

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

August 31, 2009

BOARD MEMBERS PRESENT

Ann Bollinger
Randy Buffenbarger
Jan Carnes
Charlie King
Kelli Linville
Matt McGovern
John Striner

BOARD MEMBERS NOT PRESENT

None

MANAGEMENT ATTENDEES

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

HOMEOWNER ATTENDEES

Howard & Mary Brecht – 1511 Woodlea Drive
Perry & Susan Luzwig - 612 Catesby Court

EXECUTIVE SESSION

An Executive Session was convened at 7:00 p.m. The Board reported out of Executive Session at 7:25 p.m.

MOTION: Ms. Linville moved, Mr. Buffenbarger seconded, to close Executive Session at 7:25 p.m. The motion passed unanimously (7-0-0).

CALL TO ORDER

The Board adjourned Executive Session at 7:25 p.m. Ms. Linville verified that a quorum was present and called the meeting to order at 7:26 p.m.

MEMBERS TIME

The member concerns were addressed during the ARB discussion.

COMMITTEE REPORTS

ARB - Alternate Roofing Materials: Ms. Ward provided a summary from the feedback received on the comment cards. She further commented that they received less than a 10% response (39 responses) from the cards. Ms. Ward stated that the majority of the homeowners who responded were in favor of allowing fake shakes. The Board expressed concern about the poor response from homeowners.

MOTION: Mr. King moved, Ms. Linville seconded, holding a work session at a later date to discuss the roofing options and to develop a survey to get a better response from the homeowners regarding their opinions on the material choices available and whether to allow any changes at all. The motion passed unanimously (7-0-0).

The Board scheduled a work session for September 8, 2009 at 7:00 p.m.

Social Committee: Mr. Buffenbarger stated that the Oktoberfest will be held sometime in mid-October or early November.

Swim Team: Ms. Linville stated that she is addressing the issue with the shed.

Community Watch: Ms. Bollinger stated that Officer Tidmore inspected the lighting by the clubhouse. She further commented that there had not been any activity in the community.

Policies & Procedures: Mr. King stated that he had nothing to report. Mr. McGovern presented a notebook that he assembled with policies and procedures. Ms. Linville presented a SOP for the Swim Team.

APPROVAL OF MINUTES

MOTION: Ms. Linville moved, Mr. Buffenbarger seconded, to approve the meeting minutes from July 28, 2009 as amended. The motion passed unanimously (7-0-0).

REVIEW OF FINANCIAL REPORT

Mr. Buffenbarger provided a brief summary of the financial report to the Board. The money from the reserves was spent on the tennis courts. Mr. Buffenbarger stated that overall the community was doing well this year. A follow up report will be emailed to Board members tomorrow for publication in the newsletter.

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

POOL ISSUES

Ms. Ward stated that the pool was closing in six days. Mr. Buffenbarger stated that the Board needs to pay the last \$100.00 bonuses to the full-time employees.

CLUBHOUSE LANDSCAPING & IRRIGATION

Ms. Ward stated that she does not have a proposal from ValleyCrest yet. She further commented that they do have time to work on the design to plan for the spring.

CLUBHOUSE/POOL LIGHTING

Ms. Ward stated that the Board needs to make a decision on the motion lights for the patio area and shade structure. She asked the Board to review the proposal. Mr. Buffenbarger requested that Ms. Ward determine the range of the motion specifically, the sensor length and spread of the beam. The discussion was deferred until additional information was provided.

FRONT ENTRANCE FENCE PAINTING & POWER WASHING

Ms. Ward referred to the proposals from NOVA Painting, Interim Services and Patriot Painting. She further commented that the fence at the entrance needs to be painted because it is rusting. The brick columns also need to be power washed. The proposal from Interim Services was the lowest bid. It was noted that Interim Services had already finished cleaning and painting the fence and brick columns at the clubhouse.

MOTION: Ms. Linville moved, Mr. Buffenbarger seconded, to have Interim Services complete the job in the amount of \$2,800.00. The motion passed unanimously (7-0-0).

RESERVE STUDY

Ms. Ward explained the details of the reserve study. Mr. Buffenbarger stated the association is well funded according to the reserve study. He further commented that he was comfortable with the study and feels that the favorable report means that the association does not need to increase dues in 2010.

GARDEN CLUB – HOLIDAY DECORATIONS

Ms. Ward stated that she had two requests from the Garden Club: to fund the annual holiday decorations and to have access to the the upstairs room for their meetings. Nobody had any concerns about letting the group use the upstairs room. Ms. Ward will provide a key to the Garden Club. Ms. Linville requested that no more than \$650.00 be given to the club for holiday decorations so long as receipts for the expenditures be

provided and they are reimbursed for expenses only.

MOTION: Mr. King moved, Mr. Buffenbarger seconded, to authorize reimbursement to the Garden Club for expenditures up to \$650.00 on the condition that receipts are provided. The motion passed unanimously (7-0-0).

2009 ELECTION COMMITTEE

Ms. Ward announced that there will be openings on the Board.

2009 ANNUAL MEETING & 2010 BUDGET

Ms. Ward will get started putting together a draft budget that will maintain the annual fee at the same level as in 2009. Ms. Ward noted that the 2009 Annual Meeting should be scheduled for the first week of December.

BEST PRACTICES

There was no update.

OLD AND NEW BUSINESS

MOTION: Ms. Linville moved, Mr. Buffenbarger seconded, to replace the non-working vacuum with a working vacuum for under \$200.00. The motion passed unanimously (7-0-0).

Mr. Buffenbarger inquired about the ice machine and Ms. Ward stated that it had been turned off by the guards. It has since been turned on and working fine. Mr. Buffenbarger expressed concern about the condition of the chain link fence at the pool and tennis court. Ms. Ward will follow up with the painter to determine if it can be painted. If not, she will collect proposals for replacing the fence. Mr. Buffenbarger requested that this topic be discussed at the next meeting in addition to the pool contract for 2010.

Mr. Buffenbarger had concerns about Valley Crest not completing the work properly in the community. They have not been weeding. Ms. Ward will follow up with them.

Mr. King asked the Board if they received the letter he emailed to them regarding the Traditional Design Option Amendment and rezoning the parcel known as Meadowbrook to increase density. A Town briefing meeting was scheduled for September 14, 2009. Ms. Bollinger stated that she organized a Q & A meeting with the residents. Mr. McGovern stated that, in his opinion, this issue should not be addressed by the Board of Trustees because it requires the Board to take a position on a political issue. The Articles of Incorporation do not allow the Board to do this. The Board agreed to consult with legal counsel to get an opinion on this issue. Once an opinion is obtained, the Board will hold an emergency meeting to determine how they should proceed regarding

this issue and the contents of a letter to the Town. The Town meeting is scheduled for September 22, 2009.

Ms. Ward asked the Board to review three pending ARB applications because the ARB had not been able to review them and the deadlines were approaching.

NEWSLETTER

Ms. Linville stated that she would send out the newsletter for Board review.

NEXT MEETING

The next Board meeting is scheduled for Tuesday, September 22, 2009 at 6:00 p.m.

ADJOURNMENT

There being no further business to discuss, the Board agreed **BY CONSENSUS** to adjourn the meeting at 9:28 p.m.

09/23/09

Woodlea Manor Conservancy
Balance Sheet Comparison
 As of August 31, 2009

	Aug 31, 09	Jul 31, 09	\$ Change	% Chan...
ASSETS				
Current Assets				
Checking/Savings				
1050 · RBC Bank Operating	12,675.98	11,968.54	707.44	5.9%
1051 · RBC MMKT Account	54,165.73	84,112.37	-29,946.64	-35.6%
1052 · United Money Market-Reserves	55,280.18	55,275.49	4.69	0.0%
1101 · SunTrust MMKT Performance .15%	23,480.57	23,492.58	-12.01	-0.1%
1102 · SunTrust Money Market .10%	3,729.43	3,729.11	0.32	0.0%
1120 · ETrade Money Market-Reserves	50,622.30	50,605.14	17.16	0.0%
1125 · Certificates of Deposit-Reserve	323,717.46	322,844.67	872.79	0.3%
Total Checking/Savings	523,671.65	552,027.90	-28,356.25	-5.1%
Accounts Receivable				
1200 · *Accounts Receivable	3,844.50	-4,498.17	8,342.67	185.5%
Total Accounts Receivable	3,844.50	-4,498.17	8,342.67	185.5%
Other Current Assets				
1130 · Prepaid Insurance	6,667.64	7,365.05	-697.41	-9.5%
1131 · Prepaid Expenses	3,182.00	3,150.00	32.00	1.0%
1260 · Accrued Interest Receivable	348.00	348.00	0.00	0.0%
Total Other Current Assets	10,197.64	10,863.05	-665.41	-6.1%
Total Current Assets	537,713.79	558,392.78	-20,678.99	-3.7%
Fixed Assets				
1400 · Furniture	39,722.00	39,722.00	0.00	0.0%
1410 · Accumulated Depreciation	-29,820.00	-29,195.00	-625.00	-2.1%
Total Fixed Assets	9,902.00	10,527.00	-625.00	-5.9%
TOTAL ASSETS	547,615.79	568,919.78	-21,303.99	-3.7%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2200 · Accounts Payable	2,423.52	12,574.33	-10,150.81	-80.7%
2202 · Transfer Fees/TWC	300.00	200.00	100.00	50.0%
2205 · Deferred Repairs	0.12	0.12	0.00	0.0%
2215 · Unearned Fees	108,655.28	135,819.12	-27,163.84	-20.0%
2220 · Income Tax Payable	-546.00	-546.00	0.00	0.0%
2225 · Security Deposit	350.00	700.00	-350.00	-50.0%
2500 · Overpayment due Prior Owner	1,287.50	0.00	1,287.50	100.0%
Total Other Current Liabilities	112,470.42	148,747.57	-36,277.15	-24.4%
Total Current Liabilities	112,470.42	148,747.57	-36,277.15	-24.4%
Total Liabilities	112,470.42	148,747.57	-36,277.15	-24.4%
Equity				
3330 · Reserves for Replacement	375,209.48	367,862.82	7,346.66	2.0%
3520 · Prior Years Income (Loss)	41,438.15	41,438.15	0.00	0.0%
Net Income	18,497.74	10,871.24	7,626.50	70.2%
Total Equity	435,145.37	420,172.21	14,973.16	3.6%
TOTAL LIABILITIES & EQUITY	547,615.79	568,919.78	-21,303.99	-3.7%

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09/23/09

Accrual Basis

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

	Jan - Aug...	Budget	\$ Over B...	% of B...
Income				
4100 · Fees	217,393.72	217,310.67	83.05	100.0%
4300 · Late/Carrying Fees	4,200.00	2,200.00	2,000.00	190.9%
4350 · Legal Fees Reimbursement	647.00	0.00	647.00	100.0%
4400 · Interest Income	7,747.28	7,702.67	44.61	100.6%
4415 · Facility Rental	650.00	800.00	-150.00	81.3%
4445 · Swim Team Reimbursement	1,000.00	0.00	1,000.00	100.0%
4446 · Pool Pass Income	240.00	0.00	240.00	100.0%
4450 · Non-Resident Pool Memberships	6,600.00	7,080.00	-480.00	93.2%
4455 · Trash Reim. Surcharge	10,286.00	7,320.00	2,966.00	140.5%
4500 · Misc. Income	60.00	80.00	-20.00	75.0%
Total Income	248,824.00	242,493.34	6,330.66	102.6%
Expense				
Administrative				
5000 · Management Reimbursement	1,944.76	2,200.00	-255.24	88.4%
5100 · Management Fees	25,200.00	25,200.00	0.00	100.0%
5200 · Legal Fees	500.60	8,000.00	-7,499.40	6.3%
5201 · Communication/Newsletter	827.71	2,000.00	-1,172.29	41.4%
5202 · Secretarial Service	1,245.00	2,200.00	-955.00	56.6%
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	6,895.49	1,400.00	5,495.49	492.5%
Total Administrative	40,665.47	45,260.00	-4,594.53	89.8%
Operating				
5500 · Electricity	1,186.75	1,600.00	-413.25	74.2%
5511 · Water -Irrigation System	703.58	1,200.00	-496.42	58.6%
5520 · Gas	1,289.08	2,000.00	-710.92	64.5%
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	6,571.82	7,320.00	-748.18	89.8%
5725 · Janitorial	2,720.00	3,200.00	-480.00	85.0%
5730 · Grounds Maintenance	17,803.20	21,933.33	-4,130.13	81.2%
5732 · Landscaping	13,532.54	9,573.32	3,959.22	141.4%
5733 · Irrigation Maintenance	1,301.80	1,116.72	185.08	116.6%
5752 · Tree Maintenance/Pruning	1,900.00	2,800.00	-900.00	67.9%
5770 · Snow Expenses	465.25	1,500.00	-1,034.75	31.0%
6030 · General Maintenance	3,366.04	12,000.00	-8,633.96	28.1%
6045 · Electrical Repair/Lighting	1,494.00	1,600.00	-106.00	93.4%
6075 · HVAC Repairs	444.90	1,600.00	-1,155.10	27.8%
7040 · Master Hazard Insurance	5,302.53	6,520.00	-1,217.47	81.3%
7066 · Depreciation Expense	5,000.00	5,000.00	0.00	100.0%
Total Operating	63,206.49	78,963.37	-15,756.88	80.0%
Pool/Tennis				
8000 · Pool Service Contract	44,960.00	50,580.00	-5,620.00	88.9%
8005 · Pool Water/Sewer	1,289.11	2,220.00	-930.89	58.1%
8010 · Pool Electric	4,446.32	4,140.00	306.32	107.4%
8015 · Pool Telephone	364.24	600.00	-235.76	60.7%
8020 · Pool Repair/Maintenance	5,825.50	5,000.00	825.50	116.5%
8022 · Clubhouse Painting	4,200.00	0.00	4,200.00	100.0%
8025 · Pool Supplies	2,553.55	5,100.00	-2,546.45	50.1%
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	600.00	-335.00	44.2%
8050 · Clubhouse Contingency	0.00	0.00	0.00	0.0%
8052 · Lifeguard Program	1,000.00	1,500.00	-500.00	66.7%
8070 · Recreation Contingency	77.28	400.00	-322.72	19.3%
8071 · Tennis Court Maint./Supplies	0.00	400.00	-400.00	0.0%
Total Pool/Tennis	67,680.96	77,840.00	-10,159.04	86.9%

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09/23/09

Accrual Basis

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

	Jan - Aug...	Budget	\$ Over B...	% of B...
Reserves				
9000 · General	2,000.00	2,000.00	0.00	100.0%
9006 · Clubhouse Exterior	2,400.00	2,400.00	0.00	100.0%
9010 · Clubhouse Roof	2,666.67	2,666.67	0.00	100.0%
9015 · Roads/Rec. Assoc. Lot	1,000.00	1,000.00	0.00	100.0%
9021 · Appliances	600.00	600.00	0.00	100.0%
9031 · Irrigation System	2,000.00	2,000.00	0.00	100.0%
9035 · Concrete/Sidewalks	400.00	400.00	0.00	100.0%
9053 · Signs/Entrance Monument/Gazebo	2,600.00	2,600.00	0.00	100.0%
9075 · Tot Lot	2,000.00	2,000.00	0.00	100.0%
9076 · Tennis Court	3,000.00	3,000.00	0.00	100.0%
9077 · Athletic Field	1,000.00	1,000.00	0.00	100.0%
9080 · Clubhouse Interior	6,600.00	6,600.00	0.00	100.0%
9081 · Pool Mechanical	2,400.00	2,400.00	0.00	100.0%
9082 · Pool Whitecoat	10,000.00	10,000.00	0.00	100.0%
9084 · Pool Furniture	3,400.00	3,400.00	0.00	100.0%
9090 · Landscaping	6,640.00	6,640.00	0.00	100.0%
9092 · Shade Structure	666.67	666.67	0.00	100.0%
9093 · Trash Enclosure	1,600.00	1,600.00	0.00	100.0%
9095 · Clubhouse Furniture	800.00	800.00	0.00	100.0%
9096 · Tennis Court/Pool Fences	1,400.00	1,400.00	0.00	100.0%
9097 · Lighting	2,800.00	2,800.00	0.00	100.0%
9098 · Pool Deck/Concrete	2,800.00	2,800.00	0.00	100.0%
Total Reserves	58,773.34	58,773.34	0.00	100.0%
Total Expense	230,326.26	260,836.71	-30,510.45	88.3%
Net Income	18,497.74	-18,343.37	36,841.11	-100.8%

WOODLEA MANOR CONSERVANCY
SUMMARY OF REPLACEMENT RESERVES
AUGUST 31, 2009

	BALANCE BEGINNING OF THE YEAR	RESERVES THIS YEAR	EXPENDITURES	TRANSFERS	BALANCE END OF PERIOD
GENERAL	12,711.62	2,000.00	3,195.00		11,516.62
CLUBHOUSE EXTERIOR	16,678.97	2,400.00			19,078.97
CLUBHOUSE ROOF	11,939.00	2,666.67			14,605.67
ROADS/REC ASSOC LOT	15,363.00	1,000.00			16,363.00
APPLIANCES	7,196.89	600.00			7,796.89
IRRIGATION SYSTEM	20,416.00	2,000.00			22,416.00
CONCRETE/SIDEWALKS	8,539.00	400.00			8,939.00
SIGNS, ENTRANCE, MONUMENT,GA	12,919.78	2,600.00			15,519.78
TOT LOT	8,252.63	2,000.00			10,252.63
TENNIS COURT	31,911.03	3,000.00	8,472.00		26,439.03
ATHLETIC FIELD	12,316.00	1,000.00			13,316.00
CLUBHOUSE INTERIOR	26,367.91	6,600.00	6,194.00		26,773.91
POOL MECHANICAL	15,818.18	2,400.00			18,218.18
POOL WHITECOAT	23,757.40	10,000.00			33,757.40
POOL FURNITURE	11,311.65	3,400.00	3,847.50		10,864.15
FRONT ENTRANCE LANDSCAPING	(1,182.46)	0.00			(1,182.46)
LANDSCAPING	25,066.81	6,640.00			31,706.81
PATHWAY	3,755.82	0.00			3,755.82
SHADE STRUCTURE	24,937.83	666.67			25,604.50
TRASH ENCLOSURE	9,600.00	1,600.00			11,200.00
CLUBHOUSE FURNITURE	18,002.65	800.00			18,802.65
FENCES TENNIS COURT & POOL	0.00	1,400.00			1,400.00
LIGHTING	6,463.25	2,800.00			9,263.25
POOL DECK/CONCRETE	11,961.60	2,800.00			14,761.60
CAPITAL IMPROVEMENTS	4,040.08	0.00			4,040.08
TOTAL	338,144.64	58,773.34	21,708.50	0.00	375,209.48