

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

Tuesday, October 27, 2009

BOARD MEMBERS PRESENT

Ann Bollinger
Randy Buffenbarger (arrived at 7:18 p.m.)
Jan Carnes
Charlie King
Matt McGovern
John Striner

BOARD MEMBERS NOT PRESENT

Kelli Linville

MANAGEMENT ATTENDEES

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

HOMEOWNER ATTENDEES

Mona Czupak (1189 Hawling Place)

EXECUTIVE SESSION

An Executive Session was convened at 6:15 p.m. The Board reported out of Executive Session at 6:20 p.m.

MOTION: Ms. Bollinger moved, Ms. Carnes seconded, to close Executive Session at 6:20 p.m. The motion passed unanimously (5-0-0).

CALL TO ORDER

The Board adjourned Executive Session at 6:20 p.m. Ms. Bollinger verified that a quorum was present and called the meeting to order at 6:20 p.m.

MEMBERS TIME

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

COMMITTEE REPORTS

ARB: The Board discussed the decision the ARB Committee made to give approval to a homeowner to have an in ground pool installed. There was no controversy regarding the application, and it was approved.

Alternate Roofing Materials: Since the deadline, Ms. Ward commented that she had received two additional roof card responses. She further added that Ms. Linville would like to be present to discuss the results. The Board agreed to defer the discussion until the next meeting.

Social Committee: Ms. Carnes stated that the Social Committee was planning the Novemberfest scheduled for November 7, 2009. She further added that emails were being sent out to members in the community. Ms. Carnes asked the Board for feedback on what to do if it rains. The Board decided to have it rain or shine.

Swim Team: There were no updates to report

Community Watch: Ms. Bollinger stated that the Community Watch meeting is scheduled for November 9, 2009 at 7:00 p.m.

Policies & Procedures: There were no updates to report.

APPROVAL OF MINUTES

MOTION: Mr. McGovern moved to approve the meeting minutes from September 29, 2009 as presented. The motion passed unanimously (5-0-0).

REVIEW OF FINANCIAL REPORT

Mr. Buffenbarger stated that as of September 30, 2009, the Conservancy was \$30,000.00 favorable and spending less than expected.

MOTION: Mr. McGovern moved to approve the September financial report. The motion passed unanimously (6-0-0).

2010 DRAFT BUDGET

Ms. Ward stated that she discussed the draft with Mr. Buffenbarger, and they had already made a few minor changes to the budget that was being presented to the rest of the Board. She further added that Mr. Buffenbarger had concerns about the interest income in 2010 being overstated, so it was adjusted. According to the draft budget, there would be no annual fee increase in 2010. Ms. Ward explained that the new irrigation system would be funded through the reserves. She also noted that the reserve allocation for replacement of the club house roof was increased.

MOTION: Ms. Bollinger moved to approve the 2010 draft budget. The motion passed unanimously (5-0-0).

CLUBHOUSE LANDSCAPING & IRRIGATION

Ms. Ward presented to the Board photos of various samples of trees to replace the anchor trees by the club house. Ms. Ward presented in detail to the Board the proposal for the irrigation system. The Board agreed to defer the discussion until the next meeting. Ms. Ward will gather two additional bids.

POOL FENCE PAINTING & RESTORATION

Ms. Ward stated that the fence around the tennis courts is badly peeling. The cost to paint the poles will be approximately \$4,000.00 because all of the chain link has to be removed to do it. The work should probably be deferred until the spring of 2010, and she will gather additional bids for painting the fences.

POOL REPAIRS – FILTER SYSTEM AND BATHROOM TILES

Ms. Ward stated that the sand in the filter needs to be replaced periodically because it controls the water quality in the pool. Ms. Ward reviewed a proposal from Premier Aquatics for replacing the entire filter system. The original filter system was manufactured in 1991, so it is approximately eighteen years old. Ms. Ward stated that the Board should consider replacing the system or replacing the sand in the filter system. Mr. King commented that it may be better to replace the system now in order to avoid any potential issues in the future. Ms. Ward will try to negotiate a better price with Premier Aquatics that also includes changing the sand in the baby pool filter. The Board discussed the details of the proposal regarding replacing the tile in the men's and women's locker rooms. Mr. King suggested holding off another year before replacing the tiles because the entire area may need to be redone. The Board agreed to wait another year regarding the replacement of tiles in the locker rooms and take a more comprehensive approach.

[Mr. Buffenbarger arrived at 7:18 p.m.]

CLUBHOUSE ACCESS/SECURITY, WINDOW REPLACEMENT, CARPET

Ms. Ward referred to the three bids she received for the window replacement. She suggested using a white vinyl windows rather than wood frames because the vinyl holds up better. She stated that the windows would have contoured grids to look like the existing ones, but the new grids will be in between the panes of glass and not on the outside. She further added that the windows would be Low E energy efficient. Creative Windows had the best price. Ms. Ward stated that the work could be completed immediately. Ms. Ward also mentioned that the front door on the club house needs to be replaced in the next year. Mr. Buffenbarger requested that the money for the window

replacement come out of the clubhouse interior reserve account.

MOTION: Ms. Carnes moved to accept the bid from Creative Windows for the window replacement. The motion passed unanimously (6-0-0).

Ms. Ward explained to the Board the details for the security system. Mr. McGovern commented that he did not feel the security system was needed. Mr. Buffenbarger also commented that he did not feel a security system was necessary. The Board agreed not to install a security system for the club house at this time, but it was agreed that a new front door is needed. Ms. Ward will have Creative Windows give her a price for replacing the door.

CLUBHOUSE/POOL LIGHTING – COMPLETE

Ms. Ward stated that the work was completed on October 22, 2009.

HOLIDAY DECORATIONS

Ms. Ward stated that the Garden Club is not interested in doing the decorations this year because they do not want to turn in receipts and get reimbursed. Ms. Carnes stated that she would work with Ms. Linville and other volunteers to do the decorations.

TOWN OF LEESBURG DEVELOPMENT & ZONING ISSUES

Mr. King provided a brief summary of the meeting and stated that the Town voted to move forward with the rezoning. Mr. King explained that the Battlefield development would not be beneficial to them. He further commented that he did not foresee it ending well.

2009 ANNUAL MEETING AND ELECTION

Ms. Ward stated that the BOT nomination forms were due on November 6, 2009. Ms. Bollinger requested that a reminder be posted on the website. Ms. Ward stated that there are vacancies for two (2) one-year positions and three (3) two-year positions. Mr. Buffenbarger informed the Board members that if any member is considering running again, they could request either a one or two year term. The Annual Meeting is scheduled for December 9, 2009.

CORRESPONDENCE

There was nothing to report.

OLD AND NEW BUSINESS

Ms. Ward stated that the cost for replacing the upstairs furnace in the club house was \$2,600.00.

MOTION: Mr. McGovern moved to approve the replacement of the upstairs heater in the club house at a cost not to exceed the amount of \$2,600.00. The motion passed unanimously (6-0-0).

NEWSLETTER

Ms. Carnes asked the Board for ideas for her to include in the upcoming newsletter.

NEXT MEETING

The next Board meeting is scheduled for Tuesday, November 24, 2009 at 6:00 p.m.

ADJOURNMENT

There being no further business to discuss, the Board agreed **BY CONSENSUS** to adjourn the meeting at 8:10 p.m.

10/16/09

Woodlea Manor Conservancy
Balance Sheet Comparison
 As of September 30, 2009

	<u>Sep 30, 09</u>	<u>Aug 31, 09</u>	<u>\$ Change</u>	<u>% Chan...</u>
ASSETS				
Current Assets				
Checking/Savings				
1050 · RBC Bank Operating	9,277.39	12,675.98	-3,398.59	-26.8%
1051 · RBC MMKT Account	54,210.25	54,165.73	44.52	0.1%
1052 · United Money Market-Reserves	55,284.72	55,280.18	4.54	0.0%
1101 · SunTrust MMKT Performance .15%	27,288.63	23,480.57	3,808.06	16.2%
1102 · SunTrust Money Market .10%	0.00	3,729.43	-3,729.43	-100.0%
1120 · ETrade Money Market-Reserves	50,638.91	50,622.30	16.61	0.0%
1125 · Certificates of Deposit-Reserve	312,449.34	323,717.46	-11,268.12	-3.5%
Total Checking/Savings	<u>509,149.24</u>	<u>523,671.65</u>	<u>-14,522.41</u>	<u>-2.8%</u>
Accounts Receivable				
1200 · *Accounts Receivable	94.50	3,844.50	-3,750.00	-97.5%
Total Accounts Receivable	<u>94.50</u>	<u>3,844.50</u>	<u>-3,750.00</u>	<u>-97.5%</u>
Other Current Assets				
1130 · Prepaid Insurance	5,970.23	6,667.64	-697.41	-10.5%
1131 · Prepaid Expenses	3,182.00	3,182.00	0.00	0.0%
1260 · Accrued Interest Receivable	348.00	348.00	0.00	0.0%
Total Other Current Assets	<u>9,500.23</u>	<u>10,197.64</u>	<u>-697.41</u>	<u>-6.8%</u>
Total Current Assets	<u>518,743.97</u>	<u>537,713.79</u>	<u>-18,969.82</u>	<u>-3.5%</u>
Fixed Assets				
1400 · Furniture	39,722.00	39,722.00	0.00	0.0%
1410 · Accumulated Depreciation	-30,445.00	-29,820.00	-625.00	-2.1%
Total Fixed Assets	<u>9,277.00</u>	<u>9,902.00</u>	<u>-625.00</u>	<u>-6.3%</u>
TOTAL ASSETS	<u>528,020.97</u>	<u>547,615.79</u>	<u>-19,594.82</u>	<u>-3.6%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2200 · Accounts Payable	2,753.53	2,423.52	330.01	13.6%
2202 · Transfer Fees/TWC	300.00	300.00	0.00*	0.0%
2205 · Deferred Repairs	0.12	0.12	0.00	0.0%
2215 · Unearned Fees	81,491.44	108,655.28	-27,163.84	-25.0%
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	225.00	0.00	225.00	100.0%
2500 · Overpayment due Prior Owner	1,287.50	1,287.50	0.00	0.0%
Total Other Current Liabilities	<u>86,211.59</u>	<u>112,470.42</u>	<u>-26,258.83</u>	<u>-23.4%</u>
Total Current Liabilities	<u>86,211.59</u>	<u>112,470.42</u>	<u>-26,258.83</u>	<u>-23.4%</u>
Total Liabilities	<u>86,211.59</u>	<u>112,470.42</u>	<u>-26,258.83</u>	<u>-23.4%</u>
Equity				
3330 · Reserves for Replacement	379,756.14	375,209.48	4,546.66	1.2%
3520 · Prior Years Income (Loss)	41,438.15	41,438.15	0.00	0.0%
Net Income	20,615.09	18,497.74	2,117.35	11.5%
Total Equity	<u>441,809.38</u>	<u>435,145.37</u>	<u>6,664.01</u>	<u>1.5%</u>
TOTAL LIABILITIES & EQUITY	<u>528,020.97</u>	<u>547,615.79</u>	<u>-19,594.82</u>	<u>-3.6%</u>