

**Woodlea Manor Conservancy
Board of Trustees
Meeting Minutes
June 28, 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

John Risque Homeowner

EXECUTIVE SESSION

An Executive Session was convened at 6:09 p.m. to discuss delinquencies, violations and other issues.

MOTION: Mr. Malloy moved to close Executive Session at 6:30 p.m. The motion passed unanimously (4-0-0).

CALL TO ORDER

The Board adjourned the Executive Session at 6:30 p.m. Mr. Malloy verified that a quorum was present and called the meeting to order at 6:31 p.m.

MEMBERS TIME

Mr. Risque, homeowner, was concerned about the lawn near the club house being over watered. He further stated it was becoming muddy. Mr. Risque informed the Board that there is also standing water on the tennis courts. Ms. Ward will contact Hydrotech to address the issue. Mr. Risque made a recommendation to the Board to purchase an automatic pool vacuum to clean the pool instead of have the lifeguards do it manually. He also commented about the safety concerns regarding the life guards not putting the covers on for the pool skimmers after cleaning the pool. Ms. Ward will contact the pool company about what recommendation they would have for using an automatic vacuum.

LOUDOUN COUNTY BOARD OF SUPERVIORS PRESENTATION

Kelly Burk from the Loudoun County Board of Supervisors for the Leesburg District and Sally Kurtz from the Board of Supervisors for the Catoclin District were present to inform the Woodlea Board about the changes with the redistricting. Ms. Burk was informing the Board that the Supervisor had changed as a result of the redistricting. Mr. Malloy stated that he was concerned about the increased growth in the area and the impact it will have on the schools. Ms. Burk stated that the Town of Leesburg did approve the development of a new elementary school. Mr. Lynes had concerns about speeding on Meade. Ms. Kurtz suggested that the Board establish a committee to address that issue and to contact the Sheriff as well.

COMMITTEE REPORTS

ARB: Ms. Ward reported that Dwayne Jackson resigned from the ARB committee. Ms. Ward will post the opening on the website.

Social Committee: Ms. Carnes stated that the pool party went well.

Swim Team: Kelly Young, the treasurer from the swim team, requested that the Board assist with purchasing new racing lane lines, a reel and reel cover for the pool. Ms. Young presented to the Board quotes from various vendors. Ms. Young will provide Ms. Ward with the ordering details.

MOTION: Ms. Carnes moved that the Conservancy pay \$3,000.00 towards the swim team equipment and for the swim team to pay the difference. The motion passed unanimously (4-0-0).

Community Watch: Mr. Cudaback informed the Board that residue from fireworks was found in the parking lot of the clubhouse.

APPROVAL OF MINUTES

MOTION: Mr. Lynes moved to approve the meeting minutes from May 24, 2011 as presented. The motion passed unanimously (4-0-0).

REVIEW OF FINANCIAL REPORT

The Board reviewed the financial report. Ms. Ward reported that there was a surplus in the amount of \$19,138.37. Overall, Ms. Ward stated that the finances were in good standing.

MOTION: Mr. Malloy moved to approve the May 2011 financial report. The motion passed unanimously (4-0-0).

2010 AUDIT APPROVAL

MOTION: Mr. Lynes moved to approve the 2010 Audit. The motion passed unanimously (4-0-0).

LANDSCAPING ISSUES

Mr. Malloy brought up concerns that Cheryl Driscoll had about the landscaping. Ms. Carnes commented that the front entrance did look overgrown. Ms. Ward will have ValleyCrest look at the area and provide suggestions.

ENTRANCE LIGHTING

Ms. Ward reported that the work is complete.

POOL ISSUES

Ms. Ward reported that the repairs for the leaking valves were completed. Ms. Ward will contact Premier Aquatics about repairing the soda machine. Mr. Malloy reported that the ping pong table will need to be replaced for next year. Mr. Malloy also requested that the basketballs be replaced.

HARDIE PLANK SIDING INSTALLATION SPECIFICATIONS

Mr. Cudaback reported that he was editing and refining an amendment for the Architectural Guidelines to allow Hardie Plank siding as an option.

MOTION: Mr. Malloy moved to amend the Architectural Guidelines to include Hardie Plank as an approved siding material per the amended Architectural Guidelines. The motion passed unanimously (4-0-0).

ROOFING CONTRACTOR ISSUES

Ms. Ward reported that the issue of a contractor mailing unauthorized communications to owners on Woodlea Manor letterhead has been addressed.

SECURITY CAMERAS- NEW COMPUTER TRAINING

The Board members who attended the training session reported that the cameras are not operating as promised. The Board agreed that the company who sold the equipment, Absolutely Protected, Inc., should to be contacted to address the issues.

CORRESPONDENCE

The Board reviewed and discussed correspondence from residents. An email will be sent out reminding homeowners to keep their dog on a leash and to keep them under control.

OLD BUSINESS

Boot Camp: The Board agreed to allow the boot camp to continue for another 12 week session.

MOTION: Mr. Malloy moved to allow Body by Dion to continue another 12 week session. The motion passed unanimously (4-0-0).

NEW BUSINESS

Mr. Cudaback did some research to find a company that could present a movie night. He explained to that a 21' movie screen and projector would be used for outside viewing in the athletic field. The cost is \$600.00, but it could be done for \$300.00 using a smaller screen. The name of the company is Fun Flicks.

Mr. Cudaback asked why the playground was fenced in the pool area and why it was only being used as a seasonal playground. The Board discussed allowing access to the playground outside of the pool area during spring and fall, but no decisions were made.

NEXT MEETING

The next Board meeting is scheduled for Tuesday, July 26, 2011 at 6:00 p.m.

ADJOURNMENT

There being no further business to discuss, the Board agreed **BY CONSENSUS** to adjourn the meeting at 8:52 p.m.

Woodlea Manor Conservancy
 Balance Sheet
 As of 06/30/11

ASSETS

	Checking/Savings		
10500	RBC Operating	\$	52,263.44
10510	RBC Money Market		2,270.79
10520	United MMKT-Reserves		100,936.35
10530	Suntrust MMKT Performance		88,891.00
10540	ETrade MMKT-Reserves		15,929.61
	Certificate of Deposit		375,609.59
	Total Checking/Savings	\$	635,900.78
	Accounts Receivable		
12010	Assessments Receivable	\$	4,398.45
12030	Late Fees Receivable		325.00
12050	Misc. Owner Receivable		2,229.80
	Total Accounts Receivable	\$	6,953.25
	Other Current Assets		
12200	Prepaid Insurance	\$	5,762.38
12210	Prepaid Expenses		3,444.00
12220	Prepaid Taxes		2,120.00
12500	Accrued Interest		231.00
	Total Other Current Assets	\$	11,557.38
	Fixed Assets		
14010	Furniture & Fixtures	\$	24,827.00
15010	Accum. Depr. Furn & Fix		(19,895.00)
	Total Fixed Assets	\$	4,932.00
	TOTAL ASSETS		\$ 659,343.41

LIABILITIES & EQUITY

	CURRENT LIABILITIES:		
20009	Accrued Expenses	\$	4,395.15
20012	Transfer Fees Payable		450.00
20013	Disclosure Docs Payable		322.60
20014	NSF Charges Payable		50.00
20018	Clubhouse Security Deposit		350.00
22000	Prepaid Owner Assessments		5,005.66
22010	Overpayment Due Prior Owner		1,287.50
22020	Unearned Fees		162,983.02
	Subtotal Current Liab.	\$	174,843.93
	RESERVES:		
	Reserves For Replacement	\$	398,994.86
	Subtotal Reserves	\$	398,994.86

Woodlea Manor Conservancy
Balance Sheet
As of 06/30/11

39000	EQUITY:		
	Retained Earnings	\$	79,111.04
	Current Year Net Income/(Loss)		6,393.58
	Subtotal Equity	\$	<u>85,504.62</u>
	TOTAL LIABILITIES & EQUITY	\$	<u><u>659,343.41</u></u>

Woodlea Manor Conservancy
Income/Expense Statement
Period: 06/01/11 to 06/30/11

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	162,982.98	162,982.98	.00	325,966.00
40034	Interest Income	517.25	625.00	(107.75)	2,490.19	3,750.00	(1,259.81)	7,500.00
40040	Late Fees	(25.00)	208.33	(233.33)	1,800.00	1,249.98	550.02	2,500.00
40060	Pool Pass Income	65.00	.00	65.00	95.00	.00	95.00	.00
40061	Swim Team Reimbursement	.00	83.33	(83.33)	.00	499.98	(499.98)	1,000.00
40070	Clubhouse Rental Income	.00	50.00	(50.00)	350.00	300.00	50.00	600.00
40080	Outside Pool Membership	600.00	400.00	200.00	4,200.00	2,400.00	1,800.00	4,800.00
40090	Misc. Income	.00	46.67	(46.67)	.00	280.02	(280.02)	560.00
40100	Trash Removal (Woodlea Hills)	.00	915.00	(915.00)	5,320.00	5,490.00	(170.00)	10,980.00
	Subtotal Income	28,321.08	29,492.16	(1,171.08)	177,238.17	176,952.96	285.21	353,906.00
EXPENSES								
Administrative Expenses								
50010	Management Fees	3,399.00	3,399.00	.00	20,394.00	20,394.00	.00	40,788.00
50011	Management Reimbursement	311.22	275.00	(36.22)	1,439.73	1,650.00	210.27	3,300.00
50040	Legal Fees-General	.00	800.00	800.00	70.50	4,800.00	4,729.50	9,600.00
50050	Communication/Newsletters	.00	50.00	50.00	.00	300.00	300.00	600.00
50060	Secretarial Services	.00	200.00	200.00	1,205.00	1,200.00	(5.00)	2,400.00
50070	Audit/Tax Preparation	2,100.00	175.00	(1,925.00)	2,100.00	1,050.00	(1,050.00)	2,100.00
50080	State & Federal Income Taxes	.00	113.00	113.00	.00	678.00	678.00	1,356.00
50200	Misc. Administrative	407.80	275.00	(132.80)	2,359.32	1,650.00	(709.32)	3,300.00
	Administrative Expenses	6,218.02	5,287.00	(931.02)	27,568.55	31,722.00	4,153.45	63,444.00
Operating Expenses								
58010	Electricity	127.01	200.00	72.99	805.22	1,200.00	394.78	2,400.00
58030	Water/Irrigation	10.00	250.00	240.00	74.89	1,500.00	1,425.11	3,000.00
58040	Gas	16.54	225.00	208.46	973.93	1,350.00	376.07	2,700.00
60020	Landscaping Enhancements	3,194.17	1,129.83	(2,064.34)	12,314.52	6,778.98	(5,535.54)	13,558.00
60030	Tree Maintenance	.00	250.00	250.00	500.00	1,500.00	1,000.00	3,000.00
60080	General Maint. & Repairs	275.00	1,000.00	725.00	3,814.91	6,000.00	2,185.09	12,000.00
60110	Electrical Repairs	.00	200.00	200.00	2,429.40	1,200.00	(1,229.40)	2,400.00
60160	HVAC Repairs	.00	175.00	175.00	26.22	1,050.00	1,023.78	2,100.00
60163	Irrigation System	95.83	200.00	104.17	1,166.67	1,200.00	33.33	2,400.00
60170	Insurance	700.99	840.00	139.01	4,074.62	5,040.00	965.38	10,080.00
60171	Depreciation	207.50	207.50	.00	1,245.00	1,245.00	.00	2,490.00
67020	Grounds Contract	2,595.92	2,741.00	145.08	17,718.52	16,446.00	(1,272.52)	32,892.00
67030	Trash Removal Contract	861.36	915.00	53.64	5,168.16	5,490.00	321.84	10,980.00
67050	Pest Control	125.00	.00	(125.00)	250.00	.00	(250.00)	.00

Woodlea Manor Conservancy
 Income/Expense Statement
 Period: 06/01/11 to 06/30/11

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
67060	Janitorial Services	400.00	400.00	.00	2,163.00	2,400.00	237.00	4,800.00
67070	Snow Removal Contract	.00	150.00	150.00	663.75	900.00	236.25	1,800.00
	Operating Expenses	8,609.32	8,883.33	274.01	53,388.81	53,299.98	(88.83)	106,600.00
Pool/Tennis								
80010	Pool Management	13,904.75	4,657.83	(9,246.92)	30,859.25	27,946.98	(2,912.27)	55,894.00
80020	Pool Repairs	873.25	600.00	(273.25)	5,053.75	3,600.00	(1,453.75)	7,200.00
80030	Pool Supplies	519.75	400.00	(119.75)	1,841.70	2,400.00	558.30	4,800.00
80031	Clubhouse Painting	895.00	350.00	(545.00)	895.00	2,100.00	1,205.00	4,200.00
80040	Pool Telephone	62.76	50.00	(12.76)	175.67	300.00	124.33	600.00
80050	Pool Electric	970.38	450.00	(520.38)	2,232.72	2,700.00	467.28	5,400.00
80060	Pool Water & Sewer	.00	200.00	200.00	96.14	1,200.00	1,103.86	2,400.00
80070	Permits & Fees	.00	25.00	25.00	265.00	150.00	(115.00)	300.00
80080	Passes/Rules	.00	150.00	150.00	436.23	900.00	463.77	1,800.00
80090	Lifeguard Incentive	.00	125.00	125.00	.00	750.00	750.00	1,500.00
80100	Activities/Social Events	1,298.64	500.00	(798.64)	1,747.77	3,000.00	1,252.23	6,000.00
80110	Recreation/Athletic Field	.00	50.00	50.00	.00	300.00	300.00	600.00
80120	Tennis Court Supplies/Repairs	.00	50.00	50.00	.00	300.00	300.00	600.00
	Pool/Tennis	18,524.53	7,607.83	(10,916.70)	43,603.23	45,646.98	2,043.75	91,294.00
Reserve Expense								
90000	General	250.00	250.00	.00	1,500.00	1,500.00	.00	3,000.00
90002	Clubhouse Exterior	300.00	300.00	.00	1,800.00	1,800.00	.00	3,600.00
90003	Clubhouse Roof	449.00	449.00	.00	2,694.00	2,694.00	.00	5,388.00
90004	Recreation Parking Lot/Draina	416.67	416.67	.00	2,500.02	2,500.02	.00	5,000.00
90005	Appliances	10.00	10.00	.00	60.00	60.00	.00	120.00
90006	Irrigation System	400.00	400.00	.00	2,400.00	2,400.00	.00	4,800.00
90007	Concrete Sidewalk Steps	50.00	50.00	.00	300.00	300.00	.00	600.00
90008	Entrance Monuments Gazebo	325.00	325.00	.00	1,950.00	1,950.00	.00	3,900.00
90009	Tot Lot	83.33	83.33	.00	499.98	499.98	.00	1,000.00
90010	Tennis Court	375.00	375.00	.00	2,250.00	2,250.00	.00	4,500.00
90011	Athletic Field	125.00	125.00	.00	750.00	750.00	.00	1,500.00
90012	Clubhouse Interior	825.00	825.00	.00	4,950.00	4,950.00	.00	9,900.00
90013	Pool Mechanical	300.00	300.00	.00	1,800.00	1,800.00	.00	3,600.00
90014	Pool Whitecoat & Tile	833.33	833.33	.00	4,999.98	4,999.98	.00	10,000.00
90015	Pool Furniture	425.00	425.00	.00	2,550.00	2,550.00	.00	5,100.00
90016	Landscaping	830.00	830.00	.00	4,980.00	4,980.00	.00	9,960.00
90017	Asphalt Pathway	466.67	466.67	.00	2,800.02	2,800.02	.00	5,600.00
90018	Shade Structure	75.00	75.00	.00	450.00	450.00	.00	900.00
90019	Trash Enclosure	200.00	200.00	.00	1,200.00	1,200.00	.00	2,400.00
90020	Clubhouse Furniture	100.00	100.00	.00	600.00	600.00	.00	1,200.00

Woodlea Manor Conservancy
 Income/Expense Statement
 Period: 06/01/11 to 06/30/11

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	1,050.00	1,050.00	.00	2,100.00
90022	Lighting	350.00	350.00	.00	2,100.00	2,100.00	.00	4,200.00
90023	Pool Deck/Concrete	350.00	350.00	.00	2,100.00	2,100.00	.00	4,200.00
	Reserve Expense	7,714.00	7,714.00	.00	46,284.00	46,284.00	.00	92,568.00
	TOTAL EXPENSES	41,065.87	29,492.16	(11,573.71)	170,844.59	176,952.96	6,108.37	353,906.00
	Current Year Net Income/(loss)	(12,744.79)	.00	(12,744.79)	6,393.58	.00	6,393.58	.00

Woodlea Manor Conservancy
 Reserve Statement
 As of 06/30/11

	BEGINNING OF YEAR	YTD ALLOCATION	YTD DISBURSEMENTS	AVAILABLE BALANCE
RESERVES:				
General	15,516.62	1,500.00	4,625.00	12,391.62
Clubhouse Exterior	18,025.12	1,800.00	5,760.00	14,065.12
Clubhouse Roof	621.00	2,694.00	0.00	3,315.00
Road/Rec Assoc Lot	18,363.00	2,500.02	0.00	20,863.02
Appliances	8,216.89	60.00	0.00	8,276.89
Irrigation System	9,257.68	2,400.00	0.00	11,657.68
Concrete/Sidewalks	9,739.00	300.00	0.00	10,039.00
Signs/Fence/Gazebo/Monument	7,674.78	1,950.00	2,010.00	7,614.78
Tot Lot	14,252.63	499.98	0.00	14,752.61
Tennis Court	32,439.03	2,250.00	0.00	34,689.03
Athletic Field	15,316.00	750.00	0.00	16,066.00
Clubhouse Interior	24,188.91	4,950.00	0.00	29,138.91
Pool Mechanical	12,793.18	1,800.00	0.00	14,593.18
Pool Whitecoat	53,757.40	4,999.98	0.00	58,757.38
Pool Furniture	7,713.82	2,550.00	1,025.84	9,237.98
Landscaping	19,367.35	4,980.00	0.00	24,347.35
Pathway	3,755.82	2,800.02	0.00	6,555.84
Shade Structure	26,837.83	450.00	0.00	27,287.83
Trash Enclosure	14,400.00	1,200.00	0.00	15,600.00
Clubhouse Furniture	20,402.65	600.00	0.00	21,002.65
Fence Tennis Ct/Pool	950.06	1,050.00	0.00	2,000.06
Lighting	13,888.25	2,100.00	5,747.00	10,241.25
Pool Deck/Concrete	20,361.60	2,100.00	0.00	22,461.60
Capital Improvements	4,040.08	0.00	0.00	4,040.08
Subtotal Reserves	371,878.70	46,284.00	19,167.84	398,994.86
TOTAL RESERVES	371,878.70	46,284.00	19,167.84	398,994.86