

**WOODLEA MANOR CONSERVANCY
BOARD OF TRUSTEES
MEETING MINUTES**

October 25, 2011

BOARD MEMBERS PRESENT

Bob Malloy
Jan Carnes
Randy Buffenbarger (arrived at 7:10 p.m.)
Doug Lynes

BOARD MEMBERS NOT PRESENT

Alex Cudaback

MANAGEMENT ATTENDEES

Pam Ward TWC Association Management
Carol Lamb Recording Secretary, Minute-By-Minute

EXECUTIVE SESSION

An Executive Session was convened at 6:12 p.m. to discuss delinquencies, violations and other matters.

MOTION: Mr. Malloy moved to close the Executive Session at 6:36 p.m. The motion passed unanimously (3-0-0).

CALL TO ORDER

Mr. Malloy verified that a quorum was present and called the meeting to order at 6:37 p.m.

MEMBERS TIME

There were no members present.

COMMITTEE REPORTS

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

Social Committee: Ms. Carnes stated that the Novemberfest will be on Sunday, November 6, 2011 from 2:00 p.m. – 5:00 p.m. Members are asked to bring chairs and a dish to share. The information is posted on the website.

Athletic Field & Facilities: Mr. Buffenbarger expressed concern about the use of the athletic field and facilities and stated that a forming a committee is a good idea in order to develop some consistent policies. Ms. Carnes volunteered to lead the committee.

Community Watch: There was nothing to report.

MOTION: Mr. Lynes moved to approve putting dead bolt locks on the interior and exterior bathroom doors to the men's and women's bathrooms of the Clubhouse as well as window locks. The motion passed unanimously (3-0-0).

[Mr. Buffenbarger arrived at 7:10 p.m.]

Swim Team: There was nothing to report.

APPROVAL OF MINUTES

MOTION: Ms. Carnes moved to approve the meeting minutes from September 27, 2011 as corrected. The motion passed (3-0-1) with Mr. Buffenbarger abstaining.

REVIEW OF FINANCIAL REPORT

Executive Summary – YTD P/L

YTD (\$1769) Unfavorable

B. Income: \$2,020 Favorable

C. Expense: (\$3,789) Unfavorable

- Administrative Favorable \$7,323
- Operating / Pool (\$11,113) Unfavorable (\$14K Pool Mngt)

D. Reserves:

- Spent \$27,279 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
 - \$466,063 – Certificates of Deposit (FDIC Insured)
 - \$77,871 – Money Market Accounts (FDIC Insured)

- \$129,908 – Reserves accounts are currently over funded

E. Previous Years Income / Loss & Emergency Fund

- 79,111 Previous Year Favorable
- (\$1,769) Current Year Favorable
- \$77,342 Total Favorable

- Emergency Operating Fund (20% of Operating Fund):
 - \$ 263,338 2011 Operating Budget
 - \$ \$52,668 Emergency Operating Fund Requirement
 - \$24,674 Over funded

F. A/R Aging

- \$1,509 – (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 September 2011 financial report as presented. The motion passed unanimously (4-0-0).

2012 Draft Budget

Ms. Ward presented the 2012 Draft Budget to the Board.

MOTION: Mr. Buffenbarger moved to approve keeping the annual dues at \$698 for 2012. The motion passed unanimously (4-0-0).

BATHROOM REMODELING

The Board discussed the bathroom remodeling with Harry Hink, Home Improvement Specialist of HB Services. Mr. Hink displayed various types of tiles for the bathrooms. The Board is still considering other vendors for this project.

LANDSCAPING & IRRIGATION ISSUES – 2012 CONTRACTOR SELECTION

MOTION: Mr. Buffenbarger moved to approve the renewal of ValleyCrest as the landscaping contractor for \$41,352 for 2012, 2013, and 2014. The motion passed unanimously (4-0-0).

ANNUAL MEETING & ELECTION

Ms. Ward stated that the Annual Meeting will be held on Tuesday, December 15, 2011.

PARCEL A – 404 BRINDLEY – TRASH CLEAN UP

Ms. Ward stated that the trash cleanup has been completed but will not be billed by ValleyCrest as a trade off for some watering charges.

LANDSCAPING ISSUES

Mr. Buffenbarger asked Ms. Ward to get a price for two trees that are replacements for trees that died near the Harle pathway and email the information to him.

PARKING & PATH LOT SEALING – FOLLOW UP

Ms. Ward stated that she is going back to the contractor Pro Pave because some of the cracks in the parking lot have not been sealed properly.

MAINTENANCE ITEMS

Mutt Mitt Stations: Mr. Buffenbarger stated that he is resigning from taking care of the bins after four years. Mr. Buffenbarger suggested that a responsible young person might empty the bins for \$25 - \$30 a month. Mr. Buffenbarger will provide the information to advertise on the website.

CORRESPONDENCE

The Board discussed the new ADA requirement for certain pools that requires the installation of a second handicapped access for pools over a certain size. The Board will send the information to Legal Counsel and see what the immediate requirements are for compliance.

OLD- NEW BUSINESS – Greenway Farms Commercial Development

Mr. Malloy stated that Dave Allman reached out to him in reference to providing an opinion letter for the Town Council. Mr. Malloy stated that the Board cannot send a letter stating that Woodlea Manor is in favor of this development.

Mr. Buffenbarger asked about the umbrella bases and the boxes on the pool deck. Mr. Ward stated that the umbrellas need to be painted and she is waiting on the contractor to pick them up. The boxes from the new lane lines can be discarded.

The Board tentatively scheduled a Special Meeting for the due process hearings on Tuesday, November 29, 2011.

NEXT MEETING

The next Board meeting is scheduled for Tuesday, January 24, 2012 at 6:00 p.m.

ADJOURNMENT OF MEETING

MOTION: Mr. Malloy moved to adjourn the meeting at 9:25 p.m. The motion passed unanimously (4-0-0).