

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

Tuesday, August 24, 2010

BOARD MEMBERS PRESENT

Randy Buffenbarger
Sue Luzwick
Bob Malloy
Anne Bollinger
Matt McGovern

BOARD MEMBERS NOT PRESENT

Jan Carnes

MANAGEMENT ATTENDEES

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

EXECUTIVE SESSION

An Executive Session was convened at 6:01 p.m. to discuss delinquencies and evaluate the pool season with the current contractor, Premier Aquatics. The Board reported out of Executive Session at 6:36 p.m.

MOTION: Mr. Buffenbarger moved to close Executive Session at 6:30 p.m. The motion passed unanimously (5-0-0).

CALL TO ORDER

Mr. Buffenbarger verified that a quorum was present and called the meeting to order at 6:30 p.m.

MEMBERS TIME

None

COMMITTEE REPORTS

ARB – Guidance Changes and Distribution to Owners: Mr. Buffenbarger drafted a letter that would be mailed to homeowners explaining the changes to the guidelines for Roofing/Siding and Basketball Hoops. Mr. Buffenbarger provided a copy of the letter to the Board members for review. Ms. Ward stated that Enviroshake would be providing a three page color packet to homeowners for the mailing. The mailing will be sent as soon as she has all the information.

The Board discussed that more members are needed for the ARB and a notice should be posted on the website asking for volunteers. Ms. Bollinger agreed to ask the

Webmaster to have this posted.

Social Committee: The committee is planning an Oktoberfest.

Swim Team: There was nothing to report.

Community Watch: Lieutenant Maupin from the Town of Leesburg Police Department was present and provided suggestions to the Board about how to improve safety in the neighborhood and strategies to decrease individuals from loitering. He stated that one way to increase the perception of observation would be to trim the trees and post "No Trespassing" signs that include specific times when the recreation center is closed. He further suggested installing a webcam in the common area and changing the fencing around the pool to deter vandalism. The Board discussed the wording for the "No Trespassing" signs. Lieutenant Maupin suggested that the Board include reminders in the newsletter about homeowners locking their cars and homes.

APPROVAL OF MINUTES

MOTION: Mr. Malloy moved to approve the meeting minutes from July 27, 2010 as amended. The motion passed unanimously (5-0-0).

MOTION: Mr. Malloy moved to approve the special meeting minutes from August 2, 2010 as amended. The motion passed unanimously (5-0-0).

REVIEW OF FINANCIAL REPORT

Mr. McGovern reported the following as of July 2010:

Executive Summary – YTD P/L

YTD Profit (Loss): (\$15,372.25)

Income: \$220,776.49

Expense: \$236,148.74

Administrative: \$33,056.10

Operating: \$84,137.56

Pool: \$66,182.08

Reserves:

Spent: \$98,120.67

Current Reserve Balance: \$366,200.97

Investments:

\$321,190.75 in Certificates of Deposit (FDIC insured)

\$137,029.69 in Money Market Accounts (FDIC insured)

It was noted that the lifeguard Incentive stating "refund for Susan Luzwick" on the A/P Distribution to G/L report was not correct and should state "refund for Randy Buffenbarger." Ms. Ward will make the change.

MOTION: Mr. McGovern moved to approve the July 2010 financial report with the change. The motion passed unanimously (5-0-0).

BOLLARD INSTALLATION AT CLUBHOUSE- MODIFICATIONS

Ms. Ward reported that six more black metal poles would be installed in front of the clubhouse to finish the pattern, and the silver hardware will be painted black. Also, the droop in the chain will be made uniform. Mr. Buffenbarger said that he received positive feedback from community members regarding the landscaping.

POOL CLOSING FOR THE SEASON

Ms. Ward stated that the furniture would be inventoried by Premier Aquatics before it is put away for the season. Ms. Bollinger requested that homeowners be informed that the pool would be closing at 6:00 p.m.

GAS GRILL INSTALLATION

Ms. Ward is still waiting for a proposal to extend the gas line for the grill to the back of the pool deck. She further added that the line needs to be installed under the sidewalk. There was discussion about keeping the grill in the same corner where it is currently located, but moving it away from the clubhouse by removing the large bush next to the fence.

TENNIS COURT ISSUES

Ms. Ward stated that the gates have been fixed. Mr. Buffenbarger asked the Board to consider installing a sand volleyball court in the future.

LANDSCAPING IMPROVEMENTS/REPLACEMENTS

Ms. Ward stated that one tree went down along the common area pathway beside 1415 Harle Place. Ms. Ward referred to the proposal from ValleyCrest to have the tree removed and replaced. Mr. Buffenbarger was concerned about the condition of that area and asked Ms. Ward to get a landscaping plan for that area. Mr. Buffenbarger requested a plan with low maintenance and drought resistant plants.

FRONT ENTRANCE – IRRIGATION SYSTEM REPAIRS

Ms. Ward reported that they ValleyCrest can't reconnect the system until the new walkway being installed by VDOT is finished.

CLUBHOUSE – CARPET REPLACEMENTS

Ms. Ward showed the Board carpet samples. Ms. Ward referred to the proposal from Thadson Flooring. The Board decided on a tan carpet sample. The Board discussed the condition of the wood flooring in the great room downstairs.

MOTION: Ms. Bollinger moved to accept the proposal from Thadson Flooring for the Mohawk Town Crier carpet at a price not to exceed \$6,000.00 for replacing the carpet on the second level in addition to refinishing the floors. The motion passed (3-2-0) with Mr. Buffenbarger and Mr. Malloy opposing.

PARCEL A – SURVEY RESULTS - HOME INSPECTIONS FOR VIOLATIONS

The Board reviewed photos of a violation by a homeowner who is planting trees and clearing the common area of Parcel A. Ms. Ward suggested that the homeowner be informed that he should not plant anymore trees in the common area and/or make any other changes to the common area without prior written approval from the Board.

MOTION: Ms. Bollinger moved to notify the homeowner encroaching on common area to cease doing so and to remove all personal property items. The motion passed (3-1-1) with Mr. Buffenbarger opposing and Mr. McGovern abstaining. It was agreed that Ms. Ward will send the homeowner a letter.

The Board discussed correspondence regarding an RV that is frequently parked in the homeowner's driveway. Mr. Buffenbarger wanted to verify that letters were previously mailed to the homeowner before scheduling a due process hearing. Ms. Ward will verify when the letters were mailed and will forward the correspondence to the Board.

The Board discussed a violation by a homeowner who has several tomato plants in the front yard. It was agreed that Ms. Ward will send a letter to the homeowner.

Mr. Buffenbarger requested that Ms. Ward have ValleyCrest trim the low hanging trees in the common area on Hague Drive that are in front of rec center.

ANNUAL MEETING & ELECTION COMMITTEE

The annual meeting is scheduled for early December. Ms. Ward will notify the Election Committee by next month's meeting.

CORRESPONDENCE

Mr. Buffenbarger reported that all the stop sign posts were replaced. Ms. Ward referred to the correspondence from David Bauman of Kolb Electric regarding the pool junction boxes and code requirements. Ms. Ward stated that she will follow up on this matter.

OLD & NEW BUSINESS

Ms. Bollinger asked the Board for feedback about having a Pilates instructor teach classes to community members twice a week. The Board discussed doing a trial of 30 to 60 days. Mr. Malloy suggested having homeowners pay a small fee for the classes and have the Association cover the other portion. Mr. Buffenbarger requested that the instructor provide specific parameters about teaching the classes and to have her attend the next meeting.

NEWSLETTER

Mr. Buffenbarger had concerns that homeowners were not reading the newsletter and did not think the newsletter was necessary. The Board decided not to continue publishing the newsletter.

NEXT MEETING

The next Board meeting is scheduled for Tuesday, September 28, 2010 at 6:00 p.m.

ADJOURNMENT

There being no further business to discuss, the Board agreed **BY CONSENSUS** to adjourn the meeting at 8:58 p.m.

Woodlea Manor Conservancy
 Balance Sheet
 As of 08/31/10

ASSETS

	Checking/Savings		
10500	RBC Operating	\$	2,774.56
10510	RBC Money Market		2,269.10
10520	United MMKT-Reserves		25,885.25
10530	Suntrust MMKT Performance		127,788.60
10540	ETrade MMKT-Reserves		50,766.54
	Certificate of Deposit		321,452.27
	Total Checking/Savings	\$	530,936.32
	Accounts Receivable		
12010	Assessments Receivable	\$	2,094.00
12030	Late Fees Receivable		225.00
12040	Legal Fees Receivable		672.40
12050	Misc. Owner Receivable		6,864.20
	Total Accounts Receivable	\$	9,855.60
	Other Current Assets		
12200	Prepaid Insurance	\$	5,762.68
12210	Prepaid Expenses		3,336.00
12220	Prepaid Taxes		1,150.00
12500	Accrued Interest		330.00
	Total Other Current Assets	\$	10,578.68
	Fixed Assets		
14010	Furniture & Fixtures	\$	29,165.00
15010	Accum. Depr. Furn & Fix		(24,184.00)
	Total Fixed Assets	\$	4,981.00
	TOTAL ASSETS		\$ 556,351.60

LIABILITIES & EQUITY

	CURRENT LIABILITIES:		
20009	Accrued Expenses	\$	7,302.18
20010	Accounts Payable		4,761.96
20011	Income Taxes Payable		(1,000.00)
20012	Transfer Fees Payable		361.00
20013	Disclosure Docs Payable		61.20
20014	NSF Charges Payable		50.00
20016	Deferred Repairs		.12
20018	Clubhouse Security Deposit		350.00
22000	Prepaid Owner Assessments		3,534.30
22010	Overpayment Due Prior Owner		1,287.50
22020	Unearned Fees		108,655.36
	Subtotal Current Liab.	\$	125,363.62

RESERVES:

Woodlea Manor Conservancy
Balance Sheet
As of 08/31/10

	Reserves For Replacement	\$	364,031.97	
	Subtotal Reserves	\$	<u>364,031.97</u>	
	EQUITY:			
39000	Retained Earnings	\$	84,620.97	
	Current Year Net Income/(Loss)		(17,664.96)	
	Subtotal Equity	\$	<u>66,956.01</u>	
	TOTAL LIABILITIES & EQUITY			\$ <u><u>556,351.60</u></u>

Woodlea Manor Conservancy
Income/Expense Statement
Period: 08/01/10 to 08/31/10

Account	Description	Actual	Current Period		Actual	Year-To-Date		Yearly Budget
			Budget	Variance		Budget	Variance	
INCOME:								
40010	Assessment Income	27,163.83	27,163.83	.00	217,310.64	217,310.64	.00	325,966.00
40034	Interest Income	303.26	875.00	(571.74)	5,942.94	7,000.00	(1,057.06)	10,500.00
40040	Late Fees	(200.00)	350.00	(550.00)	2,850.00	2,800.00	50.00	4,200.00
40050	Legal Fees Reimbursement	672.40	.00	672.40	672.40	.00	672.40	.00
40060	Pool Pass Income	.00	20.00	(20.00)	655.00	160.00	495.00	240.00
40061	Swim Team Reimbursement	.00	100.00	(100.00)	900.00	800.00	100.00	1,200.00
40070	Clubhouse Rental Income	150.00	75.00	75.00	575.00	600.00	(25.00)	900.00
40080	Outside Pool Membership	.00	550.00	(550.00)	4,800.00	4,400.00	400.00	6,600.00
40090	Misc. Income	.00	.00	.00	4,800.00	.00	4,800.00	.00
40100	Trash Removal (Woodlea Hills)	.00	915.00	(915.00)	10,360.00	7,320.00	3,040.00	10,980.00
	Subtotal Income	28,089.49	30,048.83	(1,959.34)	248,865.98	240,390.64	8,475.34	360,586.00
EXPENSES								
Administrative Expenses								
50010	Management Fees	3,300.00	3,300.00	.00	26,400.00	26,400.00	.00	39,600.00
50011	Management Reimbursement	651.97	275.00	(376.97)	2,455.50	2,200.00	(255.50)	3,300.00
50040	Legal Fees-General	.00	800.00	800.00	2,773.00	6,400.00	3,627.00	9,600.00
50050	Communication/Newsletters	.00	250.00	250.00	526.44	2,000.00	1,473.56	3,000.00
50060	Secretarial Services	210.00	200.00	(10.00)	1,275.00	1,600.00	325.00	2,400.00
50061	Internet	.00	75.00	75.00	.00	600.00	600.00	900.00
50070	Audit/Tax Preparation	.00	175.00	175.00	2,100.00	1,400.00	(700.00)	2,100.00
50080	State & Federal Income Taxes	.00	125.00	125.00	.00	1,000.00	1,000.00	1,500.00
50090	Bad Debt	.00	.00	.00	324.00	.00	(324.00)	.00
50200	Misc. Administrative	588.59	275.00	(313.59)	1,952.72	2,200.00	247.28	3,300.00
	Administrative Expenses	4,750.56	5,475.00	724.44	37,806.66	43,800.00	5,993.34	65,700.00
Operating Expenses								
58010	Electricity	1,238.50	200.00	(1,038.50)	2,134.48	1,600.00	(534.48)	2,400.00
58030	Water/Irrigation	625.63	250.00	(375.63)	678.99	2,000.00	1,321.01	3,000.00
58040	Gas	30.47	225.00	194.53	1,193.31	1,800.00	606.69	2,700.00
60020	Landscaping Enhancements	2,212.50	1,129.83	(1,082.67)	28,079.89	9,038.64	(19,041.25)	13,558.00
60030	Tree Maintenance	1,035.00	350.00	(685.00)	6,190.00	2,800.00	(3,390.00)	4,200.00
60080	General Maint. & Repairs	809.30	1,250.00	440.70	4,707.41	10,000.00	5,292.59	15,000.00
60110	Electrical Repairs	.00	200.00	200.00	2,390.61	1,600.00	(790.61)	2,400.00
60160	HVAC Repairs	.00	175.00	175.00	.00	1,400.00	1,400.00	2,100.00
60163	Irrigation System	.00	175.00	175.00	942.06	1,400.00	457.94	2,100.00
60170	Insurance	736.25	815.00	78.75	5,886.32	6,520.00	633.68	9,780.00
60171	Depreciation	625.00	625.00	.00	5,000.00	5,000.00	.00	7,500.00

Woodlea Manor Conservancy

Income/Expense Statement

Period: 08/01/10 to 08/31/10

Account	Description	Current Period			Year To Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
67020	Grounds Contract	3,398.41	2,741.00	(657.41)	26,652.28	21,928.00	(4,724.28)	32,892.00
67030	Trash Removal Contract	861.36	915.00	53.64	6,890.88	7,320.00	429.12	10,980.00
67050	Pest Control	.00	.00	.00	125.00	.00	(125.00)	.00
67060	Janitorial Services	320.00	400.00	80.00	2,720.00	3,200.00	480.00	4,800.00
67070	Snow Removal Contract	.00	125.00	125.00	2,438.75	1,000.00	(1,438.75)	1,500.00
	Operating Expenses	11,892.42	9,575.83	(2,316.59)	96,029.98	76,606.64	(19,423.34)	114,910.00
Pool/Tennis								
80010	Pool Management	5,424.50	4,459.00	(965.50)	49,040.50	35,672.00	(13,368.50)	53,508.00
80020	Pool Repairs	185.00	600.00	415.00	6,380.00	4,800.00	(1,580.00)	7,200.00
80030	Pool Supplies	15.75	425.00	409.25	2,546.23	3,400.00	853.77	5,100.00
80031	Clubhouse Painting	.00	350.00	350.00	.00	2,800.00	2,800.00	4,200.00
80040	Pool Telephone	74.97	75.00	.03	246.36	600.00	353.64	900.00
80050	Pool Electric	.00	450.00	450.00	2,601.96	3,600.00	998.04	5,400.00
80060	Pool Water & Sewer	.00	200.00	200.00	2,279.99	1,600.00	(679.99)	2,400.00
80070	Permits & Fees	.00	25.00	25.00	265.00	200.00	(65.00)	300.00
80080	Passes/Rules	.00	150.00	150.00	1,390.49	1,200.00	(190.49)	1,800.00
80090	Lifeguard Incentive	500.00	125.00	(375.00)	1,000.00	1,000.00	.00	1,500.00
80095	Swim Team Coach	.00	.00	.00	4,800.00	.00	(4,800.00)	.00
80100	Activities/Social Events	.00	500.00	500.00	1,831.77	4,000.00	2,168.23	6,000.00
80110	Recreation/Athletic Field	.00	50.00	50.00	.00	400.00	400.00	600.00
80120	Tennis Court Supplies/Repairs	.00	50.00	50.00	.00	400.00	400.00	600.00
	Pool/Tennis	6,200.22	7,459.00	1,258.78	72,382.30	59,672.00	(12,710.30)	89,508.00
Reserve Expense								
90000	Operating	250.00	250.00	.00	2,000.00	2,000.00	.00	3,000.00
90002	Clubhouse Exterior	300.00	300.00	.00	2,400.00	2,400.00	.00	3,600.00
90003	Clubhouse Roof	449.00	449.00	.00	3,592.00	3,592.00	.00	5,388.00
90004	Recreation Parking Lot/Draina	125.00	125.00	.00	1,000.00	1,000.00	.00	1,500.00
90005	Appliances	10.00	10.00	.00	80.00	80.00	.00	120.00
90006	Irrigation System	400.00	400.00	.00	3,200.00	3,200.00	.00	4,800.00
90007	Concrete Sidewalk Steps	50.00	50.00	.00	400.00	400.00	.00	600.00
90008	Entrance Monuments Gazebo	325.00	325.00	.00	2,600.00	2,600.00	.00	3,900.00
90009	Tot Lot	250.00	250.00	.00	2,000.00	2,000.00	.00	3,000.00
90010	Tennis Court	375.00	375.00	.00	3,000.00	3,000.00	.00	4,500.00
90011	Athletic Field	125.00	125.00	.00	1,000.00	1,000.00	.00	1,500.00
90012	Clubhouse Interior	825.00	825.00	.00	6,600.00	6,600.00	.00	9,900.00
90013	Pool Mechanical	300.00	300.00	.00	2,400.00	2,400.00	.00	3,600.00
90014	Pool Whitecoat & Tile	1,250.00	1,250.00	.00	10,000.00	10,000.00	.00	15,000.00
90015	Pool Furniture	425.00	425.00	.00	3,400.00	3,400.00	.00	5,100.00
90016	Landscaping	830.00	830.00	.00	6,640.00	6,640.00	.00	9,960.00

Woodlea Manor Conservancy
 Income/Expense Statement
 Period: 08/01/10 to 08/31/10

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
90018	Shade Structure	75.00	75.00	.00	600.00	600.00	.00	900.00
90019	Trash Enclosure	200.00	200.00	.00	1,600.00	1,600.00	.00	2,400.00
90020	Clubhouse Furniture	100.00	100.00	.00	800.00	800.00	.00	1,200.00
90021	Fence Tennis Ct & Pool	175.00	175.00	.00	1,400.00	1,400.00	.00	2,100.00
90022	Lighting	350.00	350.00	.00	2,800.00	2,800.00	.00	4,200.00
90023	Pool Deck/Concrete	350.00	350.00	.00	2,800.00	2,800.00	.00	4,200.00
	Reserve Expense	7,539.00	7,539.00	.00	60,312.00	60,312.00	.00	90,468.00
	TOTAL EXPENSES	30,382.20	30,048.83	(333.37)	266,530.94	240,390.64	(26,140.30)	360,586.00
	Current Year Net Income/(loss)	(2,292.71)	.00	(2,292.71)	(17,664.96)	.00	(17,664.96)	.00

Woodlea Manor Conservancy
 Reserve Statement
 As of 08/31/10

	BEGINNING OF YEAR	YTD ALLOCATION	YTD DISBURSEMENTS	AVAILABLE BALANCE
RESERVES:				
Reserve- General	12,516.62	2,000.00	0.00	14,516.62
Repairs & Replacement	0.00	0.00	995.00	(995.00)
Reserve- Clubhouse Exterior	20,278.97	2,400.00	5,853.85	16,825.12
Reserve- Clubhouse Roof	15,939.00	3,592.00	20,706.00	(1,175.00)
Reserve- Road/Rec Assoc Lot	16,863.00	1,000.00	0.00	17,863.00
Reserve- Appliances	8,096.89	80.00	0.00	8,176.89
Reserve- Irrigation System	23,416.00	3,200.00	17,230.00	9,386.00
Reserve- Concrete/Sidewalks	9,139.00	400.00	0.00	9,539.00
Reserve- Signs/Entrance/Monume	14,019.78	2,600.00	0.00	16,619.78
Reserve- Tot Lot	11,252.63	2,000.00	0.00	13,252.63
Reserve- Tennis Court	27,939.03	3,000.00	0.00	30,939.03
Reserve- Athletic Field	13,816.00	1,000.00	0.00	14,816.00
Reserve- Clubhouse Interior	25,023.91	6,600.00	5,045.00	26,578.91
Reserve- Pool Mechanical	19,418.18	2,400.00	10,225.00	11,593.18
Reserve- Pool Whitecoat	38,757.40	10,000.00	0.00	48,757.40
Reserve- Pool Furniture	8,716.65	3,400.00	2,986.88	9,129.77
Reserve- Landscaping	33,844.35	26,265.00	41,537.00	18,572.35
Reserve- Pathway	3,755.82	0.00	0.00	3,755.82
Reserve- Shade Structure	25,937.83	600.00	0.00	26,537.83
Reserve- Trash Enclosure	12,000.00	1,600.00	0.00	13,600.00
Clubhouse Furniture	19,202.65	800.00	0.00	20,002.65
Fence Tennis Ct/Pool	2,100.00	1,400.00	3,249.94	250.06
Lighting	9,688.25	2,800.00	0.00	12,488.25
Pool Deck/Concrete	16,161.60	2,800.00	0.00	18,961.60
Capital Improvements	4,040.08	0.00	0.00	4,040.08
Subtotal Reserves	391,923.64	79,937.00	107,828.67	364,031.97
TOTAL RESERVES	391,923.64	79,937.00	107,828.67	364,031.97