

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

**Tuesday, March 23, 2010**

---

**BOARD MEMBERS PRESENT**

Jan Carnes  
Sue Luzwick  
Bob Malloy  
Matt McGovern

**BOARD MEMBERS NOT PRESENT**

Ann Bollinger  
Randy Buffenbarger

**MANAGEMENT ATTENDEES**

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

**HOMEOWNER ATTENDEES**

Jeff Rawls

**EXECUTIVE SESSION**

An Executive Session was convened at 6:09 p.m. The Board reported out of Executive Session at 6:28 p.m.

**MOTION: Ms. Carnes moved to close Executive Session at 6:28 p.m. The motion passed unanimously (4-0-0).**

**CALL TO ORDER**

The Board adjourned the Executive Session at 6:28 p.m. Ms. Carnes verified that a quorum was present and called the meeting to order at 6:30 p.m.

**MEMBERS TIME**

Jeff Rawls was present to state his concerns about the basketball hoops in the community. He asked what action was being taken by the Board to address the current violations. Mr. Rawls referred to the Architectural Guidelines regarding the basketball hoops. Hoops are prohibited in the driveways except when they are in use, and they are always prohibited in the street or on the sidewalk. Ms. Ward responded that an effort was made last year with regard to addressing the basketball hoops in the streets. Mr. Malloy suggested that warning letters be sent to homeowners in violation. Ms. Carnes discussed the pros and cons of amending the guidelines to allow hoops in the driveways.

The Board discussed the possibility of suspending pool privileges until violations are resolved. The Board agreed to send out postcards to the community polling whether or not the homeowners want to amend the guidelines to allow basketball hoops in driveways. Ms. Ward clarified that this would not address or excuse the hoops in the street or in the VDOT right of Way (sidewalk) because a Town ordinance prohibits this. This violation should be enforced by the Town of Leesburg. Ms. Carnes and Ms. Ward will draft a letter to the homeowners addressing the basketball hoops. It will include a return post card to vote. The Board agreed that once the community has been polled, a decision would be made on this issue.

## **COMMITTEE REPORTS**

ARB – Roofing Materials – EnviroShakes Follow Up: Ms. Ward asked if any Board members had an opportunity to see the homes with the EnviroShakes. No Board members to date had seen the homes that the distributor suggested they look at. Board members agreed that they would visit the community with the faux shakes prior to the next meeting.

Social Committee: There were no updates to report.

Swim Team: Ms. Ward referred to an email from John Rowell regarding the swim schedule for the summer. Ms. Ward explained that he was requesting more swim practices. Ms. Carnes said that the Board was in support of the practice times as long the hours did not exceed the number of guard hours included in the contract or interfere with the morning cleaning of the pool. The Board did not see an issue with the Masters Practice. Ms. Ward will check on the additional two weekend practices being requested and ask Mr. Rowell to change the Optional Stroke Clinic time from 10:00 a.m. to 11:00 on Wednesdays. The swim meets will be posted on the web site.

Community Watch: There were no updates to report.

Policies & Procedures: There were no updates to report.

## **APPROVAL OF MINUTES**

**MOTION:** Mr. McGovern moved to approve the meeting minutes from February 23, 2010 as presented. The motion passed unanimously (4-0-0).

## **REVIEW OF FINANCIAL REPORT**

Mr. Ward provided a revised financial report that separated the January and February expenditures.

**Executive Summary – YTD P/L**

YTD Favorable \$16,900

Income: \$3,800 Unfavorable (Seasonal income missing)

Expense: \$20, 696 Favorable

Administrative \$3,800

- Multiple line items

Operating / Pool \$16,900

- Multiple line items

Reserves:

Spent \$14,650 YTD

Current Reserve balance - \$392,350

Reserve Investments

- \$317,300 – Certificates of Deposit (FDIC Insured)
- \$76,550 – Money Market Accounts (FDIC Insured)

Previous Years Income/Loss

2008 / 2009 = \$82,715

Emergency Operating Fund (20% of Operating Fund):

- 2010 Operating Budget = \$270,718
- Emergency Operating Fund Requirement = \$54,143
- \$-54,143 + \$41,438 + \$41,276 = \$28,481 Over Funded

Excess Operating Cash = \$28,572

**MOTION: Ms. Carnes moved to approve the February 2010 financial report. The motion passed unanimously (4-0-0).**

**IRRIGATION SYSTEM MAINTENANCE – SELECTION OF A CONTRACTOR**

Ms. Ward reported that the price from ValleyCrest to maintain the system at the main entrance was less expensive than Hydrotech would charge. She further commented that she did not see an issue with using ValleyCrest and the board members agreed. Ms. Ward reported that ValleyCrest was coordinating with Hydrotech as to when they would start the work at the clubhouse.

**REC CENTER LANDSCAPING – DECORATIVE POSTS**

Ms. Ward stated that she consulted with ValleyCrest regarding the cost for replacing the wood posts in the circle with black metal ones. The cost would be \$8,400.00 for 30 posts set in concrete and chain. Ms. Ward is looking for a lower bid. The Board agreed to defer the discussion until next month's meeting.

## **CLUBHOUSE –CARPET REPLACEMENT**

Ms. Carnes stated that the high cost she got for replacing the carpet had nothing to do with the cost to refinish the steps. It was the actual cost of the carpet. Ms. Carnes further stated that she knows someone who replaces carpet with a commercial grade carpet. Ms. Carnes stated that she would have more information at next month's meeting.

## **POOL – SPRING MAINTENANCE ISSUES BY PREMIER AQUATICS**

Ms. Ward stated that she would move forward handling the regularly scheduled maintenance for the pool.

## **TREE REMOVAL at 1432 MOORE**

Ms. Ward referred to the proposal from ValleyCrest and Growing Earth to remove a large three trunked tree. She further commented that this was a dangerous tree and needed to be removed immediately.

**MOTION: Mr. McGovern moved to accept the proposal from ValleyCrest to remove the tree behind 1432 Moore Place at a cost of \$1,850.00. The motion passed unanimously (4-0-0).**

## **CORRESPONDENCE**

The Board discussed concerns during Executive Session.

## **OLD & NEW BUSINESS**

Lights: Ms. Ward informed the Board that the gentleman from Kolb Electric fixed the lights located near the pool area because they were not working. She further explained that the wires have an exposed area that a squirrel chewed. The gentleman will come back to cover the wires.

## **NEWSLETTER**

Ms. Carnes stated that the newsletter was mailed out last week.

## **NEXT MEETING**

The next Board meeting is scheduled for Tuesday, April 27, 2010 at 6:00 p.m.

## **ADJOURNMENT**

There being no further business to discuss, the Board agreed **BY CONSENSUS** to adjourn the meeting at 7:55 p.m.

**Woodlea Manor Conservancy**  
 Balance Sheet  
 As of 03/31/10

**ASSETS**

	<b>Checking/Savings</b>	
10500	RBC Operating	\$ 163,224.29
10510	RBC Money Market	9,260.48
10520	United MMKT-Reserves	25,874.39
10530	Suntrust MMKT Performance	127,321.26
10540	ETrade MMKT-Reserves	50,713.43
	Certificate of Deposit	318,808.79
	<b>Total Checking/Savings</b>	<b>\$ 695,202.64</b>
	<b>Accounts Receivable</b>	
12010	Assessments Receivable	\$ 37,090.70
12030	Late Fees Receivable	2,225.00
12050	Misc. Owner Receivable	5,960.20
	<b>Total Accounts Receivable</b>	<b>\$ 45,275.90</b>
	<b>Other Current Assets</b>	
12200	Prepaid Insurance	\$ 1,425.01
12210	Prepaid Expenses	3,336.00
12220	Prepaid Taxes	1,150.00
12500	Accrued Interest	330.00
	<b>Total Other Current Assets</b>	<b>\$ 6,241.01</b>
	<b>Fixed Assets</b>	
14010	Furniture & Fixtures	\$ 29,165.00
15010	Accum. Depr. Furn & Fix	(21,059.00)
	<b>Total Fixed Assets</b>	<b>\$ 8,106.00</b>
	<b>TOTAL ASSETS</b>	<b>\$ 754,825.55</b>

**LIABILITIES & EQUITY**

	<b>CURRENT LIABILITIES:</b>	
20009	Accrued Expenses	\$ 1,764.25
20010	Accounts Payable	361.50
20011	Income Taxes Payable	(1,000.00)
20012	Transfer Fees Payable	200.00
20013	Disclosure Docs Payable	236.20
20015	Unidentified Payments	(361.50)
20016	Deferred Repairs	.12
20018	Clubhouse Security Deposit	350.00
22000	Prepaid Owner Assessments	3,018.84
22010	Overpayment Due Prior Owner	1,287.50
22020	Unearned Fees	244,474.51
	<b>Subtotal Current Liab.</b>	<b>\$ 250,331.42</b>
	<b>RESERVES:</b>	
	Reserves For Replacement	\$ 389,666.70

Run Date: 04/20/10  
Run Time: 04:21 PM

**Woodlea Manor Conservancy**  
Balance Sheet  
As of 03/31/10

	<b>Subtotal Reserves</b>	\$	<u>389,666.70</u>	
<b>EQUITY:</b>				
39000	Retained Earnings	\$	84,620.97	
	Current Year Net Income/(Loss)		30,206.46	
	<b>Subtotal Equity</b>	\$	<u>114,827.43</u>	
	<b>TOTAL LIABILITIES &amp; EQUITY</b>	\$	<u>754,825.55</u>	

Run Date: 04/20/10

Run Time: 03:50 PM

**Woodlea Manor Conservancy**  
Income/Expense Statement  
Period: 03/01/10 to 03/31/10

Account	Description	Current Period			Year-to-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
<b>INCOME:</b>								
40010	Assessment Income	27,163.83	27,163.83	.00	81,491.49	81,491.49	.00	325,966.00
40034	Interest Income	779.39	875.00	(95.61)	2,759.53	2,625.00	134.53	10,500.00
40040	Late Fees	2,825.00	350.00	2,475.00	2,825.00	1,050.00	1,775.00	4,200.00
40060	Pool Pass Income	600.00	550.00	50.00	600.00	1,650.00	(1,050.00)	6,600.00
40061	Swim Team Reimbursement	.00	100.00	(100.00)	.00	300.00	(300.00)	1,200.00
40070	Clubhouse Rental Income	.00	75.00	(75.00)	50.00	225.00	(175.00)	900.00
40080	Outside Pool Passes	.00	20.00	(20.00)	.00	60.00	(60.00)	240.00
40100	Trash Removal (Woodlea Hills)	5,180.00	915.00	4,265.00	5,180.00	2,745.00	2,435.00	10,980.00
	<b>Subtotal Income</b>	<b>36,548.22</b>	<b>30,048.83</b>	<b>6,499.39</b>	<b>92,906.02</b>	<b>90,146.49</b>	<b>2,759.53</b>	<b>360,586.00</b>
<b>EXPENSES</b>								
<b>Administrative Expenses</b>								
50010	Management Fees	3,300.00	3,300.00	.00	9,900.00	9,900.00	.00	39,600.00
50011	Management Reimbursement	258.64	275.00	16.36	349.33	825.00	475.67	3,300.00
50040	Legal Fees-General	.00	800.00	800.00	.00	2,400.00	2,400.00	9,600.00
50050	Communication/Newsletters	526.44	250.00	(276.44)	526.44	750.00	223.56	3,000.00
50060	Secretarial Services	.00	200.00	200.00	.00	600.00	600.00	2,400.00
50061	Internet	.00	75.00	75.00	.00	225.00	225.00	900.00
50070	Audit/Tax Preparation	2,100.00	175.00	(1,925.00)	2,100.00	525.00	(1,575.00)	2,100.00
50080	State & Federal Income Taxes	.00	125.00	125.00	.00	375.00	375.00	1,500.00
50090	Bad Debt	324.00	.00	(324.00)	324.00	.00	(324.00)	.00
50200	Misc. Administrative	246.00	275.00	29.00	647.70	825.00	177.30	3,300.00
	<b>Administrative Expenses</b>	<b>6,755.08</b>	<b>5,475.00</b>	<b>(1,280.08)</b>	<b>13,847.47</b>	<b>16,425.00</b>	<b>2,577.53</b>	<b>65,700.00</b>
<b>Operating Expenses</b>								
58010	Electricity	166.15	200.00	33.85	413.67	600.00	186.33	2,400.00
58030	Water/Irrigation	8.15	250.00	241.85	13.36	750.00	736.64	3,000.00
58040	Gas	193.07	225.00	31.93	1,025.57	675.00	(350.57)	2,700.00
60020	Landscaping Maintenance	1,570.00	1,129.83	(440.17)	1,617.85	3,389.49	1,771.64	13,558.00
60030	Tree Maintenance	1,020.00	350.00	(670.00)	1,020.00	1,050.00	30.00	4,200.00
60080	General Maint. & Repairs	264.00	1,250.00	986.00	691.00	3,750.00	3,059.00	15,000.00
60110	Electrical Repairs	.00	200.00	200.00	.00	600.00	600.00	2,400.00
60160	HVAC Repairs	.00	175.00	175.00	.00	525.00	525.00	2,100.00
60163	Sprinkler System Maint/Repair	.00	175.00	175.00	.00	525.00	525.00	2,100.00
60170	Insurance	735.33	815.00	79.67	2,205.99	2,445.00	239.01	9,780.00
60171	Depreciation	625.00	625.00	.00	1,875.00	1,875.00	.00	7,500.00
67020	Grounds Contract	3,248.41	2,741.00	(507.41)	9,745.23	8,223.00	(1,522.23)	32,892.00
67030	Trash Removal Contract	861.36	915.00	53.64	2,584.08	2,745.00	160.92	10,980.00

**Woodlea Manor Conservancy**  
Income/Expense Statement  
Period: 03/01/10 to 03/31/10

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
67050	Pest Control	125.00	.00	(125.00)	125.00	.00	(125.00)	.00
67060	Janitorial Services	400.00	400.00	.00	1,040.00	1,200.00	160.00	4,800.00
67070	Snow Removal Contract	.00	125.00	125.00	2,438.75	375.00	(2,063.75)	1,500.00
	<b>Operating Expenses</b>	<b>9,216.47</b>	<b>9,575.83</b>	<b>359.36</b>	<b>24,795.50</b>	<b>28,727.49</b>	<b>3,931.99</b>	<b>114,910.00</b>
<b>Pool/Tennis</b>								
80010	Pool Management	.00	4,459.00	4,459.00	.00	13,377.00	13,377.00	53,508.00
80020	Pool Repairs	.00	600.00	600.00	150.00	1,800.00	1,650.00	7,200.00
80030	Pool Supplies	.00	425.00	425.00	.00	1,275.00	1,275.00	5,100.00
80031	Clubhouse Painting	.00	350.00	350.00	.00	1,050.00	1,050.00	4,200.00
80040	Pool Telephone	27.44	75.00	47.56	81.62	225.00	143.38	900.00
80050	Pool Electric	134.84	450.00	315.16	423.13	1,350.00	926.87	5,400.00
80060	Pool Water & Sewer	4.65	200.00	195.35	74.07	600.00	525.93	2,400.00
80070	Permits & Fees	.00	25.00	25.00	.00	75.00	75.00	300.00
80080	Passes/Rules	.00	150.00	150.00	.00	450.00	450.00	1,800.00
80090	Lifeguards	.00	125.00	125.00	.00	375.00	375.00	1,500.00
80100	Activities/Social Events	104.56	500.00	395.44	710.77	1,500.00	789.23	6,000.00
80110	Recreation/Athletic Field	.00	50.00	50.00	.00	150.00	150.00	600.00
80120	Tennis Court Supplies/Repairs	.00	50.00	50.00	.00	150.00	150.00	600.00
	<b>Pool/Tennis</b>	<b>271.49</b>	<b>7,459.00</b>	<b>7,187.51</b>	<b>1,439.59</b>	<b>22,377.00</b>	<b>20,937.41</b>	<b>89,508.00</b>
<b>Reserve Expense</b>								
90000	Operating	250.00	250.00	.00	750.00	750.00	.00	3,000.00
90002	Clubhouse Exterior	300.00	300.00	.00	900.00	900.00	.00	3,600.00
90003	Clubhouse Roof	449.00	449.00	.00	1,347.00	1,347.00	.00	5,388.00
90004	Recreation Parking Lot/Draina	125.00	125.00	.00	375.00	375.00	.00	1,500.00
90005	Appliances	10.00	10.00	.00	30.00	30.00	.00	120.00
90006	Irrigation System	400.00	400.00	.00	1,200.00	1,200.00	.00	4,800.00
90007	Concrete Sidewalk Steps	50.00	50.00	.00	150.00	150.00	.00	600.00
90008	Entrance Monuments Gazebo	325.00	325.00	.00	975.00	975.00	.00	3,900.00
90009	Tot Lot	250.00	250.00	.00	750.00	750.00	.00	3,000.00
90010	Tennis Court	375.00	375.00	.00	1,125.00	1,125.00	.00	4,500.00
90011	Athletic Field	125.00	125.00	.00	375.00	375.00	.00	1,500.00
90012	Clubhouse Interior	825.00	825.00	.00	2,475.00	2,475.00	.00	9,900.00
90013	Pool Mechanical	300.00	300.00	.00	900.00	900.00	.00	3,600.00
90014	Pool Whitecoat & Tile	1,250.00	1,250.00	.00	3,750.00	3,750.00	.00	15,000.00
90015	Pool Furniture	425.00	425.00	.00	1,275.00	1,275.00	.00	5,100.00
90016	Landscaping	830.00	830.00	.00	2,490.00	2,490.00	.00	9,960.00
90018	Shade Structure	75.00	75.00	.00	225.00	225.00	.00	900.00
90019	Trash Enclosure	200.00	200.00	.00	600.00	600.00	.00	2,400.00
90020	Clubhouse Furniture	100.00	100.00	.00	300.00	300.00	.00	1,200.00

**Woodlea Manor Conservancy**  
 Income/Expense Statement  
 Period: 03/01/10 to 03/31/10

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
90021	Fence Tennis Ct & Pool	175.00	175.00	.00	525.00	525.00	.00	2,100.00
90022	Lighting	350.00	350.00	.00	1,050.00	1,050.00	.00	4,200.00
90023	Pool Deck/Concrete	350.00	350.00	.00	1,050.00	1,050.00	.00	4,200.00
	Reserve Expense	7,539.00	7,539.00	.00	22,617.00	22,617.00	.00	90,468.00
	TOTAL EXPENSES	23,782.04	30,048.83	6,266.79	62,699.56	90,146.49	27,446.93	360,586.00
	Current Year Net Income/(loss)	12,766.18	.00	12,766.18	30,206.46	.00	30,206.46	.00

**Woodlea Manor Conservancy**  
 Reserve Statement  
 As of 03/31/10

	BEGINNING OF YEAR	YTD ALLOCATION	YTD DISBURSEMENTS	AVAILABLE BALANCE
<b>RESERVES:</b>				
Reserve- General	12,516.62	750.00	0.00	13,266.62
Repairs & Replacement	0.00	0.00	995.00	(995.00)
Reserve- Clubhouse Exterior	20,278.97	900.00	1,952.00	19,226.97
Reserve- Clubhouse Roof	15,939.00	1,347.00	0.00	17,286.00
Reserve- Road/Rec Assoc Lot	16,863.00	375.00	0.00	17,238.00
Reserve- Appliances	8,096.89	30.00	0.00	8,126.89
Reserve- Irrigation System	23,416.00	1,200.00	6,030.00	18,586.00
Reserve- Concrete/Sidewalks	9,139.00	150.00	0.00	9,289.00
Reserve- Signs/Entrance/Monume	14,019.78	975.00	0.00	14,994.78
Reserve- Tot Lot	11,252.63	750.00	0.00	12,002.63
Reserve- Tennis Court	27,939.03	1,125.00	0.00	29,064.03
Reserve- Athletic Field	13,816.00	375.00	0.00	14,191.00
Reserve- Clubhouse Interior	25,023.91	2,475.00	5,045.00	22,453.91
Reserve- Pool Mechanical	19,418.18	900.00	10,225.00	10,093.18
Reserve- Pool Whitecoat	38,757.40	3,750.00	0.00	42,507.40
Reserve- Pool Furniture	8,716.65	1,275.00	0.00	9,991.65
Reserve- Landscaping	33,844.35	2,490.00	0.00	36,334.35
Reserve- Pathway	3,755.82	0.00	0.00	3,755.82
Reserve- Shade Structure	25,937.83	225.00	0.00	26,162.83
Reserve- Trash Enclosure	12,000.00	600.00	0.00	12,600.00
Clubhouse Furniture	19,202.65	300.00	0.00	19,502.65
Fence Tennis Ct/Pool	2,100.00	525.00	626.94	1,998.06
Lighting	9,688.25	1,050.00	0.00	10,738.25
Pool Deck/Concrete	16,161.60	1,050.00	0.00	17,211.60
Capital Improvements	4,040.08	0.00	0.00	4,040.08
<b>Subtotal Reserves</b>	<b>391,923.64</b>	<b>22,617.00</b>	<b>24,873.94</b>	<b>389,666.70</b>
<b>TOTAL RESERVES</b>	<b>391,923.64</b>	<b>22,617.00</b>	<b>24,873.94</b>	<b>389,666.70</b>