

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

**Tuesday, November 24, 2009**

**BOARD MEMBERS PRESENT**

Ann Bollinger  
Randy Buffenbarger  
Jan Carnes  
Kelli Linville  
Matt McGovern (arrived at 6:57 p.m.)  
John Striner

**BOARD MEMBERS NOT PRESENT**

Charlie King

**MANAGEMENT ATTENDEES**

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

**HOMEOWNER ATTENDEES**

No members present

**EXECUTIVE SESSION**

An Executive Session was convened at 6:04 p.m. The Board reported out of Executive Session at 6:20 p.m.

**MOTION: Mr. Buffenbarger moved, Ms. Bollinger seconded, to close Executive Session at 6:07 p.m. The motion passed unanimously (5-0-0).**

**CALL TO ORDER**

The Board adjourned the Executive Session at 6:07 p.m. Ms. Linville verified that a quorum was present and called the meeting to order at 6:13 p.m.

**MEMBERS TIME**

There were no homeowners present at the meeting.

## COMMITTEE REPORTS

ARB - Alternate Roofing Materials: The Board discussed the results from the survey regarding the roofing materials. The Board agreed to distribute information to the community regarding the statistics from the survey. The Board agreed to have Ms. Ward contact the Enviro Shakes representative and ask him to attend the January meeting to discuss warranty issues and color concerns. Mr. Buffenbarger offered to draft a letter to the company asking for certain concessions.

Social Committee: Ms. Carnes stated that the party was a success. Mr. Buffenbarger suggested installing a message board at the entrances for posting announcements. Ms. Carnes volunteered to gather information for building a message board. Ms. Carnes stated that there will be Cookies with Santa in December. She further commented that the wine tasting event will be in February.

Swim Team: There were no updates to report.

Community Watch: Ms. Bollinger reported that she rescheduled the meeting with Officer Tidmore for January.

Policies & Procedures: There were no updates to report.

## APPROVAL OF MINUTES

**MOTION: Ms. Linville moved to approve the meeting minutes from October 27, 2009 as amended. The motion passed unanimously (5-0-0).**

## REVIEW OF FINANCIAL REPORT

Mr. Buffenbarger provided a summary of the financial report.

YTD Favorable \$40,800.00

Income: \$3,480.00 Favorable (Late Carrying Fees/ Swim Team)

Expense: \$37,300.00 Favorable

Administrative \$5,100.00

- Legal Fees (\$7,900.00)

Operating \$20,000.00

- General Maintenance (\$10,700.00)

Pool \$12,250.00

- Pool management services (\$5,600.00) / social activities (\$4,100.00)

Reserves:

Spent \$29,331.00

Current Reserve balance - \$375,209.00

Investments:

\$312,960.00 – Certificates of Deposit (FDIC Insured)

Previous Years Income/Loss:

2009 - \$41,438.00

Emergency Operating Fund (20% of Operating Fund)

2010 Operating Budget - \$270,718.00

Emergency Operating Fund Requirement - \$54,143.00

Excess Operating Cash - \$28,095.00

*[Matt McGovern arrived at 6:57 p.m.]*

**MOTION: Ms. Linville moved to approve the October financial report. The motion passed unanimously (6-0-0).**

### **2010 DRAFT BUDGET**

There were no updates to report.

### **CLUBHOUSE LANDSCAPING & IRRIGATION**

Ms. Ward stated that she has solicited three bids for the irrigation system. She is waiting for the bid from KT Enterprise. Ms. Ward presented the two bids from Hydro-Tech in the amount of \$18,240.00 and the bid from ValleyCrest in the amount of \$25,770.03. Ms. Ward suggested that a company be selected in January so that the work can begin in March.

### **POOL REPAIRS – FILTER SYSTEM**

Ms. Ward stated that based on the discussion at the last Board meeting, she signed the contract and the work will be completed over the winter. After looking at the October minutes, it appears that a formal motion was never made to approve the contract.

**MOTION: Mr. Buffenbarger moved to have Premier Aquatics replace the original pool filter system that was manufactured in 1991 and to change the sand in the baby pool filter for a total cost amount of \$10,225.00. The motion passed unanimously (6-0-0).**

Mr. Buffenbarger requested that the payment be made from the Pool Mechanical fund.

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

Ms. Ward stated that she has been in contact with several contractors in an effort to get proposals to paint the peeling posts around the tennis court and pool. Mr. Buffenbarger asked that the fence be power washed, sanded, and loose paint be removed before the posts are painted. This will have to be a spring project.

## **CLUBHOUSE – WINDOW & FRONT DOOR REPLACEMENT**

Ms. Ward provided a window sample that would be used in the clubhouse so that the board could see how the internal grids will look. She further stated that the job will be completed once the custom windows are ordered and received.

## **CLUBHOUSE – CARPET REPLACEMENT**

Ms. Carnes stated that she was not able to do any research on this.

## **CHRISTMAS DECORATIONS**

Ms. Carnes and Ms. Linville set a tentative date of Sunday, November 29, 2009 to decorate in the community.

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

There were no updates to report.

## **2009 ANNUAL MEETING & ELECTION**

Ms. Ward informed the Board that there was an error in the mailing to the homeowners with reference to the name of the Board President that appeared on the proxy form. After discussion, it was agreed that if 46 proxies were received by Monday, Ms. Ward will contact the owners who submitted proxies with a written memo and notify them of the error so that they can rescind their proxy if they want.

## **CORRESPONDENCE**

There was nothing to report.

## **OLD & NEW BUSINESS**

Pool Lighting – Ms. Ward stated that the motion sensor lights were installed on the shade structure. They are aimed at the fence and the athletic field.

**MOTION: Mr. McGovern moved to purchase two additional lights to be installed facing the club house. Mr. Buffenbarger amended the motion to state that the cost of the installation of the lights not exceed \$1,000.00. The motion passed unanimously (6-0-0).**

Ms. Bollinger will contact the webmaster to send an email notifying the community about the correction on the proxy form.

Ms. Linville announced that since her term on the Board is ending, she will not be the clubhouse coordinator anymore. She further stated that she would no longer be responsible for the newsletter.

Mr. Buffenbarger thanked Ms. Linville for serving on the Board.

Ms. Carnes stated concerns about receiving emails every time something is posted on the website. Ms. Ward suggested to the Board that they discuss the design of the website. Mr. Buffenbarger asked Ms. Ward to provide a name of a vendor who does website maintenance. Mr. McGovern will contact Sylvia Gould to inquire if she would be interested in managing the website for a fee.

### **NEWSLETTER**

Ms. Linville agreed to write the December newsletter. Ms. Carnes will email articles to Ms. Linville.

### **NEXT MEETING**

The annual meeting is scheduled for December 9, 2009 at 7:00 p.m.

The next Board meeting is scheduled for Tuesday, January 26, 2010 at 6:00 p.m.

### **ADJOURNMENT**

There being no further business to discuss, the Board agreed **BY CONSENSUS** to adjourn the meeting at 8:05 p.m.