

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

**Tuesday, September 29, 2009**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS NOT PRESENT**

Matt McGovern

**MANAGEMENT ATTENDEES**

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

**HOMEOWNER ATTENDEES**

Chandra Coombs (arrived at 7:27 p.m.)  
Kenneth Daniel (arrived at 7:50 p.m.)

**EXECUTIVE SESSION**

An Executive Session was convened at 6:17 p.m. The Board reported out of Executive Session at 6:46 p.m.

**MOTION: Ms. Linville moved, Mr. Buffenbarger seconded, to close Executive Session at 6:46 p.m. The motion passed unanimously (6-0-0).**

**CALL TO ORDER**

The Board adjourned Executive Session at 6:46 p.m. Ms. Linville verified that a quorum was present and called the meeting to order at 6:47 p.m.

**MEMBERS TIME**

There were no homeowners present at the start of the meeting.

**COMMITTEE REPORTS**

ARB-Alternate Roofing Materials: There were no updates to report.

**MOTION: Mr. Buffenbarger moved, Mr. Striner seconded, to nominate Chandra Coombs as a member of the ARB. The motion passed unanimously (6-0-0).**

Social Committee: Mr. Buffenbarger stated that a band would be playing at the Oktoberfest community party on November 7, 2009. Mr. King stated that he would be responsible for obtaining the banquet license. Ms. Carnes stated that a self-defense class was held on September 28, 2009 and approximately eleven people participated. Mr. Buffenbarger stated that they were under budget for the Social Committee expenses this year and will plan more activities for the upcoming year.

Swim Team: There were no committee members present.

Community Watch: Ms. Bollinger stated that the police were patrolling the community six hours a week. Ms. Bollinger stated that she was making arrangements for Officer Tidmore to hold another Community Watch session in November.

Policies & Procedures: There were no updates to report.

## **APPROVAL OF MINUTES**

**MOTION: Mr. Buffenbarger moved, Ms. Linville seconded, to approve the meeting minutes from August 31, 2009 as amended. The motion passed unanimously (6-0-0).**

## **REVIEW OF FINANCIAL REPORT**

Mr. Buffenbarger provided a brief summary of the financial report to the Board. His report was as follows:

Summary: YTD favorable \$36,841.00

Income: \$6,330.00 favorable (late carrying fees/swim team/trash WH)

Expense: \$30,510.00 favorable

- Administrative \$4,595.00  
Legal Fees \$7,500.00
- Operating \$15,757.00
- Pool \$10,159.00

Reserves: YTD spent \$21,709 .00

Current Reserve Balance: \$375,209.00

Investments:

- \$323,718.00 – Certificates of Deposit (FDIC Insured)
- \$187,278.00 – Money Market Accounts (FDIC Insured)

Yearly Dues:

June 2009 Outstanding \$1,768.00

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

#### **POOL ISSUES – POOL COVER INSTALLATION**

Ms. Ward reported that the new pool cover has been installed. Mr. Buffenbarger volunteered to discard the old pool cover.

#### **CLUBHOUSE LANDSCAPING & IRRIGATION**

Ms. Ward presented a proposal from ValleyCrest Landscape Maintenance to the Board for renovating the area around the clubhouse. The Board reviewed the photos to show what the completed project will look like. Mr. Buffenbarger stated that the irrigation system needed to be completed first. Ms. Ward has worked with Hydrotech and would like for ValleyCrest and Hydrotech to work together on the installation of the irrigation system. Mr. Buffenbarger noted that there was \$25,000.00 in reserves for landscaping that can be used for this project plus some additional funds in a few other reserve accounts. The Board agreed to reduce the number of trees included on the proposal so as not to obscure the view from the pool to the tennis courts.

Ms. Ward will gather two bids for the irrigation system as soon as the plan for the system is decided.

#### **POOL FENCE PAINTING & RESTORATION**

Ms. Ward stated that she has requested a proposal for painting the support posts on the fence that surround the pool and tennis courts. The paint is peeling and it looks bad.

#### **CLUBHOUSE/POOL LIGHTING**

**MOTION: Ms. Bollinger moved, Ms. Carnes seconded, to approve the pool lighting in the amount of \$975.00. The motion passed unanimously (6-0-0).**

Mr. Buffenbarger noted that the funds would be used from the lighting reserve.

#### **CLUBHOUSE ACCESS/SECURITY**

Ms. Ward stated her concerns regarding people having access to the clubhouse, and there is no way to know who is entering the facility and when. Ms. Ward suggested installing a key card security system for the front door that swipes an electronic card and records the activity. Ms. Ward presented three proposals to the Board and stated that she would gather additional information for the next meeting. Mr. Buffenbarger requested that all of the locks on the doors, with the exception of the front door also be replaced if the electronic system is installed. The Board agreed that there would be a limited number of copies of keys made for the clubhouse. Ms. Ward stated that a separate key would remain for the pool pump room.

*[Kenneth Daniel arrived at 7:50 p.m.]*

### **TOWN OF LEESBURG DEVELOPMENT & ZONING ISSUES**

Mr. Daniel, a homeowner, stated that he had concerns about the proposed development and the impact it will have on Woodlea Manor. He further added that he wrote a letter to the Town Council stating his objection for the development and the increased density. Mr. Daniel expressed his concerns about the Board of Trustees sending a letter to the Town Council and did not support it because the Conservancy does not have the authority to act in this matter. Mr. King explained that the BOT had gotten an attorney's opinion on this issue, and he shared the letter from Mike Gartner with Mr. Daniel.

Mr. King presented a draft letter from the BOT to the Town Council. The Board will schedule an emergency meeting for the following Tuesday. Ms. Carnes requested that Board members email comments to her by Sunday. The meeting date will be posted on the website. Ms. Linville stated that she does not agree that the Board should be representing the entire community regarding the issue. She requested that her name not be included on the letter. The Board agreed to post the letter on the website when it is finalized.

**MOTION: Ms. Carnes moved, Ms. Bollinger seconded, to have an emergency meeting on Tuesday, October 6, 2009 to discuss the proposed letter to the Town Council from Woodlea Manor. The motion passed unanimously (6-0-0).**

### **GARDEN CLUB – HOLIDAY DECORATIONS**

The Board discussed concerns with the amount of money provided to the Garden Club. Reimbursement will only be made as reimbursement for actual expenses. The Board agreed that the motion passed last month would stand.

### **2009 ELECTION COMMITTEE, 2009 ANNUAL MEETING & 2010 BUDGET**

Ms. Ward stated that she will send out the annual announcement letter to the community. She further stated that there will be five vacancies on the Board that need to be filled at the annual meeting. Ms. Bollinger and Mr. McGovern's positions are not up for election. The 2009 Annual Meeting is scheduled for Wednesday, December 9, 2009 at 7:00 p.m. Ms. Bollinger will have the Annual Meeting date posted on the website. Ms. Ward stated she would have a 2010 draft budget next month.

### **BEST PRACTICES**

There were no updates to report.

### **CORRESPONDENCE**

The Board discussed a concern from a homeowner regarding the pedestrian traffic in the roadway. Ms. Carnes will write an article about safe pedestrian habits. Ms. Linville will respond to the homeowner via email.

### **OLD AND NEW BUSINESS**

Ms. Carnes volunteered to select carpet samples and present them at the next meeting.

Ms. Ward stated that she would begin gathering quotes from Creative Windows and Platinum Plus for energy efficient window replacements. Ms. Ward stated that an internet line would need to be installed for the security system.

**MOTION: Mr. Buffenbarger moved to replace the carpet on the stairs and upstairs in the Board room. Mr. Buffenbarger withdrew his motion.**

Mr. Buffenbarger stated concerns about the water dripping in the pump room. Ms. Ward explained the design of the pump room and why the water was leaking. Mr. Buffenbarger stated that he wanted to make sure there were no leaks.

#### **NEWSLETTER**

Ms. Linville stated that a newsletter will be sent out the end of October.

#### **NEXT MEETING**

The next Board meeting is scheduled for Tuesday, October 27, 2009 at 6:00 p.m.

#### **ADJOURNMENT**

***There being no further business to discuss, the Board agreed BY CONSENSUS to adjourn the meeting at 8:50 p.m.***

09/23/09

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

	Aug 31, 09	Jul 31, 09	\$ Change	% Chan...
<b>ASSETS</b>				
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%
<b>TOTAL ASSETS</b>	<b>547,615.79</b>	<b>568,919.78</b>	<b>-21,303.99</b>	<b>-3.7%</b>
<b>LIABILITIES &amp; EQUITY</b>				
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%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>547,615.79</b>	<b>568,919.78</b>	<b>-21,303.99</b>	<b>-3.7%</b>