

**Woodlea Manor Conservancy
Board of Trustees
Meeting Minutes
July 26, 2011**

BOARD MEMBERS PRESENT

Bob Malloy
Randy Buffenbarger
Jan Carnes
Doug Lynes

BOARD MEMBERS NOT PRESENT

Alex Cudaback (participated via conference beginning at 7:34 p.m.)

MANAGEMENT ATTENDEES

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

OTHERS PRESENT

None

EXECUTIVE SESSION

An Executive Session convened at 6:09 p.m. to discuss delinquencies, violations, and other matters. The Board agreed to review home maintenance violations again next month and to schedule a separate meeting for due process hearings that are needed.

MOTION: Mr. Malloy moved to close Executive Session at 6:28 p.m. The motion passed unanimously (4-0-0).

CALL TO ORDER

Mr. Malloy verified that a quorum was present and called the General Session of the meeting to order at 6:29 p.m.

MEMBERS TIME

There were no members present.

COMMITTEE REPORTS

ARB: The Board reviewed the minutes from the ARB meeting. Ms. Ward will send the revised ARB Guidelines to the ARB members.

Social Committee: Mr. Malloy asked the Board to consider having an adult only pool party.

Swim Team – New Lane Lines: Mr. Malloy reported that the swim team season ended.

Mr. Malloy reported that the new lane lines arrived, and they have already been used.

Community Watch: There was nothing to report.

APPROVAL OF MINUTES

MOTION: Mr. Malloy moved to approve the meeting minutes from June 28, 2011 as amended. The motion passed (3-0-1) with Mr. Buffenbarger abstaining.

REVIEW OF FINANCIAL REPORT Executive Summary – YTD P/L

- A. YTD Favorable \$6,394
- B. Income: \$286 Favorable
- C. Expense: \$6,108 Favorable
 - Administrative Favorable \$4,153
 - Operating / Pool Favorable \$1,955
- D. Reserves:
 - Spent \$19,168 YTD
 - Current Reserve balance – \$398,995
 - Clubhouse / Pool Security Monitoring system \$4,625
 - Clubhouse metal railing \$5,760 (Replaced rotted wood)
 - Bollards Final Payment – \$2,010
 - Grill – \$1,026 (Old grill was beyond dead)
 - Front Entrance Lighting - \$5,747 (Old system was maintenance nightmare on labor expense)
 - Reserve Investments
 - \$375,610 – Certificates of Deposit (FDIC Insured)
 - \$116,866 – Money Market Accounts (FDIC Insured)
 - \$93,481 – Reserves accounts are currently over funded
- E. Previous Years Income / Loss & Emergency Fund
 - 79,111 Previous Year Favorable
 - \$6,394 Current Year Favorable
 - \$85,505 Total Favorable
 - Emergency Operating Fund (20% of Operating Fund):
 - 2011 Operating Budget = \$ 263,338
 - Emergency Operating Fund Requirement = \$52,668
 - \$32,837 Over funded
 -
- F. A/R Aging

- \$3,236 – (90 days past due) – Action is required for any owner who has not made any payments at all in 2011.

Comments:

- 2011 Major Contract Renewals – Grounds maintenance.

Mr. Buffenbarger requested that Ms. Ward provide a list of homeowners who have prepaid dues for next year.

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

[Alex Cudaback joined the meeting via conference call at 7:34 p.m.]

ENVIROSHAKE ROOF INSTALLATION SPECIFICATIONS

Mr. Malloy proposed to the Board an amendment for the ARB Guidelines regarding the synthetic shakes. It would allow homeowners to have the option of either a straight or staggered reveal installation. Straight reveal installation is the method used for standard cedar shakes, and staggered installation provides a more random, asymmetric appearance.

MOTION: Mr. Malloy moved to amend the ARB Guidelines for roofing, specifically synthetic shakes, to allow both the straight and staggered reveal as proposed in the amended guidelines but to also require the varied shingle width installation. The motion passed (3-2-0) with Mr. Buffenbarger and Mr. Cudaback opposing.

[Alex Cudaback went off the conference call at 7:45 p.m.]

HARDIE PLANK SIDING- APPROVAL OF GUIDELINE LANGUAGE

Ms. Ward reported that the final revision approving the Hardie plank siding has been posted on the website.

SECURITY CAMERAS

Ms. Ward stated that she tried to contact Michael Fadden from Absolutely Protected, but he has not responded. Ms. Ward has been in communication with Bill Plunkett regarding the concerns with the cameras, and he is attempting to help.

POOL ISSUES – LIFEGUARD BONUSES

The Board discussed giving \$100.00 bonuses for June and July to the lifeguards. The Board was in favor of this.

Mr. Malloy stated concerns about the condition of the ceiling fans in the shade structure in the pool area. Some are missing blades and they are not operating properly.

LANDSCAPING & IRRIGATION ISSUES

Ms. Ward stated that she will solicit several proposals for the grounds maintenance contract because the current contract with ValleyCrest it is expiring this year.

LANDSCAPING COMMITTEE

The Board discussed re-establishing a landscape committee. Mr. Buffenbarger volunteered to draft a charter for the committee.

PARKING LOT PAVING

Ms. Ward reviewed the proposals for repaving from Pro-Pave and Dominion Paving and Sealing. Ms. Ward recommended that the Board consider filling the cracks and resealing rather than repaving. The Board also discussed the bathroom renovations and that the renovations should take priority over the parking lot. Ms. Ward will gather a quote for filling the cracks, applying a black coat and repainting the lines.

CORRESPONDENCE

Ryan Dreher from Premier Aquatics emailed Ms. Ward stating that the cost for two automatic pool vacuum cleaners would be approximately \$20,000.00. The Board agreed that the cleaners are too expensive, and the work can be done manually as has been the practice in the past.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Potomac Field Hockey: Mr. Buffenbarger presented a proposal to the Board to allow Potomac Field Hockey to rent the Woodlea Manor athletic field for field hockey practice and games for girls 12 and under. The compensation would be \$500.00. The timeline is from August 22nd through November 18th. Mr. Buffenbarger is requesting that a certificate or letter of permission be granted to ensure they are not bumped from the field. Ms. Ward stated that she does receive calls from people requesting to reserve the field, but the policy in the past has been that the field could not be reserved. The Board discussed changing the policy. Information regarding using the field will be posted on the website.

MOTION: Mr. Malloy moved to approve the proposal allow Potomac Field Hockey to reserve the field for a fee of \$500.00 for practices and games as specified in the proposal. The motion passed (3-0-1) with Mr. Buffenbarger abstaining.

NEXT MEETING

The next Board meeting is scheduled for Tuesday, August 23, 2011 at 6:00 p.m.

ADJOURNMENT

There being no further business to discuss, the Board agreed **BY CONSENSUS** to adjourn the meeting at 9:03 p.m.