

**Woodlea Manor Conservancy
Board of Trustees
Meeting Minutes
August 23, 2011**

BOARD MEMBERS PRESENT

Bob Malloy
Randy Buffenbarger (left the meeting at 7:00 p.m.)
Jan Carnes
Alex Cudaback
Doug Lynes

BOARD MEMBERS NOT PRESENT

None

MANAGEMENT ATTENDEES

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

OTHERS PRESENT

Denise Manzelmann, Homeowner

EXECUTIVE SESSION

An Executive Session was convened at 6:09 p.m. to discuss delinquencies, violations, and other matters. The Board decided that during Executive Session at next month's meeting those due process hearings would be held for the first hour.

MOTION: Mr. Malloy moved to close Executive Session at 6:29 p.m. The motion passed unanimously (5-0-0).

CALL TO ORDER

The Board adjourned the Executive Session at 6:29 p.m. Mr. Malloy verified that a quorum was present and called the meeting to order at 6:29 p.m.

MEMBERS TIME

There were no members present.

COMMITTEE REPORTS

ARB:

MOTION: Mr. Buffenbarger moved to appoint Denise Manzelmann to a position as a member of the ARB committee. The motion passed unanimously (5-0-0).

Social: Ms. Carnes reported that the committee is planning a November Fest.

Swim Team: Mr. Malloy stated that he is investigating how to dispose of the lane lines and that he is looking into whether or not they can be recycled.

Community Watch: There was nothing to report.

APPROVAL OF MINUTES

MOTION: Mr. Lynes moved to approve the meeting minutes from July 26, 2011 as presented. The motion passed unanimously (5-0-0).

REVIEW OF FINANCIAL REPORT

Executive Summary – YTD P/L

A. YTD Unfavorable \$5,778

B. Income: \$ Unfavorable

C. Expense: \$5,745 Favorable

- Administrative Favorable \$4,877
- Operating / Pool Favorable \$10,622

D. Reserves:

- Spent \$22,168 YTD
- Current Reserve balance – \$403,709
 - Clubhouse / Pool Security Monitoring system \$4,625
 - Clubhouse metal railing \$5,760
 - Bollards Final Payment – \$2,010
 - Grill – \$1,026
 - Front Entrance Lighting - \$5,747
 - Swim Lanes - \$3,000
- Reserve Investments
 - \$376,054 – Certificates of Deposit (FDIC Insured)
 - \$116,878 – Money Market Accounts (FDIC Insured)
 - \$89,223 – Reserves accounts are currently over funded

E. Previous Years Income / Loss & Emergency Fund

- 79,111 Previous Year Favorable
- (\$5,778) Current Year Favorable
- \$73,333 Total Favorable

- Emergency Operating Fund (20% of Operating Fund):
 - \$ 263,338 2011 Operating Budget
 - \$52,668 Emergency Operating Fund Requirement
 - \$20,665 Over funded

F. A/R Aging

- \$1,694 – (90 days past due) – Action Required

Comments:

- 2011 Major Contract Renewals – Mowing/Landscaping
Valley Crest Mowing/Landscaping
TWC Management – HOA Management

MOTION: Ms. Carnes moved to approve the July 2011 financial report. The motion passed unanimously (5-0-0).

LANDSCAPING & IRRIGATION ISSUES – CONTRACTOR SELECTION

Ms. Ward reviewed with the Board proposals from Peter's Landscaping, TruGreen, Heritage Landscape and ValleyCrest.

PARKING LOT SEALING

Ms. Ward reviewed with the Board the two proposals from Pro-Pave Incorporated and Dominion Paving and Sealing. Mr. Buffenbarger requested that the asphalt path from the field be repaved.

MOTION: Mr. Buffenbarger moved to approve the proposal from Pro-Pave for sealing the parking lot and the repaving of the pathway along the athletic field with a price not to exceed \$13,500. The motion passed unanimously (5-0-0).

(Mr. Buffenbarger left the meeting at 7:00 p.m.)

SECURITY CAMERAS MODIFICATIONS

Ms. Ward provided an update regarding making modifications to the cameras. She is waiting for a response about modifying the cameras to include infrared capabilities.

POOL CLOSING FOR THE SEASON

Ms. Ward reported that the pool will close on September 6th at 6:00 p.m.

BATHROOM REMODELING

Ms. Ward contacted both contractors and stated that the bathroom work would be considered a remodel and not a renovation. Ms. Ward will provide proposals at September's meeting.

SHADE STRUCTURE FANS

Ms. Ward provided an estimate from Kolb Electric to replace the fans in the shade structure in the amount of \$1,414. The Board had concerns about the fans sitting out during the winter. The Board agreed to accept the proposal and have the work completed in April.

MOTION: Ms. Carnes moved to approve the Kolb Electric proposal for the fan replacement in the shade structure near the pool area in the amount of \$1,414, contingent upon the installation being completed in spring 2012. The motion passed unanimously (4-0-0).

LANDSCAPING COMMITTEE CHARTER

Ms. Ward reported that a fence along Woodlea Manor Drive was replaced.

MAINTENANCE INSPECTIONS & VIOLATIONS

Due process hearings addressing owner violations will be held at next month's meeting.

CORRESPONDENCE

There was no correspondence to discuss.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

TWC Management Contract: Ms. Ward reviewed the contract with the Board. The Board agreed to defer the discussion until next month's meeting.

NEXT MEETING

The next Board meeting is scheduled for Tuesday, September 27, 2011 at 6:00 p.m.

ADJOURNMENT

There being no further business to discuss, the Board agreed **BY CONSENSUS** to adjourn the meeting at 7:30 p.m.