

**Woodlea Manor Conservancy  
Board of Trustees  
Meeting Minutes  
September 27, 2011**

**BOARD MEMBERS PRESENT**

Bob Malloy  
Jan Carnes  
Alex Cudaback  
Doug Lynes

**BOARD MEMBERS NOT PRESENT**

Randy Buffenbarger

**MANAGEMENT ATTENDEES**

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

**OTHERS PRESENT**

Mike Stevens	402 Meade Drive
Cynthia Feist	1415 Harle Place
Sherry Deegan	1417 Harle Place
John Mullan	1411 Hague Drive
Jan Buffenbarger	420 Lacey Court
Charlie King	414 Lacey Court
Krystyna King	414 Lacey Court
Julie Stevens	402 Meade Drive
Will Kern	1504 Woodlea Drive
Torben Svenningsen	1431 Hague Drive
Christine Cegielski	506 Brindley Place
Allison Whitt	1438 Harle Place
Charles Carnes	421 Lacey Court
Laura Ronis	1336 Moore Place

Homeowners interested in participating on the ad hoc committee for athletic field use:  
John Mullan, Will Kern, and Charlie King

Cindy Feist volunteered to help with the website and newsletter.

**EXECUTIVE SESSION**

An Executive Session was convened at 6:05 p.m. to discuss delinquencies and violations. The Board held due process hearings to discuss violations for the following: Lot WH09 and Lot 424.

**MOTION: Mr. Malloy moved to close the Executive Session at 7:02 p.m. The motion passed unanimously (4-0-0).**

## CALL TO ORDER

The Board adjourned the Executive Session at 7:02 p.m. Mr. Malloy verified that a quorum was present and called the meeting to order at 7:05 p.m.

## MEMBERS TIME

A homeowner inquired about the process for posting the agenda on the web site and recording the minutes. The homeowner was concerned about why the July 26<sup>th</sup> meeting agenda did not indicate that the Board would be voting on a proposal to lease the athletic field to Potomac Field Hockey. It was explained that the agendas are outlines for the meetings. They cannot anticipate all the topics that might come up during a meeting, especially during members' time. Additional concerns pertained to why the minutes of this meeting were not posted until the beginning of September. Ms. Ward clarified that the agenda is posted during the week prior to each meeting. Mr. Malloy explained that the minutes from each meeting are approved at the following Board meeting, and after they are approved, they are posted on the web site. Draft documents are not posted. The Board will attempt to post the agenda for future meetings at least 7 days prior to the meeting.

A homeowner stated a concern about an anonymous flyer that was sent out to the community addressing the use of the field by the field hockey team. It was noted that some of the information in the flyer was incorrect. Nobody was willing to claim authorship of the flyer.

A homeowner asked the Board to consider scheduling the athletic field so it is equitable. The homeowner requested to have this as an action item for the next meeting.

A homeowner recommended establishing an ad hoc committee to discuss the use of the athletic field and other Woodlea Manor facilities. Some homeowners volunteered to do this and report back to the Board. Homeowners interested in participating on the ad hoc committee for athletic field use: John Mullan, Will Kern, and Charlie King.

Cindy Feist volunteered to help with the website and newsletter.

A homeowner had a concern about the limited availability of the field and nets during field hockey practices and games since the parking lot is full during those times.

After Member's Time ended most of the residents left the meeting.

## VIOLATIONS

**MOTION: Mr. Malloy moved to impose a \$10.00 per day penalty for a maintenance violation in relation to Lot WH09 upon receipt by the owners of a notification letter and/or until the violation is corrected. The motion passed unanimously (4-0-0).**

**MOTION: Mr. Malloy moved to impose a \$10.00 per day penalty for a maintenance violation in relation to Lot 424 upon receipt by the owners of a notification letter and/or until the violation is corrected. The motion passed unanimously (4-0-0).**

## **COMMITTEE REPORTS**

ARB: Ms. Ward provided a copy of the ARB minutes from the last month's meeting to the Board.

Social Committee: Mr. Lynes stated that he would be interested in helping with organizing the November Fest.

Swim Team: There was nothing to report.

Community Watch: There was nothing to report.

## **APPROVAL OF MINUTES**

**MOTION: Mr. Lynes moved to approve the meeting minutes from August 23, 2011 as presented. The motion passed unanimously (4-0-0).**

## **REVIEW OF FINANCIAL REPORT**

### **Executive Summary – YTD P/L**

YTD Unfavorable \$5,660

B. Income: (\$1,919) Unfavorable (Woodlea Hills Trash A/R)

C. Expense: \$3,741 Unfavorable

- Administrative Favorable \$7,810
- Operating / Pool Favorable \$11,551

D. Reserves:

- Spent \$27,270 YTD
- Current Reserve balance – \$406,312
  - 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
  - Fence repair at Pond - \$1,995
  - Pool furniture Replacements - \$3,116

- Reserve Investments
  - \$465,410 – Certificates of Deposit (FDIC Insured)
  - \$77,862 – Money Market Accounts (FDIC Insured)
  - \$136,960 – Reserves accounts are currently over funded

E. Previous Years Income / Loss & Emergency Fund

- 79,111 Previous Year Favorable
- \$5,560 Current Year Favorable
- \$73,450 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

- \$1,774 – (90 days past due) – Action Required

Comments:

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

Ms. Ward will check into the SunTrust CD to determine if there is a penalty for withdrawing the money.

**MOTION: Ms. Carnes moved to approve the August 2011 financial report. The motion passed unanimously (4-0-0).**

### **SECURITY CAMERAS MODIFICATIONS**

The Board decided not to take action on this item and to maintain the existing system as it is.

### **POOL CLOSING FOR THE SEASON**

Ms. Ward reported that the pool has been closed and that there were some items that needed to be repaired. Mr. Malloy requested that the lane lines be stored properly. The Board agreed to replace the ping pong table next year.

### **BATHROOM REMODELING**

Ms. Ward reviewed the proposal with the Board. The cost for remodeling each bathroom would be approximately \$33,000. The Board deferred the discussion until receipt of additional bids.

## **LANDSCAPING & IRRIGATION ISSUES – 2012 CONTRACTOR SELECTION**

Ms. Ward reviewed proposals from Peter's Landscaping, TrueGreen, Heritage Landscape and ValleyCrest with the Board. The Board deferred that discussion until next month's meeting.

### **PARCEL A – 404 BRINDLEY – TRASH CLEAN UP**

Ms. Ward addressed the issue with the two drainage areas along Brindley Drive and parcel A along Bradfield that backs up to the golf course. The job would include removing the garbage and debris along with cutting down and removing excess brush and volunteer trees growing in these areas.

**MOTION: Ms. Carnes moved to approve the proposal from ValleyCrest to clean up the drainage area along Brindley and parcel A along Bradfield at a cost of \$2,000.00. The motion passed unanimously (4-0-0).**

## **LANDSCAPING**

A homeowner had a concern about a violation she received about a tree branch being too low. The homeowner informed the Board that the tree was planted by the Association. Ms. Ward informed the homeowner that the path was getting an asphalt overlay. The Board explained that the letter might have been sent in error and that they would look into having the tree trimmed if it is in the common area.

## **PARKING & PATH LOT SEALING – SCHEDULE**

Ms. Ward stated that the work is scheduled for next week.

## **CORRESPONDENCE**

The Board discussed correspondence during Executive Session.

## **OLD BUSINESS**

Mr. Malloy inquired about the fans for the shade structure in the pool area. Ms. Ward stated that the decision was made to install the fans in April and Kolb Electric has no problem with this.

## **NEW BUSINESS**

The Board agreed to have the Annual Meeting on December 15, 2011 at 7:00 p.m.

The Board discussed appointing an ad hoc committee to help determine rules and regulations for use of the athletic field. The committee will make recommendations to

the Board about the future use of the field. Ms. Carnes will contact Charlie King about organizing the committee. Ms. Carnes will also have information posted on the website about the committee.

Ms. Carnes had a concern about the cleanliness of the clubhouse. Ms. Ward will address this issue with the cleaning crew.

The Board discussed mailing the ballots and the election process for the Annual Meeting.

A homeowner asked about what the possibility of changing the fencing around the playground near the pool area so that it can be accessed all year. The Board agreed that this is an item that could be discussed by an ad hoc committee.

### **NEXT MEETING**

The next Board meeting is scheduled for Tuesday, October 25, 2011 at 6:00 p.m. It was noted that there will be no meeting in November due to the Thanksgiving holiday.

### **ADJOURNMENT OF REGULAR SESSION**

**MOTION: Mr. Malloy moved to adjourn the meeting and move into an Executive Session at 9:15 p.m. to discuss the management contract. The motion passed unanimously (4-0-0).**

### **EXECUTIVE SESSION**

The Board discussed the TWC property management contract.

### **REGULAR SESSION**

**MOTION: Mr. Malloy moved to reconvene the Regular Session at 9:19 p.m. The motion passed unanimously (4-0-0).**

**MOTION: Mr. Malloy moved to approve the addendum for the management contract between TWC and Woodlea Manor Conservancy that extends the existing contract for two more years until December 31, 2013. The motion passed unanimously (4-0-0).**

### **ADJOURNMENT OF MEETING**

There being no further business to discuss, the Board agreed **BY CONSENSUS** to adjourn the meeting at 9:30 p.m.