

GLENMORE COMMUNITY ASSOCIATION
MEETING MINUTES – June 16, 2016

NANCY GANSNEDER, PRESIDENT DIANA FERGUSON, VICE PRESIDENT
PAULA PAGONAKIS, SECRETARY BILL DUNNE, TREASURER
JIM COLBAUGH ART PETERS RON BAELOW

A. ESTABLISHMENT OF QUORUM: Board Members Present: Nancy Gansneder, Diana Ferguson, Paula Pagonakis, Ron Baellow, Bill Dunne, Jim Colbaugh and Art Peters. President Nancy Gansneder established a quorum.

B. WELCOME: President Nancy Gansneder welcomed all in attendance.

C. MEMBER INPUT (Non-agenda items): Glenmore resident Jan McCarthy presented her concerns regarding the current condition of the Glen Lochan Pond. Additionally, she provided the Board with a paper outlining issues that are of concern to her, and related them to specific items contained in the 2014-2018 Strategic Plan of the Glenmore Community Association. Mr. Dunne responded that the GCA does have a pond maintenance contract with Solitude Lake Management, and we are working with them to find solutions to the Glen Lochan pond issues. Ms. McCarthy volunteered to work with the Board, particularly as a communication conduit to residents who live near the Glen Lochan pond to improve communications.

D. OTHER ITEMS TO BE ADDED TO AGENDA: None

E. APPROVAL OF MINUTES: The May 19, 2016 minutes were approved with one abstention (JC).

F. REPORTS

President's Report.....Nancy Gansneder
Report attached. Ms. Gansneder reported that the signing of the Cambridge and GALP agreements would be completed within the week. Mr. Peters reported that they would go ahead and redraw the plats with the changes and integrate them into the Common Area Master Plan.

Treasurer/Budget & Finance.....Bill Dunne
Report attached. Mr. Dunne made note that all is in order with the finances, but that we are over in expenditures for snow removal and attorney fees. Ms. Gansneder reported that the attorney fees expended to date would be reduced after completion of the Cambridge issue or charged to line allocated for GALP transfer. Ms. Ferguson reported that forecasted revenue from construction impact fees could be under budget by \$3200 based on the number of lots sold and planned occupancy for the year. This will be monitored by the ARB. Mr. Dunne shared that follow-up notices of delinquent dues payments have been sent to owners. The next action will be to get legal involved and lien the property; the GCA currently has liens on four properties.

Architectural Review Board.....Stewart Ferguson
Report attached.

Architectural Review Committee.....Jim Colbaugh
Report attached.

SecurityRon Baellow
No written report. No issues to report.

Compliance.....Diana Ferguson
Report attached.

Glenmore Farm.....Nancy Gansneder
Report attached.

Water ResourcesBill Dunne
Report attached. Mr. Dunne reported the following: 1) he is reviewing the Phase 2 Dam proposal received from the Timmons Group, 2) looking more closely to determine why the fountain at the Glen Lochen pond continues to get knocked out by lightning and, 3) continuing to work with Solitude Lake Management to treat the ponds. He suspects some vandalism is occurring around the Glen Lochen pond and will look into this. Information will be published in the newsletter regarding the potential vandalism and brought to the attention of the community. Ms. Ferguson noted that the golf course is having similar issues with lightning strikes and suggested that Mr. Dunne talk with them.

Common Area Review Board.....Art Peters
Report attached. Mr. Peters reported that the newly formed sub committee to develop a Common Area Master Plan to address the long-term use and needs of the GCA common areas had their first meeting. Mr. Peters reported that they have spent \$7800 on the walking paths year-to-date (the budget for this item was \$5,000) and reported that the overrun was the result of repairs to the drop off areas considered a safety hazard. CARB will wait until the fall to do additional repairs unless there is a safety concern.

Roads.....Jim Colbaugh
No report. The committee is waiting to see the results of the survey on the Pedestrian Safety & Traffic Calming report.

Secretary and Communications.....Paula Pagonakis
Report attached. Ms. Pagonakis made the following motion: *To accept Lisa Perl binder as a member on the Communications Committee.* The motion was approved unanimously. Ms. Pagonakis reported that going forward the President's and committee reports (Board) will be published with the meeting agenda on the GCA web-site prior to the Board meetings.

G. SPECIAL COMMITTEES/GROUPS – REPORTS

- *Pedestrian Safety & Traffic Calming*.....Jim Colbaugh & Ron Baellow
The Survey was posted on the GCA web for community comments. Ms. Gansneder reported that there were 436 responses to the Survey, and still a few days to go prior to the end of the comment period.
- *Ad Hoc Committee for GCA Management*: Ms. Gansneder reported that she had a brief conversation with Ms. Lindway, chair of the committee and the Board still has work to do on this issue prior to making any decision.
- *Policy, Procedure & Practice Review Project: All Committees*:
 - ❖ Ms. Ferguson reported that she and Mike Monticello met with the GCA attorney, Frank Buck to discuss amending the C&R's. She and Mike continue to meet weekly to review the C&R's section by section. They are creating a "red-line" version. A town hall is being planned for late July to share the approach being used to amend the governance documents, including the C&R's and By-Laws, and gather member input.
 - ❖ The revised ARB guidelines were published for a 30-day comment period. The comments are being reviewed by the committee and will be submitted to the Board at the July meeting for approval.

H. UNFINISHED BUSINESS:

- *Volunteer Recognition Event*: Ms. Gansneder is still working on a date for this event.
- *Report on Carroll Creek Bridge Update*: Ms. Ferguson noted that the developer reported that the financing and bond for this project is expected to be in place by the end of June.
- *Contracts limits Proposal*: Tabled until the July meeting.
- *Nominating Committee*: Mike Monticello submitted a report 'Review of Nomination and Election Process' prepared by the 2016 Annual Election Nominating Committee. The Director's will review and be prepared to discuss at the next meeting.

I. NEW BUSINESS:

- *Proffer – reduction by Stanley-Martin:* Stanley-Martin has asked for a reduction of the amount charged for Proffer's to the County as a result of recent State legislation changes. Ms. Gansneder will continue to monitor this with the county.

J. ADJOURNMENT: Without objection, the Board entered into executive session at 8:20 PM to discuss personnel and legal contractual matters.

K. EXECUTIVE SESSION:

- The Board met in executive session to discuss personnel and legal contractual matters. The Board reconvened in open session at 8:45 PM.
- By Motion, the Board unanimously approved the following members to serve on the CARB committee:
 - 1) Crystal Monaco to serve on the Sport Field Committee
 - 2) Bill Kwiatkowski, Ann Harrod and Frank McGinnis to serve on the Master Plan Ad-Hoc Committee.

APPENDIX A – FINANCIAL REPORTS (June 2016 Meeting)

Glenmore Community Association, Inc. Income & Expense Statement -Cash Basis 41.67% of Year Complete

	2016 Budget	Month 5/31/16	YTD 5/31/15	YTD 5/31/16	% thru May
REVENUE:					
Dues (Net)	\$817,816	\$6,120	\$726,223	\$454,741	55.6%
Equestrian Parcel Special Assessment	\$0	\$0	\$4,346	\$321	0.0%
Glenmore Country Club's Share of Guard Fees	\$55,156	\$0	\$26,685	\$27,690	50.2%
Glenmore Farm Inc. Rent	\$120	\$0	\$120	\$0	0.0%
Construction Impact Fees	\$16,900	\$0	\$6,000	\$2,500	14.8%
Interest Earned (Including Reserve Accounts)	\$1,123	\$64	\$340	\$305	27.2%
Other Revenue	\$7,000	\$459	\$1,880	\$2,476	35.4%
Total Revenue	\$898,115	\$6,643	\$765,594	\$488,033	54.3%
EXPENSES:					
<u>Administration</u>					
Miscellaneous Administration	\$4,200	\$2	\$857	\$912	21.7%
Administrative Supplies & Postage	\$2,600	\$0	\$376	\$1,301	50.0%
Website & Database	\$4,000	\$0	\$1,454	\$1,972	49.3%
General Manager	\$25,000	\$0	\$0	\$0	0.0%
Administration/ Minutes/Communication	\$21,375	\$0	\$5,500	\$6,000	28.1%
Bookkeeping	\$7,200	\$0	\$3,300	\$3,600	50.0%
Common Area Maintenance	\$9,600	\$0	\$4,400	\$4,800	50.0%
Compliance	\$2,400	\$0	\$1,100	\$1,200	50.0%
ARB fees net of expenses	\$0	\$0	\$0	\$0	0.0%
Sub-total	\$76,375	\$2	\$16,987	\$19,785	25.9%
<u>Equestrian Parcel</u>					
Equestrian Parcel Debt Service	\$60,196	\$5,016	\$25,082	\$25,082	41.7%
Equestrian Parcel Acquisition	\$0	\$0	\$0	\$0	0.0%
Sub-total	\$60,196	\$5,016	\$25,082	\$25,082	41.7%
<u>Animal Control</u>					
Wild Animal Removal	\$2,000	\$0	\$471	\$0	0.0%
Dog Stations	\$4,000	\$99	\$0	\$433	10.8%
Sub-total	\$6,000	\$99	\$471	\$433	10.8%
<u>Common Area Maintenance</u>					
Irrigation Line Maintenance	\$1,700	\$0	\$201	\$0	0.0%
Landscape Maintenance	\$30,000	\$5,565	\$4,168	\$4,061	13.5%
Multi-Use Trails	\$5,000	\$525	\$0	\$550	11.0%
Rentals	\$1,200	\$73	\$369	\$520	43.3%
Sign Maintenance	\$14,000	\$1,525	\$2,224	\$4,883	34.9%
Trash Pick-up	\$1,000	\$0	\$25	\$0	0.0%
Tree Maintenance and Removal	\$15,000	\$1,775	\$4,400	\$3,200	21.3%
Tree Additions & Replacements	\$10,000	\$0	\$0	\$0	0.0%
Turf Maintenance	\$80,000	\$7,896	\$970	\$10,036	12.5%
Walking Path Maintenance	\$5,000	\$7,865	\$0	\$7,865	157.3%
Sub-total	\$162,900	\$25,224	\$12,357	\$31,115	19.1%
<u>Residential Area Maintenance</u>					
Leaf and Limb Removal	\$18,000	\$0	\$0	\$5,145	28.6%
Sub-total	\$18,000	\$0	\$0	\$5,145	28.6%
<u>Storm Emergency Cleanup</u>					

Snow Removal	\$10,000	\$0	\$22,396	\$38,580	385.8%
Storm Cleanup	\$5,000	\$0	\$0	\$0	0.0%
Sub-total	\$15,000	\$0	\$22,396	\$38,580	257.2%
<u>Water Resources</u>					
Dams & Pond Maintenance	\$30,000	\$2,370	\$10,156	\$6,408	21.4%
Ponds Utilities	\$7,000	\$567	\$1,279	\$2,680	38.3%
Dam, Pond & Stream Regulation	\$10,000	\$0	\$0	\$1,885	18.9%
Storm Water Infrastructure	\$15,000	\$0	\$250	\$298	2.0%
Storm Water Treatment Facilities	\$5,000	\$0	\$0	\$0	0.0%
Sub-total	\$67,000	\$2,937	\$11,685	\$11,271	16.8%
<u>Roads</u>					
Road Resurfacing and Repair	\$150,000	\$0	\$0	\$120	0.1%
Road Resurfacing and Repair GCC Share	\$0	\$0	(\$10,000)	\$0	0.0%
Darby Road Planning & Design	\$0	\$0	\$5,813	\$0	0.0%
Sub-total	\$150,000	\$0	(\$4,187)	\$120	0.1%
<u>Professional Services, Insurance & Taxes</u>					
Attorney and Related Professional Services	\$10,000	\$1,326	\$1,453	\$17,434	174.3%
Auditor	\$9,000	\$0	\$0	\$0	0.0%
Federal & State Income Taxes	\$500	\$59	\$0	\$146	29.2%
Insurance	\$12,500	\$0	\$2,411	\$5,525	44.2%
License and Other Taxes	\$1,600	\$368	\$1,025	\$777	48.6%
Total	\$33,600	\$1,753	\$4,889	\$23,882	71.1%
<u>Gatehouse</u>					
Gatehouse Maintenance and Repairs	\$3,500	\$1,172	\$3,476	\$4,740	135.4%
Supplies	\$2,500	\$839	\$791	\$1,331	53.2%
Computer and Software Maintenance	\$1,500	\$0	\$0	\$490	32.7%
Equipment Maintenance Contract	\$3,000	\$0	\$266	\$600	20.0%
Utilities	\$7,800	\$608	\$2,821	\$3,035	38.9%
Guard Contact	\$220,626	\$16,416	\$92,635	\$91,057	41.3%
Sub-total	\$238,926	\$19,035	\$99,989	\$101,253	42.4%
<u>Crime Safety</u>					
Safety Patrol	\$15,000	\$40	\$5,356	\$5,000	33.3%
Vehicle Maintenance	\$2,500	\$55	\$253	\$327	13.1%
Sub-total	\$17,500	\$95	\$5,609	\$5,327	30.4%
<u>Contingency</u>					
	\$20,000	\$0	\$0	\$0	0.0%
Total Operational Expenses	\$865,497	\$54,161	\$195,278	\$261,993	30.3%
<u>Expenditures from Reserves</u>					
Unplanned	\$35,900	\$0	\$0	\$0	0.0%
Tree Replacement	\$10,000	\$0	\$0	\$0	0.0%
Total Reserve Expenses	\$45,900	\$0	\$0	\$0	0.0%
Total Operational Expenses & Reserve Expenses	\$911,397	\$54,161	\$195,278	\$261,993	28.7%
Net Income (Loss)	(\$13,282)	(\$47,518)	\$570,316	\$226,040	

Glenmore Community Association, Inc.
Balance Sheet
As of May 31, 2016

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
Cash	
BB&T	233,525.00
Suntrust Bank	234,848.00
Union First Market Bank	344,549.00
Union First Market Bank Savings	61,948.00
Virginia National Bank	175,765.00
Total Cash	<u>\$1,050,635.00</u>
Accounts Receivable	
Member lawn maintenance penalty	965.00
Members Dues 2016	6,859.00
Members Dues 2015 & prior	28.00
Special Assessment 2014	401.00
Total Accounts Receivable	<u>8,253.00</u>
Other Assets	
Equestrian Parcel	1,100,000.00
Less Accumulated Depreciation	29,152.00
Equestrian Parcel, Net	<u>1,070,848.00</u>
Investment in Glenmore Farm Inc.	100,000.00
Note Receivable Glenmore Farm Inc.	20,000.00
Total Other Assets	<u>1,190,848.00</u>
Property & Equipment	
2010 Subaru Forester	20,790.00
License Plate Recognition System	20,484.00
Less Accumulated Depreciation	25,478.00
Property & Equipment, Net	<u>\$15,796.00</u>
TOTAL ASSETS	<u>\$2,265,532.00</u>
LIABILITIES AND EQUITY	
Long Term Liabilities	
Union First Market Bank Loan Payable	771,982.00
Total Long Term Liabilities	<u>771,982.00</u>
EQUITY	
Common Area Improvements	261,322.00
Controlled Access and Security	73,502.00
Emergency	22,500.00
Equestrian Parcel	72,000.00
Total Allocated Reserves	<u>\$429,324.00</u>
Cash Operating Account	344,549.00
Cash Unallocated Reserves	276,762.00
Accounts Receivable	8,253.00
Equestrian Parcel net of debt & accumulated	298,866.00

depreciation

Investment in Glenmore Farm Inc.	100,000.00
Note Receivable Glenmore Farm Inc.	20,000.00
Property & Equipment net of depreciation	<u>15,796.00</u>

Total Equity **\$1,493,550.00**

TOTAL LIABILITIES AND EQUITY **\$2,265,532.00**

**Glenmore Community Association
Reserve Account Expenditures 2016**

	Beginning Balance * 1/1/16
Common Area Improvements	
Roads - Scottish Homes Paving deferred from 2015	\$100,000
Roads-Repairs Exceeding Annual Budget	\$16,000
Roads-Unplanned Critical Repair	\$25,000
Walking Paths Resurfacing	\$16,000
Fences-Replacement	\$8,250
Landscape Areas Rebuilding	\$3,125
Storm Water-Piper/Carroll Creek Pipe	\$13,333
Storm Water-1296 Piper Way Pipe	\$9,880
Storm Water-Piper Replacement	\$12,667
Dams- Reconstruction Repair	\$28,750
Glen Lochan Bridge Rebuild	\$19,167
Fountain Replacement (Piper Pond 1)	\$4,800
Fountain Replacement (Piper Pond 2)	\$3,200
Fountain Replacement (Glen Lochan)	\$1,150
Sub Total	<u>\$261,322</u>
Controlled Access and Security	
Entry Gate Residents Replacement	\$2,143
Entry Gate Visitors Replacement	\$3,571
License Plate Recognition Replacement	\$6,750
Security Camera Replacement	\$8,438
Backup Generator Replacement	\$8,750
Security Vehicle (Subaru) replacement	\$18,750
Gatehouse walls/windows/door replacement	\$17,600
Gatehouse HVAC replacement	\$7,500
Sub Total	<u>\$73,502</u>
Emergency	
Snow	\$12,500
Wind Damage	\$10,000
Sub Total	<u>\$22,500</u>
Equestrian Parcel	
Perimeter Fence-Glenmore Way	\$14,734
Perimeter Fence-Piper Way	\$16,667
Barn Roof Replacement-Main Roof	\$23,333
Barn Roof Replacement-Maintenance Shed	\$5,333
Barn Roof Replacement-Flat Roof	\$3,333
Classroom Building-Roof Replacement	\$600
Classroom Building-HVAC replacement	\$3,000
Ring Lighting System	\$5,000
Sub Total	<u>\$72,000</u>
Full funding Reserves Target	<u><u>\$429,324</u></u>

* Beginning balances redistributed consistent with 2015 Reserve Study

APPENDIX B – BOARD & COMMITTEE REPORTS – June 2016

PRESIDENTS REPORT

Nancy Gansneder, President

GFEC. Requested to meet with GFEC initiated. Waiting for response.

Management Study Team. Initial conversation with Chair, Becky Lindway re team's report and her concerns about capacity of management firms. Team has take no further action. Ms. Lindway and I will talk further in next two weeks.

Cambridge Hill Encroachment settlement. I have signed the final plat and I have been informed it was delivered to Shannon/Patterson's attorney for filing with the county. Awaiting final preparation and recording of the deed and reimbursement for attorney's fees from Shannon/Patterson as per agreement.

GALP transfer. Plat survey's complete but not signed. Awaiting deed preparation and recording and payment to GALP per agreement.

ARB REPORT – *Stewart Ferguson*

There were no submittals for approval during the month.

ARC REPORT

Date	Resident	Address	Description	Action
5/20	Drake	2131 Farrington	Extend driveway	A
5/20	Dunne	2096 Piper	Landscape plan	A
5/20	Levin	1418 Sandown Lane	Sunroom and screened porch	A
5/25	Lynch	3200 Sandown Park	Screened porch and patio	A
5/25	Feins	3383 Marsden Point	Paint columns	A
5/30	Mercier	2225 Piper	Remove pines	A
5/30	Early	3386 Darby	Remove oak and pine	A
5/30	Dunziato	3417 Cesford Grange	Landscape plan	A
6/3	Mackey	3237 Carroll Creek	Remove leylands	A
6/3	Ball	1418 Darley Row	Paint shutters	A
6/7	Harris	3402 Cesford Grange	Paint deck rails	A
6/7	Hilty	2418 Ferndown	Landscape plan	A

SECURITY

Nothing to report.

COMPLIANCE

Old Business

- 3268 Heathcote got their lawn mowed
- 1387 Tattersall replaced their mailbox
- 1383 Tattersall still hasn't replaced or painted their mailbox. I sent them the legal letter and they have until the end of June to fix it.
- 3394 Piperfife replaced their mailbox

New Business

- 1375 Tattersall had a sign in their yard. I told them this was not allowed and they removed it

- 3428 Darby had a sign in their yard, a dead tree in the back yard, and low hanging branches on a tree in the front yard. I gave them a FR and they fixed it all.
- 3200 Sandown Park needed to replace or paint their mailbox and to properly store their trash cans. I gave them a FR...thus far the mailbox has been painted but the trash can issue has not been addressed.
- 2131 Farringdon and 2438 Carroll Creek needs to paint their birdhouse on their mailbox. I gave them both a FR and it got done.
- Lot Q54 needs to be mowed. I contacted the real estate agent handling this lot and it got done.
- The Q lot on the corner of Newbridge and Farringdon needed to be mowed and have the construction barrier taken down. I spoke to the owner and it got done.
- 3499 Newbridge kept leaving their trash cans out for days after pickup. I gave them a FR and the situation was resolved.
- 3573 Glasgow had replaced some boards on their rear deck but never painted them. I gave them a FR and they got painted.
- 1114 Charterhouse was continually parking cars in the street overnight. I gave them a FR and they are now parking on their grass, which is legal.

WATER RESOURCES

Bill Dunne, Chair

- Contacted Timmons Group about follow-on study on Ponds and Dams. Expect a letter this week outlining the steps and costs.
- Repaired fountain in Glen Lochen. Lightning seems to knock it out so investing surge protection and grounding.
- Working to resolve large snail kill on Glen Lochen. Solitude clean up.
- Treated ponds for algae including equestrian center.
- Working issues of vandalism around Glen Lochen.

GLENMORE COMMUNITY COMMON AREA REVIEW BOARD

Art Peters, Chair

Maintenance:

- Bush and Tree trimming on the Newbridge blind spot and Farringdon overgrowth has begun. Some improvement has already been noted. Requested bollards have been placed at turning locations on Piper and Glenmore way. Tree trimming, removal, and stump grinding in the cottage common area has been accomplished. Weekly mowing is ongoing and backflow testing and irrigation line repair has been performed. First phase of Paddington walking path drop off has been addressed and has run approximately \$2800 over the \$5000 annual budget for this line item. Additional walking path drop off repairs needed is estimated to be an additional, unbudgeted \$14000. Should funds be devoted to this work, it would be performed in the fall.
- It should be noted that should spring rain frequency continue into the summer months, mowing schedules which, under the existing contract, drop to every other week, could possibly be needed more frequently. This would result in expenditures exceeding the existing contract, but hopefully should remain within the amount allotted in the operating budget.
- Walking and mixed-use trails will be maintained during the coming month. However, a wash out on the Rivanna trail next to the 17th green will most likely result in the county closing a portion of the trail. Art Peters is working with the county to mark this section. When clearly identified, Art and Allyson Louthan will discuss, with the club, possible alternatives for a detour around this closure.

Sports Field Committee:

- Kathy Ball has agreed to assume leadership of this committee and ensure movement on developing a plan. Crystal Monaco has volunteered to join this effort and I recommend the GCA board accept her. A first draft of a charter was distributed.

Master Plan Ad-hoc committee:

- Included in this month's CARB meeting was a kick-off and organizing of an Ad-hoc committee to develop a master plan, including enhancement recommendations and cost estimations to support long term needs of the community's common areas. Don Sours and Bill Kwiatkowski have agreed to co-chair this effort. Ann Harrod and Frank McGinnis have volunteered to support this committee. Bill, Ann, and Frank need to be confirmed by the CGA Board.

ROADS

No written Report.

SECRETARY AND COMMUNICATIONS REPORT

Paula Pagonakis

1. Secretary
 - a. Minutes Approval Procedure
 - i. First draft supplied by Administrator to President and Vice President via email
 - ii. Second draft supplied by Administrator to all board members via email. Any further edits/additions/corrections to be submitted at this time. Respond: 1) Accept; 2) Accept with the following corrections; 3) Do not accept, need for further discussion
 - iii. Third draft posted to website and linked to newsletter
 - iv. Official vote at general monthly meeting.
2. Communications
 - a. Submit Lisa Perl binder for approval to the Communications Committee- executive director at the university of Massachusetts heading fundraising communications and has worked in advertising and marketing, a good writer and knows a lot about email and social media
 - b. Comments are forwarded to appropriate officer or committee chairman to reply. Please continue to reply promptly and copy Paula to ensure timeliness of response.
 - i. Categories of comments this month:
 1. Pedestrian Safety and Traffic Calming Survey
 - a. We are tired of hearing about this
 - b. Too much attention to a few complainers
 - c. Board is just looking for an excuse to spend a lot of money
 - d. Unable to access, survey closed
 2. Trash Removal
 3. Ditch Cleaning
 4. Questions from those moving into community