

Woodlea Manor Conservancy
Board of Trustees
Meeting Minutes

April 28, 2009

BOARD MEMBERS PRESENT

Kelli Linville, President
Ann Bollinger, Vice President
Randy Buffenbarger, Treasurer
Bonnie Poli, Secretary
Jan Carnes
Charlie King
Matt McGovern

BOARD MEMBERS ABSENT

None

MANAGEMENT ATTENDEES

Pam Ward TWC Management
Tammi Butler Recording Secretary, Minute-By-Minute

HOMEOWNER ATTENDEES

Kristy Pittas (arrived at 7:35 p.m.)

EXECUTIVE SESSION

An Executive Session was convened at 6:05 p.m. The Board reported out of Executive Session at 6:44 p.m.

MOTION: Ms. Linville moved, Ms. Bollinger seconded, to close Executive Session at 6:44 p.m. The motion passed unanimously (7-0-0).

CALL TO ORDER

The Board adjourned Executive Session at 6:44 p.m. Ms. Linville verified that a quorum was present and called the general session of the meeting to order at 6:45 p.m.

MEMBERS TIME

No members were present.

COMMITTEE REPORTS

ARB-Alternate Roofing Materials: Mr. Buffenbarger stated that he spoke to Steve about the Presidential Shakes and he is waiting for the samples of the materials. Mr. McGovern stated that he received an email and some samples from Enviroshakes and said they are willing to attend the meeting. Ms. Linville suggested scheduling a meeting via email once Mr. Buffenbarger receives the samples to put together the roofing displays and discuss the upcoming community open house for alternative roofing materials. The Board discussed and agreed to post the next working session date on the website. Ms. Ward stated that she had last month's minutes from the ARB meeting and they were circulated. Ms. Bollinger stated that Kristy Pittas was interested in being a member of the ARB Committee.

MOTION: Mr. Buffenbarger moved, Ms. Carnes seconded, to appoint Kristy Pittas to the ARB. The motion passed unanimously (7-0-0).

Social Committee: Mr. Buffenbarger reported that a pool party for the children has been scheduled for June 19, 2009 from 5:00 p.m. to 9:00 p.m. The Conservancy will pay for the pizza, soda, and ice cream, and will use funds from the Social Events line item which has a budget of \$6,500.00. Ms. Carnes will announce the pool party in the newsletter.

Swim Team: Mr. McGovern had nothing to report.

Community Watch: Ms. Bollinger reported that she attended a Community Watch meeting at the police station last night. She further stated that there had been a lot of drug activity in the surrounding communities but not specifically in Woodlea Manor.

Policies and Procedures Committee: Mr. King stated that he had nothing to report. He further stated that he would draw up a bylaw for lease agreements.

APPROVAL OF MINUTES

MOTION: Ms. Linville moved, Ms. Carnes seconded, to approve the meeting minutes from March 24, 2009 as corrected. The motion passed unanimously (7-0-0).

REVIEW OF March 2009 FINANCIAL REPORT

Mr. Buffenbarger gave a brief summary of the financial report. Money was moved to the reserve account and it is now completely funded for 2009. Mr. Buffenbarger stated that the Association received \$3,000.00 in late fees and carrying charges. The Association was \$6,000.00 favorable in income and \$3,000.00 in administration expenses and \$9,000.00 operating expenses. Mr. Buffenbarger stated that overall the Conservancy is \$18,000.00 favorable and the finances look positive.

MOTION: Ms. Linville moved, Mr. McGovern seconded, to approve the March financial report as presented. The motion passed unanimously (7-0-0).

2008 AUDIT

Mr. Buffenbarger gave a summary about the audit stating that the report was very favorable. Approval of the audit will be deferred until the May meeting so that Mr. Buffenbarger and Ms. Ward have a chance to discuss the recommended adjustments.

POOL MAINTENANCE ISSUES

Ms. Ward reported that the Board spoke to Premier Aquatics during Executive Session. The Board discussed having a pool liaison. Ms. Ward suggested posting something on the website. Ms. Linville agreed she would write something up and have it posted on the website.

TENNIS COURT REPAIRS

Ms. Ward stated that she was waiting for a date for the work.

PARCEL A CLEANUP

Ms. Carnes stated that the common area in cul-de-sac on Brindley was full of trash and leaves. Ms. Ward noted that Parcel A also on Brindley does have a small amount of standing water at the bottom of the new stones, but they can be moved to eliminate this. Ms. Ward stated that Valley Crest would be responsible for the cleaning up this parcel when they mow it. The Board discussed a homeowner who seems to have extended his yard into the common and may have installed some bushes there. Mr. King suggested using a metal detector to find the iron pipes that mark the lot lines. Mr. King stated that he would obtain the plats of the lot.

RESERVE STUDY UPDATE

Ms. Ward received a proposal from Miller and Dodson. She further explained that it was best to use the same company who completed the previous reserve study because they were knowledgeable about the property. It would cost \$5,600.00 for a new reserve study and an update would only cost \$3,100.00.

MOTION: Mr. King moved, Mr. Buffenbarger seconded, to accept the proposal for a reserve study update by Miller and Dodson Associates. The motion passed unanimously (7-0-0).

BEST PRACTICES

Mr. Buffenbarger updated the Board on the progress in this area and stated additional changes could be discussed at another meeting.

CORRESPONDENCE

Ms. Ward addressed the issue with the Marshalls' request to plant trees by the creek. The Board agreed to look at the area and make a decision at a later date.

OLD AND NEW BUSINESS

Cedar Shake Replacement: Mr. King stated that he contacted the vendor for the Cedar Shake and Shingle Bureau and they mailed him material. Mr. King stated that the fire marshal and he did not have any safety concerns with using the cedar shakes.

Ms. Ward stated that Darryl Haines planted the seedlings in the common areas as planned.

Mr. Buffenbarger needs additional dog stations bags. Ms. Ward will order two cases.

Ms. Poli requested that the Board discuss the dog waste near Parcel A. Ms. Ward suggested placing a waste bag dispenser near the area.

NEWSLETTER

The following articles will be provided:

Ms. Carnes - end of school bash, Mr. King - cedar shakes/fire hazard, Ms. Bollinger - ARB guidelines and reminders, Community Watch and safety issues, additional curbside pickup beginning May 4, 2009 through September, and. Buffenbarger - finances.

Ms. Linville requested that articles be emailed to her within two weeks.

NEXT MEETING

A tentative date for the next Board meeting was scheduled for Tuesday, May 19, 2009 at 6:00 p.m. The meeting with the lifeguards will begin at 5:30 p.m.

ADJOURNMENT

MOTION: Ms. Linville moved, Mr. McGovern seconded, to adjourn the meeting at 7:58 p.m. The motion passed unanimously (7-0-0).