committee this year to provide more continuity between the committee's and the members of the Board.

The Board is looking for someone who would like to take over the Newsletter. Ms. Bollinger thought she might know someone who would volunteer and would follow up with them.

Paul Boyer has officially taken over as the Woodlea Manor webmaster.

Ms Linville stated that the next Board meeting was scheduled for February 24, 2009.

Adjournment

MOTION: Matt McGovern moved and Randy Buffenbarger seconded to adjourn the meeting at 8:25 p.m. The motion passed unanimously.