

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

**February 24, 2009**

**BOARD MEMBERS PRESENT**

Kelli Linville - President  
Bonnie Poli  
Matt McGovern  
Ann Bollinger  
Jan Carnes  
Charlie King (arrived at 6:15 p.m.)  
Randy Buffenbarger (arrived at 6:18 p.m.)

**BOARD MEMBERS ABSENT**

None

**MANAGEMENT ATTENDEES**

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

**HOMEOWNER ATTENDEES**

Darrell Haines (1177Hawling)  
Paul Boyer (1314 Hawling)  
John Striner (1404 Harle)  
John Rowell (407 Salyor)  
Natalie Hartmann (402 Salyor Way)

**EXECUTIVE SESSION**

An Executive Session was convened at 6:03 p.m. to discuss delinquencies and violations. The Board reported out of Executive Session at 6:30 p.m.

**CALL TO ORDER**

The Board adjourned the Executive Session at 6:30 p.m. Ms. Linville verified that a quorum was present and called the meeting to order at 6:30 p.m.

## **MEMBERS TIME**

Darrell Haines (Woodlea Hills Lot 12) is the coordinator for Keep Leesburg Beautiful (KLB) which includes Woodlea Manor. Mr. Haines stated that Brownie Troops will be helping with the clean up. Ms. Ward verified with Mr. Haines the areas within Woodlea Manor that needed to be addressed, including Parcel A on Brindley Place. Mr. Haines requested that adult volunteers help with cleaning up the area from Harmony Church Road to Route 15 to Hamilton Road. Mr. Haines is planning on planting tree seedlings and needs volunteers for that as well. Ms. Ward suggested planting around the storm retention pond on Jacob Court. Mr. Haines will be planting on April 3<sup>rd</sup> and 4<sup>th</sup> but will need someone to water the seedlings. Mr. Haines will determine the exact planting locations and follow up with the Board at the next meeting.

Paul Boyer is the new webmaster. He has updated the website and given it a new look. Mr. Boyer encouraged the Board and homeowners to visit the website and provide their email address. Ms. Ward suggested including the website information in the newsletter.

John Rowell was present to discuss the Swim Team and payments to WMC for life guard coverage for the morning practices. Several different options were mentioned.

Ms. Linville asked that Mr. Rowell have the storage shed removed from the pump room. Ms. Ward stated that the Board did agree that the swim team could have a structure to store equipment but that the existing shed is much too large. The Board agreed to defer the discussion regarding the shed until the spring.

**MOTION: Mr. McGovern moved for the Board of Trustees to cover all the additional costs incurred by the 2009 Swim Team.**

Ms. Ward asked for clarification for what the costs included and shared with the Board how the cost was covered in previous years.

**MOTION: Ms. Poli moved to amend the previous motion to state that the Board cover up to \$2,000.00 for swim team expenses and anything beyond \$2,000.00 would be brought before the Board for approval. Mr. McGovern seconded the amendment and later withdrew his motion. The Board did not vote.**

There was further discussion.

**MOTION: Mr. McGovern amended the motion that the amount for covering the expenses for the swim team be increased to \$3,000.00. Ms. Bollinger seconded the motion. The motion failed (2-5-0) with Ms. Linville, Mr. Buffenbarger, Ms. Poli, Ms. Carnes, and Mr. King opposing.**

**MOTION: Ms. Linville moved that the 2009 Swim Team give \$10.00 to WMC for each child on the Swim Team. Mr. Buffenbarger moved to amend the motion by adding that the contribution be capped at \$1,000.00 allowing the Swim Team to**

**keep any additional proceeds. The motion passed (5-2-0) with Mr. McGovern and Ms. Bollinger opposing.**

## **COMMITTEE REPORTS**

ARB - Cedar Shake Replacement: John Striner was present to discuss roof replacement and possible replacement materials that might be considered in lieu of cedar shake shingles. Mr. Striner presented several samples for the shingles. The Board was interested in exploring the options, and wants the ARB to make some recommendations about this to the Board. Ms. Poli will follow up with ARB Committee regarding the options. The Board discussed that the club house roof will need to be replaced in the near future.

**MOTION: Ms. Linville moved, Ms. Bollinger seconded, for Bonnie Poli to be the ARB liaison. The motion passed unanimously (7-0-0).**

Social Committee: There was nothing to report.

Community Watch: Officer Tidmore of the Leesburg Police Department was asked to come to the meeting to discuss the lighting issues and safety. Officer Tidmore identified several ways to make the pool safer. He stated that the first issue is the lighting and recommended that the Board install motion sensor lights around the back of the pool deck. A handout with several lighting options was distributed along with an aerial photo of the facility. The Board thanked Officer Tidmore for his time. No decisions were made on this matter.

Policies and Procedures Committee: Mr. King stated that he would draft a resolution for presentation using Robert's Rules of Order. Ms. Poli stated that she would like simple rules and procedures for the Board to follow. Ms. Carnes stated that Cliff Notes for Robert's Rules of Order are available.

## **APPROVAL OF MINUTES**

**MOTION: Ms. Poli moved, Mr. Buffenbarger seconded, to approve the meeting minutes from January 27, 2009 as amended. The motion passed unanimously (7-0-0).**

## **REVIEW OF THE JANUARY 2009 FINANCIAL REPORT**

Mr. Buffenbarger gave a brief summary and reported that there were no issues. Mr. Buffenbarger stated that there was a favorable amount of \$7,000.00. Mr. Buffenbarger stated that a CD was opened in the amount of \$50,000.00.

**MOTION: Mr. Buffenbarger moved, Ms. Linville seconded, to approve the January 31, 2009 financial report as submitted. The motion passed unanimously (7-0-0).**

## **DRAINAGE CORRECTIONS & CLEANUP – PARCEL A**

Ms. Ward gave a brief summary of her meeting with Peter Holden of Loudoun Soil and Water Conservation. The area on Brindley is functioning as intended although there is a lot of trash in it that needs to be removed. Ms. Poli had concerns about standing water, but Ms. Ward does not think that is an issue. It was agreed that no further action will be taken to correct the drainage at this time.

## **POOL MAINTENANCE ISSUE – REPLACEMENT OF THE POOL COVER**

Ms. Ward stated that she has three estimates to replace the existing pool cover which is over 10 years old. Ms. Ward wants the new cover to use the existing deck anchors rather than installing a second set to fit the new cover. Ms. Ward reviewed the three estimates with the Board. Mr. King suggested that Ms. Ward ask Hadsell if he can meet the price of NV Pools. Ms. Ward will follow up with both companies and get back to the Board. Ms. Ward will also get the warranty information on the two pool covers in writing.

## **POOL/SECURITY LIGHTING**

Ms. Ward stated that she would research the sensor lighting and the specifications on the lights as far as the range of the sensor is concerned. Ms. Ward suggested using the existing lighting on the shade structure and then determining where additional lights should be installed. Ms. Poli stated that the bushes need to be trimmed down. Mr. King suggested having a Security person come out to make recommendations. Ms. Ward stated she will replace the lights on the shade structure with fluorescent bulbs before turning the lights on.

## **MAINTENANCE ITEMS**

Ms. Ward stated that she only had one proposal for resurfacing the tennis courts so far. Ms. Ward stated that the tennis court is in poor condition, and it does need some attention. Ms. Linville requested that the discussion be deferred until March. Mr. Buffenbarger stated that there was \$32,000.00 in the Tennis Court Reserves, so the funds are available to do the necessary work. Ms. Ward stated that she will gather two more bids.

## **BEST PRACTICES**

There was nothing to report.

## **CORRESPONDENCE**

Ms. Ward stated that she will follow up with Ms. Ferrara regarding the portable basketball hoop. The Board discussed that it was important to be consistent with the policy and to enforce the rules. Ms. Poli suggested having fluorescent stripes around the basketball hoops. Mr. Buffenbarger suggested deferring the discussion until next month.

## **OLD AND NEW BUSINESS**

Ms. Ward stated that TWC is still working on the directory database. The Board discussed whether or not children's names should be included. The Board determined that they did not like the idea of including birth dates. Someone suggested using block captains to gather the information for the directory.

## **NEWSLETTER**

Ms. Ward had some feedback about the Helping Hands section of the Newsletter. Ms. Ward suggested that the current Board thank the former Board members who are still in the community. Ms. Ward stated that the newsletter will be a tri-fold and in black and white.

**MOTION: Mr. Buffenbarger moved, Ms. Linville seconded, to post the approved meeting minutes on the website. The motion passed unanimously (7-0-0).**

## **NEXT MEETING**

The next meeting will be held on Tuesday, March 24, 2009 at 6:00 p.m.

## **ADJOURNMENT**

**MOTION: Ms. Linville moved, Mr. Buffenbarger seconded, to adjourn the meeting at 8:51 p.m. The motion passed unanimously (7-0-0).**