

# **WOODLEA MANOR CONSERVANCY**

*c/o TWC ASSOCIATION MANAGEMENT*  
**397 Herndon Parkway, Suite 100**  
**Herndon, Virginia 20170**  
**(703) 437-5800 (703) 471-6578 (fax)**  
**twcmanage@aol.com**

**ANNUAL MEETING**  
**Wednesday, December 8, 2021**  
**6:30 p.m.**  
**ZOOM**

## **AGENDA**

- I. Call to Order - Verification of a Quorum - Introductions
- II. Review Minutes from the 2020 Annual Meeting
- III. Board Member & Officer Reports
- IV. Committee Reports
- V. Financial Report & 2022 Budget
- VI. Board of Trustees Election
- VII. Community Issues
- VIII. Old Business/New Business
- IX. Adjournment

**Woodlea Manor Conservancy**  
*c/o TWC Association Management*  
397 Herndon Parkway, Suite 100  
Herndon, Virginia 20170

**2020 Annual Meeting**  
**Wednesday, December 2, 2020**  
**6:30 p.m.**

*(Meeting held via Zoom Videoconferencing)*

**Board Members Present**

Colleen Vaka	President
Fred Peratt	Secretary
Jon Wollam	Treasurer

**Board Members Not Present**

None

**Management Attendees**

Pam Ward	TWC Association Management
Annette Tribby	TWC Association Management
Tammi Butler	Recording Secretary, Notable Minutes, Inc.

**Homeowners Present**

Kathie Mills	1430 Harle Place
Mike Wenkel	1445 Hague Drive
Tom Vucelich	1415 Harle Place
Sherry Deegan	1317 Harle Place
Ronald Ron Capozzi	400 Saylor Way
Mary Brecht	1511 Woodlea Drive
Jamie Konsen,	1424 Harle Pl, SW
Carey Mottet	1310 Hawling Place

**I. Call to Order – Verification of a Quorum – Introductions**

Ms. Vaka called the annual meeting to order at 6:39 p.m. Management verified that proof of notice for the meeting was sent to homeowners. Management verified the presence of a quorum with 10% present virtually or by proxy. Ms. Tribby reported that over 100 proxies were received.

**II. Review Minutes from 2019 Annual Meeting**

***MOTION: Ms. Vaka moved, Mr. Peratt seconded, to approve the December 5, 2019 Annual Meeting as presented. The motion passed unanimously.***

### **III. Board Member & Officer Reports**

Ms. Vaka stated that she did not have a lot to report due to Covid-19. Ms. Vaka further stated the Board made the difficult decision not to open the pool this past season due to lack of staffing from Premier Aquatics and potential liability concerns due to the pandemic. Ms. Vaka explained that the association paid for pool maintenance but not for staffing/guards. Although the pool was closed for swimming, the mechanical equipment and facility still had to be maintained.

Mr. Peratt reported that there was a considerable amount of tree work completed this year. Mr. Peratt stated they are currently working with BrightView to complete a tree study and determine the budget for the upcoming years. The Board is in the process of gathering proposals for the front entrance and around the pool house. Mr. Peratt stated that quarterly walkthroughs with the landscaping company were being done to review the community from an enhancement perspective in addition to gathering feedback from the community. Ms. Vaka noted that cameras were installed at the tennis courts and the monitoring system was upgraded. The community did not have any social events or swim team this year due to Covid-19. Mr. Wollam shared that the front signs were recently refurbished. Management reported that the recent holiday vendor sale was successful. The vendors suggested for next year having the event indoors and outdoors.

### **IV. Committee Reports**

- A. ARB – Inspections – There was no report.
- B. Social Committee – There was no report.
- C. Swim Team – There was no report.
- D. Website – There was no report.
- E. Welcome Committee – Mr. Wollam stated they were able to continue providing welcome baskets to new homeowners.

### **V. Financial Report & 2021 Budget**

Management reported that as of November 30, 2020, the association had cash assets of \$585,809.70 which is invested in interest bearing certificates of deposit and money market accounts. Currently through the first 11 months of the year, the association had a surplus of \$43,203.19 due to the pool not opening. Management explained that the association paid half the contract amount to Premier Aquatics that was budgeted for the year because the association was only responsible for the pool maintenance and upkeep but not for the lifeguards. The surplus may be directed into reserves for new projects such as playground upgrades and a trash enclosure at the clubhouse. Management noted that the association has a significant amount of reserves with money set aside for the pool white coating, clubhouse roof, exterior/interior of the clubhouse, asphalt parking lot, entrance monument, and fencing. It was noted that a reserve study is completed every five years which is a requirement by Virginia Statue to ensure the association is putting enough money aside to maintain and replace all the amenities and common elements of

the property. The last reserve study was completed in 2019. Currently, the association has \$479,900.48 in reserves, and the association is in good financial condition. Mr. Wenkel asked if the dues would increase this coming year. Management stated that the Board approved a budget for 2021. The approved budget was mailed to homeowners, and it is posted on the web site. There will not be an increase in the annual fee in 2021. Dues will remain at \$882.

Management informed homeowners that the Board discussed the uncertainties of the 2021 pool season. The restrictions that might be in place for pools this coming summer as a result of Covid-19 are unknown at this time. The protocol Woodlea Manor is obligated to follow will depend on the Governor's orders. Additional staffing and cleaning requirements as well as reservation software could be significant expenses. Providing these additional services could impact the association's finances. Management further stated that the surplus from 2020 could be used for the additional pool expenses required for opening and operating the pool in 2021. For this reason, it was decided to retain the 2020 operating surplus and possibly designate it for possible pool expenses.

## **VI. Board of Trustees Election**

Management explained that any homeowner who is interested in running for the Board is required to submit a nomination form with a petition containing 10 signatures by a designated date. If this requirement is not met, then the homeowner is not permitted to run for the Board in the election. Management explained that if there are not seven Board members, any of the vacant seats could be filled by appointment. Dwayne Traylor and Sherry Deegan submitted their nominations to serve for a two-year term. Management noted that Mr. Peratt and Mr. Wollam have one more year remaining on their terms. Management stated there will be three vacant seats which the Board could discuss filling at the January meeting. The Board will determine the officers for 2021 at the January meeting.

***MOTION: By CONSENSUS to elect Mr. Traylor and Ms. Deegan by acclamation. The motion passed unanimously.***

## **VII. Community Issues**

Mr. Wenkel asked about the condition of the streets. He asked if the association works with the state to address paving the streets. Mr. Wenkel reported that on his street there was a spot gathering water. Mr. Wenkel would like to know the assessment cycle to ensure the streets are maintained. He noted that the sidewalks have been repaired. Management stated that the Town of Leesburg is responsible for the streets and would make a note to follow up with them. Ms. Vaka asked that he take pictures of where the water was gathering on the street. Ms. Mills shared information on how to report issues about the streets. Homeowners should do the following: visit <https://www.leesburgva.gov/>, select Departments > Street and Sidewalk Maintenance. Management stated the link would be posted on the Woodlea Manor website.

Management stated that the Board previously discussed renovations for the two playgrounds and is considering adding shade coverings. The Board is in the process of determining the location for the trash enclosure at the clubhouse.

Ms. Vaka asked Management how often the dog waste stations were being cleaned. Management stated that pickup is on Wednesday. Ms. Vaka noted that the dog station on Brindley Place was full. Ms. Tribby will follow up about her concern.

#### **VIII. Old Business/New Business**

There was no old or new business discussed.

The next meeting will be a virtual Board meeting in January, and the Zoom credentials will be posted on the web site and emailed to homeowners as was done in 2020.

#### **IX. Adjournment**

There being no further business to discuss, the Board agreed **BY CONSENSUS** to adjourn the 2020 Annual Meeting at 7:11 p.m.

# Woodlea Manor Conservancy

Balance Sheet For 11/30/2021

## Checking and Savings

10500 - Union Bank Operating	\$46,230.67
10510 - Union Bank Money Market	\$2,858.47
10520 - United MMKT-Reserves	\$5,720.50
10561 - Sandy Spring Money Market	\$16,620.00
10562 - Capital Bank MMKT	\$30,766.24
10563 - Capital Bank ICS MMKT	\$347,189.93

## Total Checking and Savings

**\$449,385.81**

## Investments

10625 - Capital Bank CD .50% 1Y 3/18/22	\$153,987.79
10626 - Capital Bank CD .60% 2Y 3/31/23	\$41,041.53
10627 - Capital Bank CD .30% 1Y 4/20/22	\$7,522.65

## Total Investments

**\$202,551.97**

## Accounts Receivable

12010 - Assessments Receivable	\$8,489.00
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## Total Accounts Receivable

**\$8,489.00**

## Other Current Assets

12200 - Prepaid Insurance	\$6,463.33
12210 - Prepaid Expenses	\$4,109.92
12220 - Prepaid Taxes	\$1,161.65
12390 - Contra-Receivables	(\$1,822.00)
12400 - Allowance for Bad Debt	(\$4,618.00)
12500 - Accrued Interest	\$873.74

## Total Other Current Assets

**\$6,168.64**

## Total Asset

**\$666,595.42**

## Liabilities

20009 - Accrued Expenses	\$2,941.00
20010 - Accounts Payable	\$14,850.00
20012 - Transfer Fee Payable	\$167.38
20013 - Disclosure Docs Payable	\$622.85
20014 - NSF Charges Payable	\$35.00
20015 - Unidentified Payments	\$1,836.51
20018 - Clubhouse Security Deposit	\$1,450.00
22000 - Prepaid Owner Assessments	\$5,789.41
22020 - Unearned Fees	\$34,324.50

## Total Liabilities

**\$62,016.65**

## Reserves

30000 - General	\$16,703.48
30002 - Clubhouse Exterior	\$33,436.33
30003 - Clubhouse Roof	\$28,394.00
30004 - Parking Lot/Asphalt	\$29,402.19
30005 - Appliances/HVAC	\$18,701.14
30006 - Irrigation System	\$31,255.70
30007 - Concrete/Sidewalks	\$14,539.00
30008 - Signs/Fence/Gazebo/Monument	\$23,162.83
30009 - Tot Lot & Play Equipment	\$7,893.86
30010 - Tennis Court+Fence	\$843.34
30011 - Athletic Field	\$9,441.00

# Woodlea Manor Conservancy

## Balance Sheet For 11/30/2021

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30012 - Clubhouse Interior	\$49,415.66	
30013 - Pool Mechanical & Maintenance	\$50,687.93	
30014 - Pool Whitecoat	\$27,122.40	
30015 - Pool Furniture	\$24,684.24	
30016 - Landscaping	\$44,719.98	
30017 - Asphalt Pathway	\$1,100.00	
30018 - Shade Structure	\$27,208.83	
30019 - Community Improvement	\$19,472.08	
30020 - Clubhouse Furniture	\$5,147.19	
30021 - Fence-Tennis Ct & Pool	(\$5,683.37)	
30022 - Lighting	\$17,162.35	
30023 - Pool Deck/Concrete	\$59,065.60	
30026 - Security Equipment	(\$3,725.08)	
<b>Total Reserves</b>		<b>\$530,150.68</b>
<b>Equity</b>		
39000 - Retained Earnings	\$97,634.75	
39888 - Net Income	(\$23,206.66)	
<b>Total Equity</b>		<b>\$74,428.09</b>
	<b>Total Liability / Equity</b>	<b>\$666,595.42</b>

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# Woodlea Manor Conservancy

## Statement of Revenues and Expenses 11/1/2021 - 11/30/2021

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Operating Income</b>							
<b>Income</b>							
40010 - Assessments	34,324.50	34,324.50	-	377,569.50	377,569.50	-	411,894.00
40034 - Interest Income	154.36	410.00	(255.64)	3,153.03	4,510.00	(1,356.97)	4,920.00
40040 - Late Fees	-	200.00	(200.00)	-	2,200.00	(2,200.00)	2,400.00
40070 - Clubhouse Rental Income	-	25.00	(25.00)	100.00	275.00	(175.00)	300.00
40080 - Outside Pool Membership	-	-	-	1,362.00	-	1,362.00	-
40090 - Miscellaneous Income/Key Fobs	10.00	4.67	5.33	250.00	51.37	198.63	56.00
40100 - Trash Removal (Woodlea Hills)	-	1,000.00	(1,000.00)	10,804.00	11,000.00	(196.00)	12,000.00
<b>Total Income</b>	<b>34,488.86</b>	<b>35,964.17</b>	<b>(1,475.31)</b>	<b>393,238.53</b>	<b>395,605.87</b>	<b>(2,367.34)</b>	<b>431,570.00</b>
<b>Total Income</b>	<b>34,488.86</b>	<b>35,964.17</b>	<b>(1,475.31)</b>	<b>393,238.53</b>	<b>395,605.87</b>	<b>(2,367.34)</b>	<b>431,570.00</b>

## Operating Expense

### Administrative Expenses

50010 - Management Fees	3,991.67	3,991.67	-	43,908.37	43,908.37	-	47,900.00
50011 - Management Reimbursement	138.95	250.00	111.05	1,996.83	2,750.00	753.17	3,000.00
50012 - ARB Processing	200.00	150.00	(50.00)	1,775.00	1,650.00	(125.00)	1,800.00
50040 - Legal Fees-General	2,136.81	700.00	(1,436.81)	6,214.26	7,700.00	1,485.74	8,400.00
50060 - Secretarial Services	-	175.00	175.00	2,160.00	1,925.00	(235.00)	2,100.00
50070 - Audit/Tax Preparation	-	250.00	250.00	2,850.00	2,750.00	(100.00)	3,000.00
50080 - State & Federal Income Taxes	-	20.00	20.00	-	220.00	220.00	240.00
50095 - Website	62.95	175.00	112.05	692.15	1,925.00	1,232.85	2,100.00
50200 - Misc. Administrative	1,417.87	475.00	(942.87)	8,782.88	5,225.00	(3,557.88)	5,700.00
<b>Total Administrative Expenses</b>	<b>7,948.25</b>	<b>6,186.67</b>	<b>(1,761.58)</b>	<b>68,379.49</b>	<b>68,053.37</b>	<b>(326.12)</b>	<b>74,240.00</b>

### Operating Expenses

58010 - Electricity	200.02	175.00	(25.02)	1,925.21	1,925.00	(.21)	2,100.00
58030 - Water/Irrigation	65.00	200.00	135.00	2,732.67	2,200.00	(532.67)	2,400.00
58040 - Gas	16.40	150.00	133.60	1,449.04	1,650.00	200.96	1,800.00
60020 - Landscaping Enhancements	-	925.00	925.00	-	10,175.00	10,175.00	11,100.00
60030 - Tree Maintenance	-	750.00	750.00	14,370.00	8,250.00	(6,120.00)	9,000.00
60080 - General Maint. & Repairs	1,417.50	650.00	(767.50)	5,868.74	7,150.00	1,281.26	7,800.00
60110 - Electrical Repairs	-	258.33	258.33	3,011.33	2,841.63	(169.70)	3,100.00
60160 - HVAC Repairs	-	200.00	200.00	900.00	2,200.00	1,300.00	2,400.00
60163 - Irrigation System	-	400.00	400.00	1,420.58	4,400.00	2,979.42	4,800.00
60165 - Security Cameras	-	125.00	125.00	1,259.86	1,375.00	115.14	1,500.00
60170 - Insurance	1,122.12	1,050.00	(72.12)	12,230.27	11,550.00	(680.27)	12,600.00
60721 - Trash Removal Clubhouse	-	100.00	100.00	581.32	1,100.00	518.68	1,200.00



# Woodlea Manor Conservancy

## Statement of Revenues and Expenses 11/1/2021 - 11/30/2021

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Operating Expense</b>							
67020 - Grounds Contract	3,235.25	2,750.00	(485.25)	39,789.25	30,250.00	(9,539.25)	33,000.00
67025 - Storm Detention Maintenance	-	100.00	100.00	-	1,100.00	1,100.00	1,200.00
67030 - Trash Removal Contract	1,019.19	1,000.00	(19.19)	10,531.37	11,000.00	468.63	12,000.00
67050 - Pest Control	-	75.00	75.00	-	825.00	825.00	900.00
67051 - Mutt Mitt Dispensers	460.00	550.00	90.00	5,284.00	6,050.00	766.00	6,600.00
67060 - Janitorial Services	320.00	375.00	55.00	2,520.00	4,125.00	1,605.00	4,500.00
67070 - Snow Removal Contract	-	425.00	425.00	6,864.00	4,675.00	(2,189.00)	5,100.00
80010 - Pool Management	-	5,833.33	5,833.33	78,006.50	64,166.63	(13,839.87)	70,000.00
80020 - Pool Repairs	570.00	800.00	230.00	12,269.50	8,800.00	(3,469.50)	9,600.00
80030 - Pool Supplies	-	625.00	625.00	6,613.34	6,875.00	261.66	7,500.00
80040 - Phone,Internet,Access Control	324.00	291.67	(32.33)	3,897.89	3,208.37	(689.52)	3,500.00
80050 - Pool Electric	400.00	500.00	100.00	7,845.37	5,500.00	(2,345.37)	6,000.00
80060 - Pool Water & Sewer	100.00	500.00	400.00	5,790.50	5,500.00	(290.50)	6,000.00
80070 - Permits & Fees	-	66.67	66.67	325.00	733.37	408.37	800.00
80080 - Passes/Rules	-	50.00	50.00	3,095.20	550.00	(2,545.20)	600.00
80090 - Lifeguard Incentive	-	275.00	275.00	-	3,025.00	3,025.00	3,300.00
80100 - Activities/Social Events	39.21	250.00	210.79	6,644.96	2,750.00	(3,894.96)	3,000.00
80110 - Recreation/Athletic Field	-	100.00	100.00	-	1,100.00	1,100.00	1,200.00
80120 - Tennis Court Supplies/Repairs	-	75.00	75.00	1,162.30	825.00	(337.30)	900.00
<b>Total Operating Expenses</b>	<b>9,288.69</b>	<b>19,625.00</b>	<b>10,336.31</b>	<b>236,388.20</b>	<b>215,875.00</b>	<b>(20,513.20)</b>	<b>235,500.00</b>
<b>Reserve Expenses</b>							
90000 - General	635.83	635.83	-	6,994.13	6,994.13	-	7,630.00
90002 - Clubhouse Exterior	375.00	375.00	-	4,125.00	4,125.00	-	4,500.00
90003 - Clubhouse Roof	250.00	250.00	-	2,750.00	2,750.00	-	3,000.00
90004 - Parking Lot/Asphalt	166.67	166.67	-	1,833.37	1,833.37	-	2,000.00
90005 - Appliances	500.00	500.00	-	5,500.00	5,500.00	-	6,000.00
90006 - Irrigation System	250.00	250.00	-	2,750.00	2,750.00	-	3,000.00
90007 - Concrete Sidewalk Steps	100.00	100.00	-	1,100.00	1,100.00	-	1,200.00
90008 - Entrance Monuments Gazebo	416.67	416.67	-	4,583.37	4,583.37	-	5,000.00
90009 - Tot Lot	200.00	200.00	-	2,200.00	2,200.00	-	2,400.00
90010 - Tennis Court	666.67	666.67	-	7,333.37	7,333.37	-	8,000.00
90011 - Athletic Field	75.00	75.00	-	825.00	825.00	-	900.00
90012 - Clubhouse Interior	250.00	250.00	-	2,750.00	2,750.00	-	3,000.00
90013 - Pool Mechanical & Maintenance	1,000.00	1,000.00	-	11,000.00	11,000.00	-	12,000.00
90014 - Pool Whitecoat & Tile	900.00	900.00	-	9,900.00	9,900.00	-	10,800.00
90015 - Pool Furniture	500.00	500.00	-	5,500.00	5,500.00	-	6,000.00

# Woodlea Manor Conservancy

## Statement of Revenues and Expenses 11/1/2021 - 11/30/2021

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Operating Expense</b>							
90016 - Landscaping	1,083.33	1,083.33	-	11,916.63	11,916.63	-	13,000.00
90017 - Asphalt Pathway	100.00	100.00	-	1,100.00	1,100.00	-	1,200.00
90018 - Shade Structure	250.00	250.00	-	2,750.00	2,750.00	-	3,000.00
90019 - Community Improvement	450.00	450.00	-	4,950.00	4,950.00	-	5,400.00
90020 - Clubhouse Furniture	100.00	100.00	-	1,100.00	1,100.00	-	1,200.00
90021 - Fence Tennis Ct & Pool	833.33	833.33	-	9,166.63	9,166.63	-	10,000.00
90022 - Lighting	400.00	400.00	-	4,400.00	4,400.00	-	4,800.00
90023 - Pool Deck/Concrete	400.00	400.00	-	4,400.00	4,400.00	-	4,800.00
90026 - Security Equipment	250.00	250.00	-	2,750.00	2,750.00	-	3,000.00
<b>Total Reserve Expenses</b>	<b>10,152.50</b>	<b>10,152.50</b>	<b>-</b>	<b>111,677.50</b>	<b>111,677.50</b>	<b>-</b>	<b>121,830.00</b>
<b>Total Expense</b>	<b>27,389.44</b>	<b>35,964.17</b>	<b>8,574.73</b>	<b>416,445.19</b>	<b>395,605.87</b>	<b>(20,839.32)</b>	<b>431,570.00</b>
<b>Operating Net Total</b>	<b>7,099.42</b>	<b>-</b>	<b>7,099.42</b>	<b>(23,206.66)</b>	<b>-</b>	<b>(23,206.66)</b>	<b>-</b>
<b>Net Total</b>	<b>7,099.42</b>	<b>-</b>	<b>7,099.42</b>	<b>(23,206.66)</b>	<b>-</b>	<b>(23,206.66)</b>	<b>-</b>

# WOODLEA MANOR CONSERVANCY

## 2022 APPROVED BUDGET

	2020 BUDGET	2021 BUDGET	2021 ACTUAL Jan-Sept	2022 BUDGET	VARIANCE 2021-2022
<b>INCOME</b>					
40010 Member Fees (467 homes) \$926	\$411,894.00	\$411,894.00	\$308,920.50	\$432,442.00	\$20,548.00
40034 Interest Income	5,600.00	4,920.00	2,786.33	4,200.00	(720.00)
40040 Late Fees & Carrying Charges	2,400.00	2,400.00	0.00	1,800.00	(600.00)
40070 Clubhouse Rental	600.00	300.00	150.00	900.00	600.00
40080 Outside Pool Memberships	7,200.00	0.00	1,362.00	7,200.00	7,200.00
40090 Miscellaneous Income/Fobs	240.00	56.00	230.00	60.00	4.00
40100 Trash Removal (Woodlea Hills)	12,000.00	12,000.00	10,804.00	12,000.00	0.00
<b>TOTAL INCOME</b>	<b>\$439,934.00</b>	<b>\$431,570.00</b>	<b>\$324,252.83</b>	<b>\$458,602.00</b>	<b>\$27,032.00</b>
<b>EXPENSES</b>					
<b><u>Administrative</u></b>					
50010 Management Fees	\$47,664.00	\$47,900.00	\$35,925.03	\$48,852.00	\$952.00
50011 Management Reimbursement	3,600.00	3,000.00	1,662.21	3,000.00	0.00
50012 ARB Processing	1,500.00	1,800.00	1,475.00	1,800.00	0.00
50040 Legal Fees	7,800.00	8,400.00	2,717.28	7,500.00	(900.00)
50060 Secretarial Services	2,100.00	2,100.00	1,765.00	2,400.00	300.00
50070 Audit/Income Tax Returns	3,300.00	3,000.00	2,850.00	3,000.00	0.00
50080 State & Federal Income Tax	240.00	240.00	0.00	300.00	60.00
50090 Bad Debt Expense	0.00	0.00	0.00	0.00	0.00
50095 Web Site	900.00	2,100.00	566.25	2,100.00	0.00
50200 Miscellaneous Administrative Expense:	6,900.00	5,700.00	6,609.44	6,900.00	1,200.00
<b>Total Administrative</b>	<b>\$74,004.00</b>	<b>\$74,240.00</b>	<b>\$53,570.21</b>	<b>\$75,852.00</b>	<b>\$1,612.00</b>
<b><u>General Operating</u></b>					
58010 Electricity	\$2,100.00	\$2,100.00	\$1,479.45	\$2,100.00	\$0.00
58030 Water/Irrigation	2,400.00	2,400.00	1,139.92	2,400.00	0.00
58040 Gas	1,800.00	1,800.00	1,418.17	2,100.00	300.00
60020 Landscaping/Annual Flowers/Watering	12,900.00	11,100.00	0.00	12,900.00	1,800.00
60030 Tree Maintenance/Pruning	7,200.00	9,000.00	9,620.00	11,400.00	2,400.00
60080 General Maintenance/Repairs	9,900.00	7,800.00	4,451.24	7,800.00	0.00
60110 Electrical Repairs/Lighting	2,100.00	3,100.00	1,906.18	3,400.00	300.00
60160 HVAC Maintenance	2,400.00	2,400.00	900.00	2,400.00	0.00
60165 Security Cameras	900.00	1,500.00	1,420.58	1,800.00	300.00
60163 Irrigation System Maintenance	4,800.00	4,800.00	1,259.86	6,000.00	1,200.00
60170 Insurance	12,000.00	12,600.00	9,986.03	13,560.00	960.00
67020 Grounds Maintenance	33,000.00	33,000.00	26,518.75	37,200.00	4,200.00
60721 Trash Removal Clubhouse	1,200.00	1,200.00	581.32	360.00	(840.00)
67025 Storm Detention Maintenance	1,500.00	1,200.00	0.00	1,200.00	0.00
67030 Trash Removal (Woodlea Hills)	12,000.00	12,000.00	8,506.27	12,000.00	0.00
67050 Pest Control	900.00	900.00	0.00	1,200.00	300.00
67051 Mutt Mitt Dispenser	6,600.00	6,600.00	4,280.00	6,900.00	300.00
67060 Janitorial	4,500.00	4,500.00	1,800.00	4,500.00	0.00
67070 Snow Removal	5,700.00	5,100.00	6,864.00	6,000.00	900.00
<b>Total General Operating</b>	<b>\$123,900.00</b>	<b>\$123,100.00</b>	<b>\$82,131.77</b>	<b>\$135,220.00</b>	<b>\$12,120.00</b>

# WOODLEA MANOR CONSERVANCY

## 2022 APPROVED

### BUDGET

	2020 BUDGET	2021 BUDGET	2021 ACTUAL Jan-July	2022 BUDGET	VARIANCE
<b><u>Pool &amp; Recreation Facilities</u></b>					
80010 Pool Management Contract	\$72,900.00	\$70,000.00	68,975.00	\$70,000.00	0.00
80020 Pool Repair/Maintenance	9,600.00	9,600.00	11,349.50	9,600.00	0.00
80030 Pool Supplies	7,500.00	7,500.00	6,613.34	7,500.00	0.00
80040 Pool Phone/Internet/Monitoring	3,500.00	3,500.00	3,249.71	3,500.00	0.00
80050 Pool Electric	6,000.00	6,000.00	6,539.21	6,000.00	0.00
80060 Water/Sewer	6,000.00	6,000.00	4,746.94	6,000.00	0.00
80070 Permits and Fees	800.00	800.00	325.00	800.00	0.00
80080 Passes/Rules	900.00	600.00	3,027.14	600.00	0.00
80090 Extra Services	1,800.00	3,300.00	0.00	3,300.00	0.00
80095 Swim Team Coaching	0.00	0.00	1,500.00	0.00	0.00
80100 Activities/Socials	5,000.00	3,000.00	1,210.30	6,800.00	3,800.00
80110 Recreation/Athletic Field	1,200.00	1,200.00	0.00	1,200.00	0.00
80120 Tennis Court Supplies/Repairs	900.00	900.00	\$1,162.30	1,500.00	600.00
<b>Total Pool &amp; Rec Fac Operation</b>	<b>\$116,100.00</b>	<b>\$112,400.00</b>	<b>108,698.44</b>	<b>\$116,800.00</b>	<b>\$4,400.00</b>
<b><u>Reserves</u></b>					
90000 General	\$7,330.00	\$7,630.00	5,722.47	\$7,630.00	\$0.00
90002 Clubhouse Exterior	4,500.00	4,500.00	3,375.00	4,500.00	0.00
90003 Clubhouse Roof	3,000.00	3,000.00	2,250.00	3,000.00	0.00
90004 Parking Lot/Pathway	2,400.00	2,000.00	1,500.03	2,000.00	0.00
90005 Appliances / HVAC	6,000.00	6,000.00	4,500.00	6,000.00	0.00
90006 Irrigation System	3,000.00	3,000.00	2,250.00	3,000.00	0.00
90007 Concrete Sidewalks, Steps	1,200.00	1,200.00	900.00	1,200.00	0.00
90008 Entrance Monuments & Gazebo	5,000.00	5,000.00	3,750.03	5,000.00	0.00
90009 Tot Lot & Play Equipment	2,400.00	2,400.00	1,800.00	2,400.00	0.00
90010 Tennis Court	10,000.00	8,000.00	6,000.03	12,000.00	4,000.00
90011 Athletic Field	1,200.00	900.00	675.00	900.00	0.00
90012 Clubhouse Interior	3,000.00	3,000.00	2,250.00	3,000.00	0.00
90013 Pool Mechanical & Maintenance	12,000.00	12,000.00	9,000.00	12,000.00	0.00
90014 Pool Whitecoat & Tile	10,800.00	10,800.00	8,100.00	10,800.00	0.00
90015 Pool Furniture	6,000.00	6,000.00	4,500.00	6,000.00	0.00
90016 Landscaping & Trees	18,000.00	13,000.00	9,749.97	15,000.00	2,000.00
90017 Asphalt Pathway	1,200.00	1,200.00	900.00	1,200.00	0.00
90018 Shade Structure	6,000.00	3,000.00	2,250.00	3,000.00	0.00
90019 Community Improvements	1,200.00	5,400.00	4,050.00	5,400.00	0.00
90020 Clubhouse Furniture	1,200.00	1,200.00	900.00	1,200.00	0.00
90021 Tennis, SWM & Pool Fences	10,000.00	10,000.00	7,499.97	12,000.00	2,000.00
90022 Exterior Lighting	4,800.00	4,800.00	3,600.00	4,800.00	0.00
90023 Pool Deck/ Concrete	4,800.00	4,800.00	3,600.00	4,800.00	0.00
90026 Security Equipment	900.00	3,000.00	2,250.00	3,900.00	900.00
<b>Total Reserves</b>	<b>\$125,930.00</b>	<b>\$121,830.00</b>	<b>\$91,372.50</b>	<b>\$130,730.00</b>	<b>\$8,900.00</b>
<b>TOTAL EXPENSES &amp; RESERVES</b>	<b>\$439,934.00</b>	<b>\$431,570.00</b>	<b>\$335,772.92</b>	<b>\$458,602.00</b>	<b>\$27,032.00</b>
<b>NET SURPLUS (LOSS)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$11,520.09)</b>	<b>\$0.00</b>	<b>\$0.00</b>