

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

**July 28, 2009**

**BOARD MEMBERS PRESENT**

Ann Bollinger  
Randy Buffenbarger (arrived at 6:10 p.m.)  
Jan Carnes  
Kelli Linville  
Matt McGovern  
John Striner (appointed)

**BOARD MEMBERS NOT PRESENT**

Charlie King

**MANAGEMENT ATTENDEES**

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

**HOMEOWNER ATTENDEES**

John Striner

**EXECUTIVE SESSION**

An Executive Session was convened at 6:06 p.m. The Board reported out of Executive Session at 6:37 p.m.

**MOTION: Ms. Linville moved, Mr. Buffenbarger seconded, to close Executive Session at 6:37 p.m. The motion passed unanimously (5-0-0).**

**CALL TO ORDER**

The Board adjourned Executive Session at 6:37 p.m. Ms. Linville verified that a quorum was present and called the meeting to order at 6:38 p.m.

**MEMBERS TIME**

There were no concerns.

**BOARD VACANCY**

John Striner expressed an interest in filling the slot vacated by Bonnie Poli and serving until the election at the December annual meeting.

**MOTION: Mr. McGovern moved, Ms. Linville seconded, to appoint John Striner to the Board of Trustees. The motion passed unanimously (5-0-0).**

## COMMITTEE REPORTS

ARB-Alternate Roofing Materials: There was no report provided. Ms. Linville asked Mr. Striner to be the liaison with the committee. Mr. Striner agreed.

Social Committee: Ms. Carnes stated that she was working on having a Teen Night Pool Party the first weekend in August. She further stated that she knows a lady who would be interested in teaching a self-defense class in September. Ms. Carnes stated that there would be a Chili Cook Off in October. Ms. Carnes also stated that the committee has been planning for a "Cookies with Santa" event in December and a wine tasting in February.

Swim Team: Mr. McGovern stated that there were some issues with the end of the year swim team party and not having the pool exclusively reserved for the team on that afternoon. Ms. Ward noted that the pool has never been closed to the other Woodlea Manor homeowners on the afternoon when the swim team party is held.

Community Watch: Ms. Bollinger stated that two bikes valued at over \$300 each were stolen from the pool. Ms. Bollinger stated that members from the community had concerns about an incident at the pool regarding a gentleman jumping into the pool with his clothes on. Ms. Bollinger stated that beer cans have been found around the pool area. She further added that police have been monitoring the speed of vehicles in the neighborhood. Ms. Bollinger stated that the 26<sup>th</sup> Annual National Night Out was scheduled on August 4, 2009 in the Greenway Farms Pool Parking lot, and she would post the information on the website. Ms. Bollinger stated that Officer Tidmore would be speaking to the community in November.

Policies & Procedures: The Board discussed storage in the pump room by the Swim Team and getting them to clean it out. Mr. Buffenbarger asked Mr. McGovern to have the swim team remove the items in the storage area and the wood shed by the end of August so that all of the pool furniture will fit.

## APPROVAL OF MINUTES

**MOTION:** Ms. Linville moved, Mr. Buffenbarger seconded, to approve the meeting minutes from June 23, 2009 as presented. The motion passed unanimously (6-0-0).

## REVIEW OF FINANCIAL REPORT

Mr. Buffenbarger provided a brief summary of the financial report to the Board. Mr. Buffenbarger stated that the year-to-date numbers are favorable by \$29,542.00. He

further commented that the association will break even expense wise at the end of the year for the pool. Mr. Buffenbarger stated that \$13,236 has been spent from the reserves and that the current reserve balance was \$322,262.00. He further stated that

they are making progress with overpayments by homeowners and reconciling that issue. He recommended refunding credits to the owners if they overpaid. He further suggested posting some limited financial information on the website including the balance sheet and the profit/loss statement for January through June.

**MOTION: Mr. Buffenbarger moved, Ms. Carnes seconded, to post the balance sheet and the year-to-date P&L statement on the website along with the meeting minutes on a monthly basis. The motion passed unanimously (6-0-0).**

**MOTION: Ms. Linville moved, Mr. Buffenbarger seconded, to approve the June 2009 financial report. The motion passed unanimously (6-0-0).**

### **POOL ISSUES**

Ms. Ward stated that she was not aware of any issues. Mr. Buffenbarger agreed to follow up in regard to the pool surveys. Ms. Linville stated that the pool needs another basketball net. Mr. Buffenbarger stated that he would buy five nets for the pool and parking lot basketball hoops as well as more ping pong balls and paddles.

### **TENNIS COURT REPAIRS**

Ms. Ward stated that the tennis court repairs have been completed.

### **CLUBHOUSE LANDSCAPING**

Ms. Ward stated that homeowner Bill Hudspeth and his landscaping company are not interested in bidding on the clubhouse renovation project due to other work commitments. She further stated that she contacted Valley Crest and was having them work with their designer to come up with a preliminary plan just to get the discussion started. Ms. Ward also stated that the Board needs to consider installing an irrigation system but the hook-up fee for another meter from the Town of Leesburg could be \$30,000.00. Ms. Ward suggested waiting to hear back from Valley Crest before making any decisions.

### **RESERVE STUDY**

Ms. Ward emailed the 2009 draft reserve study to the Board members. The discussion was deferred until the next meeting.

### **SANDWICH ANNOUNCEMENT BOARDS**

Ms. Linville stated that she received the new sandwich board and has roofing material information displayed on it at the pool entrance.

## **DEAD TREES – GAINES COURT – Status**

Ms. Ward stated that the dead trees on the pipe stem have been removed. Mr. Buffenbarger requested that Ms. Ward get a proposal for removing another dead tree located in the athletic field.

## **BEST PRACTICES**

There was no update.

## **CORRESPONDENCE**

Ms. Linville stated that a homeowner contacted her and asked if the Board would advertise that assistance with HOA fees was available. Someone suggested that if there are homeowners who can't pay their fees in 2010 due to hardships, a statement in the December newsletter and in the annual letter to homeowner about the fees should suggest that they contact Pam Ward.

Ms. Linville asked if anyone was interested in attending the informal Coffee with Council get togethers. Ms. Bollinger stated that she may be able to attend. Ms. Linville stated that she would contact Mr. King about attending.

Ms. Carnes referred to the letter from Ms. Elizabeth Wentworth about maintenance of the home that backs up to hers. Ms. Ward stated that the grass had been cut. Ms. Ward will follow up with Ms. Wentworth to determine if there are still problems.

Ms. Ward stated that four plastic buckets were requested for the pool to store all the pool toys and for icing down drinks. Ms. Ward further added that there were some concerns about having noodles and other flotation toys in the pool. Ms. Ward further commented that it would be easier to prohibit all items in the pool. Ms. Carnes thinks the noodles should be allowed. The Board discussed having designated times for toys and floats that would allow items (noodles, flat boards, etc.) in the pool. Right now, there is a Friday night float night between 6:00 and closing. No decision was made to change this.

**MOTION: Ms. Carnes moved, Ms. Bollinger seconded, to allow noodles in the pool all the time. The motion passed unanimously (6-0-0).**

## **OLD AND NEW BUSINESS**

Mr. Buffenbarger asked Ms. Ward if Valley Crest should be weeding the landscaping beds along the path from the athletic field to Harle Place. Ms. Ward will notify Valley Crest to clean up the area.

Ms. Carnes had a concern about the advertising banner displayed in the clubhouse for

the roofing display and the Board agreed to remove it.

Ms. Bollinger stated that there was a concept plan from the Planning Commissioner regarding the Meadowbrook Proposal. Ms. Bollinger stated that the proposed plan covers the Meadowbrook subdivision, located off Masons Lane between Route 15 and Evergreen Mill Road. She further stated that this plan would allow for about 200 single-family homes to be built on the 324-acre Meadowbrook property in southern Leesburg. The Board discussed posting the information on the website.

**MOTION: Mr. Buffenbarger moved, Ms. Linville seconded, to send a letter (drafted by Mr. Buffenbarger) to residents stating that the information from the Town of Leesburg regarding the proposed plan and possible zoning changes are posted on the website. The motion passed unanimously (6-0-0).**

**Mr. McGovern amended the motion to include in the mailing a second page that states the guidelines for the basketball hoops and mailboxes. Mr. McGovern later withdrew his amendment.**

Ms. Bollinger stated that she had concerns about the lighting issues at the pool. Ms. Bollinger requested estimates for lights facing the pool area. Ms. Ward will gather the estimates that were done previously.

Ms. Bollinger reported that the feedback from homeowners so far indicates there is a split in their opinions regarding the roofing material options that have been presented. The Board will discuss the roofing materials at the next meeting.

Ms. Carnes stated that there are concerns from homeowners about construction materials being stored in the street while projects are being completed by contractors. Mr. Buffenbarger stated that it was the Town of Leesburg's responsibility to control the streets. Ms. Bollinger will contact Officer Tidmore about items left in the street.

## **NEWSLETTER**

Ms. Carnes and Ms. Bollinger stated they would write articles for the upcoming newsletter. Ms. Linville stated that she needed the information in the next two weeks.

## **NEXT MEETING**

The next Board meeting is scheduled for Tuesday, August 25, 2009 at 6:00 p.m.

## **ADJOURNMENT**

There being no further business to discuss, the Board agreed **BY CONSENSUS** to adjourn the meeting at 8:48 p.m.

2:15 PM

**Woodlea Manor Conservancy**  
**Profit & Loss Budget vs. Actual**  
 January through July 2009

08/19/09

Accrual Basis

	Jan - Jul ...	Budget	\$ Over B...	% of Bu...
<b>Income</b>				
4100 · Fees	190,146.88	190,146.84	0.04	100.0%
4300 · Late/Carrying Fees	3,725.00	1,925.00	1,800.00	193.5%
4350 · Legal Fees Reimbursement	370.50	0.00	370.50	100.0%
4400 · Interest Income	6,795.97	6,739.84	56.13	100.8%
4415 · Facility Rental	500.00	700.00	-200.00	71.4%
4445 · Swim Team Reimbursement	0.00	0.00	0.00	0.0%
4446 · Pool Pass Income	215.00	0.00	215.00	100.0%
4450 · Non-Resident Pool Memberships	6,600.00	7,080.00	-480.00	93.2%
4455 · Trash Reim. Surcharge	5,143.00	6,405.00	-1,262.00	80.3%
4500 · Misc. Income	1,060.00	70.00	990.00	1,514.3%
<b>Total Income</b>	<b>214,556.35</b>	<b>213,066.68</b>	<b>1,489.67</b>	<b>100.7%</b>
<b>Expense</b>				
<b>Administrative</b>				
5000 · Management Reimbursement	1,673.90	1,925.00	-251.10	87.0%
5100 · Management Fees	22,050.00	22,050.00	0.00	100.0%
5200 · Legal Fees	500.60	7,000.00	-6,499.40	7.2%
5201 · Communication/Newsletter	827.71	1,750.00	-922.29	47.3%
5202 · Secretarial Service	1,035.00	1,925.00	-890.00	53.8%
5300 · Audit / Tax Preparation	1,950.00	2,100.00	-150.00	92.9%
5325 · Taxes	1,500.00	2,160.00	-660.00	69.4%
5375 · Bad Debt Expense	601.91	0.00	601.91	100.0%
5400 · Misc. Administration	6,584.91	1,225.00	5,359.91	537.5%
<b>Total Administrative</b>	<b>36,724.03</b>	<b>40,135.00</b>	<b>-3,410.97</b>	<b>91.5%</b>
<b>Operating</b>				
5500 · Electricity	1,123.23	1,400.00	-276.77	80.2%
5511 · Water -Irrigation System	560.54	900.00	-339.46	62.3%
5520 · Gas	1,280.08	1,750.00	-469.92	73.1%
5710 · Pest Control	125.00	0.00	125.00	100.0%
5715 · Consulting Fees	0.00	0.00	0.00	0.0%
5720 · Trash- Woodlea Hills	5,749.68	6,405.00	-655.32	89.8%
5725 · Janitorial	2,400.00	2,800.00	-400.00	85.7%
5730 · Grounds Maintenance	15,407.18	19,191.66	-3,784.48	80.3%
5732 · Landscaping	11,500.87	8,296.69	3,204.18	138.6%
5733 · Irrigation Maintenance	1,206.08	1,020.90	185.18	118.1%
5752 · Tree Maintenance/Pruning	1,900.00	2,450.00	-550.00	77.6%
5770 · Snow Expenses	465.25	1,500.00	-1,034.75	31.0%
6030 · General Maintenance	2,873.04	10,500.00	-7,626.96	27.4%
6045 · Electrical Repair/Lighting	1,494.00	1,400.00	94.00	106.7%
6075 · HVAC Repairs	444.90	1,400.00	-955.10	31.8%
7040 · Master Hazard Insurance	4,605.12	5,705.00	-1,099.88	80.7%
7066 · Depreciation Expense	4,375.00	4,375.00	0.00	100.0%
<b>Total Operating</b>	<b>55,509.97</b>	<b>69,094.25</b>	<b>-13,584.28</b>	<b>80.3%</b>
<b>Pool/Tennis</b>				
8000 · Pool Service Contract	39,340.00	44,960.00	-5,620.00	87.5%
8005 · Pool Water/Sewer	1,246.49	1,740.00	-493.51	71.6%
8010 · Pool Electric	3,488.28	3,240.00	248.28	107.7%
8015 · Pool Telephone	277.37	525.00	-247.63	52.8%
8020 · Pool Repair/Maintenance	4,918.50	4,500.00	418.50	109.3%
8022 · Clubhouse Painting	4,200.00	0.00	4,200.00	100.0%
8025 · Pool Supplies	2,511.55	4,400.00	-1,888.45	57.1%
8030 · Passes/Rules	1,599.59	2,100.00	-500.41	76.2%
8031 · Activities/Socials	1,100.37	5,200.00	-4,099.63	21.2%
8035 · Permits and Fees	265.00	300.00	-35.00	88.3%
8050 · Clubhouse Contingency	0.00	0.00	0.00	0.0%
8052 · Lifeguard Program	1,000.00	1,000.00	0.00	100.0%
8070 · Recreation Contingency	77.28	350.00	-272.72	22.1%
8071 · Tennis Court Maint./Supplies	0.00	350.00	-350.00	0.0%
<b>Total Pool/Tennis</b>	<b>60,024.43</b>	<b>68,665.00</b>	<b>-8,640.57</b>	<b>87.4%</b>

2:15 PM  
 08/19/09  
 Accrual Basis

**Woodlea Manor Conservancy**  
**Profit & Loss Budget vs. Actual**  
 January through July 2009

	<u>Jan - Jul ...</u>	<u>Budget</u>	<u>\$ Over B...</u>	<u>% of Bu...</u>
<b>Reserves</b>				
9000 · General	1,750.00	1,750.00	0.00	100.0%
9006 · Clubhouse Exterior	2,100.00	2,100.00	0.00	100.0%
9010 · Clubhouse Roof	2,333.34	2,333.34	0.00	100.0%
9015 · Roads/Rec. Assoc. Lot	875.00	875.00	0.00	100.0%
9021 · Appliances	525.00	525.00	0.00	100.0%
9031 · Irrigation System	1,750.00	1,750.00	0.00	100.0%
9035 · Concrete/Sidewalks	350.00	350.00	0.00	100.0%
9053 · Signs/Entrance Monument/Gazebo	2,275.00	2,275.00	0.00	100.0%
9075 · Tot Lot	1,750.00	1,750.00	0.00	100.0%
9076 · Tennis Court	2,625.00	2,625.00	0.00	100.0%
9077 · Athletic Field	875.00	875.00	0.00	100.0%
9080 · Clubhouse Interior	5,775.00	5,775.00	0.00	100.0%
9081 · Pool Mechanical	2,100.00	2,100.00	0.00	100.0%
9082 · Pool Whitecoat	8,750.00	8,750.00	0.00	100.0%
9084 · Pool Furniture	2,975.00	2,975.00	0.00	100.0%
9090 · Landscaping	5,810.00	5,810.00	0.00	100.0%
9092 · Shade Structure	583.34	583.34	0.00	100.0%
9093 · Trash Enclosure	1,400.00	1,400.00	0.00	100.0%
9095 · Clubhouse Furniture	700.00	700.00	0.00	100.0%
9096 · Tennis Court/Pool Fences	1,225.00	1,225.00	0.00	100.0%
9097 · Lighting	2,450.00	2,450.00	0.00	100.0%
9098 · Pool Deck/Concrete	2,450.00	2,450.00	0.00	100.0%
<b>Total Reserves</b>	<u>51,426.68</u>	<u>51,426.68</u>	<u>0.00</u>	<u>100.0%</u>
<b>Total Expense</b>	<u>203,685.11</u>	<u>229,320.93</u>	<u>-25,635.82</u>	<u>88.8%</u>
<b>Net Income</b>	<u>10,871.24</u>	<u>-16,254.25</u>	<u>27,125.49</u>	<u>-66.9%</u>

**Woodlea Manor Conservancy**  
**Balance Sheet Comparison**  
As of July 31, 2009

	Jul 31, 09	Jun 30, 09	\$ Change	% Chan...
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1050 · RBC Bank Operating	11,968.54	15,697.41	-3,728.87	-23.8%
1051 · RBC MMKT Account	84,112.37	114,039.73	-29,927.36	-26.2%
1052 · United Money Market-Reserves	55,275.49	55,270.80	4.69	0.0%
1101 · SunTrust MMKT Performance .15%	23,492.58	23,503.69	-11.11	-0.1%
1102 · SunTrust Money Market .10%	3,729.11	3,728.79	0.32	0.0%
1120 · ETrade Money Market-Reserves	50,605.14	50,581.39	23.75	0.1%
1125 · Certificates of Deposit-Reserve	322,844.67	322,262.90	581.77	0.2%
<b>Total Checking/Savings</b>	<b>552,027.90</b>	<b>585,084.71</b>	<b>-33,056.81</b>	<b>-5.7%</b>
<b>Accounts Receivable</b>				
1200 · *Accounts Receivable	-4,498.17	-2,462.67	-2,035.50	-82.7%
<b>Total Accounts Receivable</b>	<b>-4,498.17</b>	<b>-2,462.67</b>	<b>-2,035.50</b>	<b>-82.7%</b>
<b>Other Current Assets</b>				
1130 · Prepaid Insurance	7,365.05	6,135.46	1,229.59	20.0%
1131 · Prepaid Expenses	3,150.00	0.00	3,150.00	100.0%
1260 · Accrued Interest Receivable	348.00	348.00	0.00	0.0%
<b>Total Other Current Assets</b>	<b>10,863.05</b>	<b>6,483.46</b>	<b>4,379.59</b>	<b>67.6%</b>
<b>Total Current Assets</b>	<b>558,392.78</b>	<b>589,105.50</b>	<b>-30,712.72</b>	<b>-5.2%</b>
<b>Fixed Assets</b>				
1400 · Furniture	39,722.00	39,722.00	0.00	0.0%
1410 · Accumulated Depreciation	-29,195.00	-28,570.00	-625.00	-2.2%
<b>Total Fixed Assets</b>	<b>10,527.00</b>	<b>11,152.00</b>	<b>-625.00</b>	<b>-5.6%</b>
<b>TOTAL ASSETS</b>	<b>568,919.78</b>	<b>600,257.50</b>	<b>-31,337.72</b>	<b>-5.2%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Other Current Liabilities</b>				
2200 · Accounts Payable	12,574.33	3,053.40	9,520.93	311.8%
2202 · Transfer Fees/TWC	200.00	200.00	0.00	0.0%
2205 · Deferred Repairs	0.12	0.12	0.00	0.0%
2215 · Unearned Fees	135,819.12	162,982.96	-27,163.84	-16.7%
2220 · Income Tax Payable	-546.00	-546.00	0.00	0.0%
2225 · Security Deposit	700.00	350.00	350.00	100.0%
2400 · Disclosure Doc Fees Due to TWC	0.00	500.00	-500.00	-100.0%
<b>Total Other Current Liabilities</b>	<b>148,747.57</b>	<b>166,540.48</b>	<b>-17,792.91</b>	<b>-10.7%</b>
<b>Total Current Liabilities</b>	<b>148,747.57</b>	<b>166,540.48</b>	<b>-17,792.91</b>	<b>-10.7%</b>
<b>Total Liabilities</b>	<b>148,747.57</b>	<b>166,540.48</b>	<b>-17,792.91</b>	<b>-10.7%</b>
<b>Equity</b>				
3330 · Reserves for Replacement	367,862.82	368,988.14	-1,125.32	-0.3%
3520 · Prior Years Income (Loss)	41,438.15	41,438.15	0.00	0.0%
Net Income	10,871.24	23,290.73	-12,419.49	-53.3%
<b>Total Equity</b>	<b>420,172.21</b>	<b>433,717.02</b>	<b>-13,544.81</b>	<b>-3.1%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>568,919.78</b>	<b>600,257.50</b>	<b>-31,337.72</b>	<b>-5.2%</b>

WOODLEA MANOR CONSERVANCY  
SUMMARY OF REPLACEMENT RESERVES  
JULY 31, 2009

	BALANCE BEGINNING OF THE YEAR	RESERVES THIS YEAR	EXPENDITURES	TRANSFERS	BALANCE END OF PERIOD
GENERAL	12,711.62	1,750.00	3,195.00		11,266.62
CLUBHOUSE EXTERIOR	16,678.97	2,100.00			18,778.97
CLUBHOUSE ROOF	11,939.00	2,333.34			14,272.34
ROADS/REC ASSOC LOT	15,363.00	875.00			16,238.00
APPLIANCES	7,196.89	525.00			7,721.89
IRRIGATION SYSTEM	20,416.00	1,750.00			22,166.00
CONCRETE/SIDEWALKS	8,539.00	350.00			8,889.00
SIGNS, ENTRANCE, MONUMENT, GA	12,919.78	2,275.00			15,194.78
TOT LOT	8,252.63	1,750.00			10,002.63
TENNIS COURT	31,911.03	2,625.00			34,536.03
ATHLETIC FIELD	12,316.00	875.00			13,191.00
CLUBHOUSE INTERIOR	26,367.91	5,775.00	6,194.00		25,948.91
POOL MECHANICAL	15,818.18	2,100.00			17,918.18
POOL WHITECOAT	23,757.40	8,750.00			32,507.40
POOL FURNITURE	11,311.65	2,975.00	3,847.50		10,439.15
FRONT ENTRANCE LANDSCAPING	(1,182.46)	0.00			(1,182.46)
LANDSCAPING	25,066.81	5,810.00			30,876.81
PATHWAY	3,755.82	0.00			3,755.82
SHADE STRUCTURE	24,937.83	583.34			25,521.17
TRASH ENCLOSURE	9,600.00	1,400.00			11,000.00
CLUBHOUSE FURNITURE	18,002.65	700.00			18,702.65
TENNIS COURT /POOL FENCES	0.00	1,225.00	8,472.00		(7,247.00)
LIGHTING	6,463.25	2,450.00			8,913.25
POOL DECK/CONCRETE	11,961.60	2,450.00			14,411.60
CAPITAL IMPROVEMENTS	4,040.08	0.00			4,040.08
<b>TOTAL</b>	<b>338,144.64</b>	<b>51,426.68</b>	<b>21,708.50</b>	<b>0.00</b>	<b>367,862.82</b>