

GLENMORE COMMUNITY ASSOCIATION  
MEETING MINUTES – May 19, 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 and Art Peters. Bill Dunne and Jim Colbaugh were absent. President Nancy Gansneder established a quorum.

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

C. MEMBER INPUT (Non-agenda items): None.

D. OTHER ITEMS TO BE ADDED TO AGENDA: 1) Report from Diana Ferguson on recent meeting with Red Dirt Development and update on the Carroll Creek bridge will be added to agenda item “Unfinished Business.”

E. APPROVAL OF MINUTES: The April 21, 2016 minutes were approved unanimously.

F. REPORTS

President’s Report.....Nancy Gansneder

- Ms. Gansneder reported that the audit has been ordered.
- Ms. Gansneder reported she is still waiting on the recording of the deed and fees paid for the Cambridge Hill common area situation. Approval was given to CARB for the trimming of over-hanging tree limbs in the common area.

Treasurer/Budget & Finance.....Bill Dunne  
Report attached. Mr. Ron Poulsen, a member of the finance committee, presented the report in Mr. Dunne’s absence and reported that there were no issues. Ms. Ferguson will research the VA HOA regarding the issue of whether penalties can be assessed on non-compliance issues.

Architectural Review Board.....Stewart Ferguson  
Report attached. Ms. Ferguson reported that a team of volunteers assisted the ARB in sorting and delivering the architectural drawings of Glenmore homes that were a part of the files at the ARB office. Ms. Gansneder requested the names of the volunteers so they could be invited and recognized at the upcoming “volunteer recognition event.”

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

Security .....Ron Baellow  
No written report. Mr. Baellow reported that there was some minor damage to the camera as a result of recent lightening. They are looking into the heat pump issue as well.

Compliance.....Diana Ferguson  
Report attached.

Glenmore Farm.....Nancy Gansneder  
No written report. Ms. Gansneder reported the GCA Board attended the GFEC board meeting and heard their 1<sup>st</sup> quarter review. She reported that the 1<sup>st</sup> quarter report was better than expected or planned. A discussion followed on whether or not to have a current GCA board member sit on the GFEC board. *Note: Former board member Trevor Joscelyne is presently serving this role until August.* No action was taken. Ms. Ferguson volunteered to facilitate a risk planning exercise at an upcoming GCA work session.

Water Resources .....Bill Dunne  
Report attached.

Common Area Review Board.....Art Peters  
Report attached. Mr. Peters noted that he had received a letter from the Albemarle County Service Authority that they had not received the required report on “backflow” inspection. Upon checking, the County in fact had received the report.

Roads.....Jim Colbaugh  
No report.

Secretary and Communications.....Paula Pagonakis  
Report attached. Ms. Pagonakis reported she has a volunteer to assist with communications. Work continues on the GCA records and records retention policy.

G. SPECIAL COMMITTEES/GROUPS – REPORTS

- *Pedestrian Safety & Traffic Calming*.....Jim Colbaugh & Ron Baellow  
The Survey had been distributed to the Board earlier in the week for comments and the Survey will be distributed to Glenmore residents via the web next week.
- *Ad Hoc Committee for GCA Management*: Ms. Gansneder reported that the GCA Board met with the Committee on May 12 and the Board will discuss the Committee’s preliminary report at the next GCA work session.
- *Policy, Procedure & Practice Review Project: All Committees*:
  - ❖ *Common Area Review Board*: Final revisions from the Board on the CARB charter are due by the end of May. The draft charter will be posted on the web by the end of May with a 30-day comment period.
  - ❖ *Compliance*: Final comments from the Board are due by the end of May. The draft charter will be posted on the web by the end of May with a 30-day comment period.
  - ❖ Ms. Ferguson distributed a draft/proposed approach for updating the GCA By-Laws and C&R’s for Board comment and announced she is working to schedule a meeting with the GCA attorney, Frank Buck to discuss amendment revisions vs./rewrite of the C&R’s. She and Mike Monticello will focus on the C&R document first and the By-Laws as required to make them current and consistent. The possibility of a future “town hall” meeting with Glenmore residents to ready the membership for a vote on the revisions was discussed.

H. UNFINISHED BUSINESS:

- *Volunteer Recognition Event*: Ms. Gansneder is reviewing possible dates for this event.
- *Report on Carroll Creek Bridge Update*: Ms. Ferguson reported that she, Art Peters, Bill Dunne, Don Sours and Tom Desimini met with Red Dirt Development to review the latest on the construction of the bridge. They were informed that the “Bond” should be in place by the end of May. The group reviewed the latest drawings. Discussion centered on communications with Glenmore residents on the increase in hauling vehicles on Carroll Creek Road during construction, timing of the impending closure of the existing bridge while construction is in progress, i.e., traffic signs, relocating of any RV vehicles, etc.

I. NEW BUSINESS:

- Board members discussed the draft of the “Authority for Contracts and Purchase Limits Proposal.”  
*Action: The Board will review and comment within the next two weeks with final approval scheduled for the June Board meeting.*

J. ADJOURNMENT: Without objection, the Board entered into executive session at 8:40 PM to discuss personnel matters.

K. EXECUTIVE SESSION:

- The Board met in executive session to discuss personnel matters. The Board reconvened in open session at 9:05 PM. No actions were taken.

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**APPENDIX A – FINANCIAL REPORTS (May 2016 Meeting)**

**Glenmore Community Association, Inc.  
Income & Expense Statement -Cash Basis  
33.3% of Year Complete**

	<b>2016 Budget</b>	<b>Month 4/30/16</b>	<b>YTD 4/30/15</b>	<b>YTD 4/30/16</b>	<b>% thru April</b>
<b>REVENUE:</b>					
Dues (Net)	\$817,816	\$11,492	\$713,954	\$448,621	54.9%
Equestrian Parcel Special Assessment	\$0	\$0	\$4,226	\$321	0.0%
Glenmore Country Club's Share of Guard Fees	\$55,156	\$14,571	\$26,685	\$27,690	50.2%
Glenmore Farm Inc. Rent	\$120	\$0	\$120	\$0	0.0%
Construction Impact Fees	\$16,900	\$1,300	\$4,800	\$2,500	14.8%
Interest Earned (Including Reserve Accounts)	\$1,123	\$63	\$263	\$241	21.5%
Other Revenue	\$7,000	\$835	\$1,432	\$2,017	28.8%
<b>Total Revenue</b>	<b>\$898,115</b>	<b>\$28,261</b>	<b>\$751,480</b>	<b>\$481,390</b>	<b>53.6%</b>
<b>EXPENSES:</b>					
<b><u>Administration</u></b>					
Miscellaneous Administration	\$4,200	\$701	\$845	\$910	21.7%
Administrative Supplies & Postage	\$2,600	\$60	\$376	\$1,301	50.0%
Website & Database	\$4,000	\$1,096	\$1,454	\$1,972	49.3%
General Manager	\$25,000	\$0	\$0	\$0	0.0%
Administration/ Minutes/Communication	\$21,375	\$3,000	\$5,500	\$6,000	28.1%
Bookkeeping	\$7,200	\$1,800	\$3,300	\$3,600	50.0%
Common Area Maintenance	\$9,600	\$2,400	\$4,400	\$4,800	50.0%
Compliance	\$2,400	\$600	\$1,100	\$1,200	50.0%
ARB fees net of expenses	\$0	\$0	\$0	\$0	0.0%
Sub-total	\$76,375	\$9,657	\$16,975	\$19,783	25.9%
<b><u>Equestrian Parcel</u></b>					
Equestrian Parcel Debt Service	\$60,196	\$5,016	\$20,066	\$20,066	33.3%
Equestrian Parcel Acquisition	\$0	\$0	\$0	\$0	0.0%
Sub-total	\$60,196	\$5,016	\$20,066	\$20,066	33.3%
<b><u>Animal Control</u></b>					
Wild Animal Removal	\$2,000	\$0	\$296	\$0	0.0%
Dog Stations	\$4,000	\$130	\$0	\$334	0.0%
Sub-total	\$6,000	\$130	\$296	\$334	5.6%
<b><u>Common Area Maintenance</u></b>					
Irrigation Line Maintenance	\$1,700	\$0	\$0	\$0	0.0%
Landscape Maintenance	\$30,000	\$3,383	\$1,741	\$3,641	12.1%
Multi-Use Trails	\$5,000	\$0	\$0	\$25	0.5%
Rentals	\$1,200	\$74	\$295	\$446	37.2%
Sign Maintenance	\$14,000	\$0	\$2,224	\$3,358	24.0%
Trash Pick-up	\$1,000	\$0	\$25	\$0	0.0%
Tree Maintenance and Removal	\$15,000	\$650	\$0	\$1,425	9.5%
Tree Additions & Replacements	\$10,000	\$0	\$0	\$0	0.0%
Turf Maintenance	\$80,000	\$2,140	\$970	\$2,140	2.7%
Walking Path Maintenance	\$5,000	\$0	\$0	\$0	0.0%
Sub-total	\$162,900	\$6,247	\$5,255	\$11,035	6.8%
<b><u>Residential Area Maintenance</u></b>					
Leaf and Limb Removal	\$18,000	\$0	\$0	\$0	0.0%
Sub-total	\$18,000	\$0	\$0	\$0	0.0%

<b>Storm Emergency Cleanup</b>					
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%
<b>Water Resources</b>					
Dams & Pond Maintenance	\$30,000	\$1,035	\$9,247	\$4,038	13.5%
Ponds Utilities	\$7,000	\$498	\$906	\$2,113	30.2%
Dam, Pond & Stream Regulation	\$10,000	\$135	\$0	\$1,885	0.0%
Storm Water Infrastructure	\$15,000	\$0	\$0	\$298	2.0%
Storm Water Treatment Facilities	\$5,000	\$0	\$0	\$0	0.0%
Sub-total	\$67,000	\$1,668	\$10,153	\$8,334	12.4%
<b>Roads</b>					
Road Resurfacing and Repair	\$150,000	\$40	\$0	\$120	0.1%
Road Resurfacing and Repair GCC Share	\$0	\$0	(\$8,000)	\$0	0.0%
Sub-total	\$150,000	\$40	(\$8,000)	\$120	0.1%
<b>Professional Services, Insurance &amp; Taxes</b>					
Attorney and Related Professional Services	\$10,000	\$720	\$1,149	\$16,108	161.1%
Auditor	\$9,000	\$0	\$0	\$0	0.0%
Federal & State Income Taxes	\$500	\$0	\$0	\$87	17.4%
Insurance	\$12,500	\$0	\$2,411	\$5,525	44.2%
License and Other Taxes	\$1,600	\$0	\$593	\$409	25.6%
Total	\$33,600	\$720	\$4,153	\$22,129	65.9%
<b>Gatehouse</b>					
Gatehouse Maintenance and Repairs	\$3,500	\$3,568	\$2,211	\$3,568	101.9%
Supplies	\$2,500	\$108	\$576	\$492	19.7%
Computer and Software Maintenance	\$1,500	\$490	\$0	\$490	32.7%
Equipment Maintenance Contract	\$3,000	\$0	\$0	\$600	20.0%
Utilities	\$7,800	\$496	\$2,336	\$2,428	31.1%
Guard Contact	\$220,626	\$16,357	\$74,104	\$74,641	33.8%
Sub-total	\$238,926	\$21,019	\$79,227	\$82,219	34.4%
<b>Crime Safety</b>					
Safety Patrol	\$15,000	\$1,440	\$4,438	\$4,960	33.1%
Vehicle Maintenance	\$2,500	\$49	\$161	\$272	10.9%
Sub-total	\$17,500	\$1,489	\$4,599	\$5,232	29.9%
<b>Contingency</b>					
	\$20,000	\$0	\$0	\$0	0.0%
<b>Total Operational Expenses</b>					
	<b>\$865,497</b>	<b>\$45,986</b>	<b>\$155,120</b>	<b>\$207,832</b>	<b>24.0%</b>
<b>Expenditures from Reserves</b>					
Unplanned	\$35,900	\$0	\$0	\$0	0.0%
Tree Replacement	\$10,000	\$0	\$0	\$0	0.0%
<b>Total Reserve Expenses</b>					
	<b>\$45,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
<b>Total Operational Expenses &amp; Reserve Expenses</b>					
	<b>\$911,397</b>	<b>\$45,986</b>	<b>\$155,120</b>	<b>\$207,832</b>	<b>22.8%</b>
<b>Net Income (Loss)</b>					
	<b>(\$13,282)</b>	<b>(\$17,725)</b>	<b>\$596,360</b>	<b>\$273,558</b>	

**Glenmore Community Association, Inc.**  
**Balance Sheet**  
**As of April 30, 2016**

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
<b>Cash</b>	
BB&T	233,515.00
Suntrust Bank	234,838.00
Union First Market Bank	392,122.00
Union First Market Bank Savings	61,943.00
Virginia National Bank	175,735.00
<b>Total Cash</b>	<b>\$1,098,153.00</b>
<b>Accounts Receivable</b>	
Member lawn maintenance penalty	958.00
Members Dues 2016	12,883.00
Members Dues 2015 & prior	74.00
Special Assessment 2014	398.00
<b>Total Accounts Receivable</b>	<b>14,313.00</b>
<b>Other Assets</b>	
Equestrian Parcel	1,100,000.00
Less Accumulated Depreciation	29,152.00
Equestrian Parcel, Net	1,070,848.00
Investment in Glenmore Farm Inc.	100,000.00
Note Receivable Glenmore Farm Inc.	20,000.00
<b>Total Other Assets</b>	<b>1,190,848.00</b>
<b>Property &amp; Equipment</b>	
2010 Subaru Forester	20,790.00
License Plate Recognition System	20,484.00
Less Accumulated Depreciation	25,478.00
<b>Property &amp; Equipment, Net</b>	<b>\$15,796.00</b>
<b>TOTAL ASSETS</b>	<b>\$2,319,110.00</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Long Term Liabilities</b>	
Union First Market Bank Loan Payable	774,385.00
<b>Total Long Term Liabilities</b>	<b>774,385.00</b>
<b>EQUITY</b>	
Common Area Improvements	261,322.00
Controlled Access and Security	73,502.00
Emergency	22,500.00
Equestrian Parcel	72,000.00
<b>Total Allocated Reserves</b>	<b>\$429,324.00</b>
Cash Operating Account	392,122.00
Cash Unallocated Reserves	276,707.00
Accounts Receivable	14,313.00
Equestrian Parcel net of debt & accumulated	296,463.00

<b>depreciation</b>	
<b>Investment in Glenmore Farm Inc.</b>	100,000.00
<b>Note Receivable Glenmore Farm Inc.</b>	20,000.00
<b>Property &amp; Equipment net of depreciation</b>	<u>15,796.00</u>
<b>Total Equity</b>	<b>\$1,544,725.00</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b><u>\$2,319,110.00</u></b>

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**Glenmore Community Association  
Reserve Account Expenditures 2016**

	<b>Beginning Balance * 1/1/16</b>
<b>Common Area Improvements</b>	
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>
<b>Controlled Access and Security</b>	
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>
<b>Emergency</b>	
Snow	\$12,500
Wind Damage	\$10,000
Sub Total	<u>\$22,500</u>
<b>Equestrian Parcel</b>	
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 – May 2016

### ARB REPORT – *Stewart Ferguson*

- The ARB approved four submittals in April for construction: J-2, K2C-07 , K2C-08 and K2C-25.
- The ARB guidelines, having been revised, are now out for review by the community, with a 30-day comment period, ending June 4, 2016.

### ARC REPORT

Date	Resident	Address	Description	Action
4/22	Paget-Brown	1556 Elgin	Remove trees	A
5/1	Lakes	3337 Carroll Creek	Remove 4 Leylands	A
5/1	Baylor	3399 Darby	Paint House	A
5/1	Pace	1362 Sandown	Landscape Plan	A
5/4	Burket	1366 Huntsfield	Paint house	A
5/4	Maling	3266 Darby	Porch and Drainage	A

### SECURITY

No Report.

### COMPLIANCE

#### Old Business

- 1683 Paddington replaced their mailbox
- 2432 Pendower has been speaking with Bill Dunne and he agrees with what they are complaining about and has formulated a plan to do maintenance around the pond

#### New Business

- 3268 Heathcote needs to mow the grass. I spoke with the absentee owner and he is in the process of getting it done. The front was mowed but the back, which is severely sloped, needs to dry out before mowers can get there
- 1387 and 1383 Tattersall need to replace or paint their mailboxes. I gave them both a FR and they have until the end of May to get it done
- 1320 Kilchatten had a car parked in the street overnight. I spoke to them and they said it was a visitor and would not do it in the future
- 3394 Piperfife needs to paint or replace their mailbox. I spoke to them and they said they would do it next week

### WATER RESOURCES

*Bill Dunne, Chair*

Started contractor inquiry of drainage improvement in Bremerton behind Piperfife

- Met with homeowners re: Glen Lochan clean-up; will have contractor perform code required clean-up
- Met Solitude Lake Mgt re: lake maintenance and lightning strikes effecting the fountain
- Started discussion with Timmons Group on Phase ii Study
- Inspected areas of owners concerns about drainage in common areas (4)

### GLENMORE COMMUNITY COMMON AREA REVIEW BOARD

*Art Peters, Chair*

- Mowing, and treatment has begun in earnest in the common areas.
- 6 of the DootyCalls pet waste stations are installed and being serviced. The final pet waste station will be installed on Pendower common area in the coming weeks.
- Poison shrub growth around Glen Locken Dam has been identified and will be sprayed.
- A draft charter for the Soccer Field sub-committee has been generated and the CARB Committee will review it on June 7.

- Stump grinding is yet to be performed on the Cottage area, but is expected to be performed in the coming weeks.
- Paddington walking path drop off repairs have been performed.
- Maintenance on the mixed-use trails has been performed, however, there is substantial wash out on the banks of the Rivanna near the 17<sup>th</sup> hole. Art Peters has discussed this with the County Trails supervisor who will have this inspected and consider the County's options.

## ROADS

Jim Colbaugh, Chair

No written Report.

## SECRETARY AND COMMUNICATIONS REPORT

Paula Pagonakis

1. Records Retention –
  - a. Discovery of inventory of GCA records which is basically a list of records, hard copy and digital and where they are housed. Some are current and some are not.
  - b. Also located, Association Records Retention Schedule.
  - c. Researching method to update files and plan for ongoing updates.
    - i. Officers and Committee Chair each do their own
    - ii. Secretary perform
    - iii. Administrator perform
    - iv. New hire perform
    - v. Unidentified option
2. County Waste – contacted Ashley Anderson, new contact person with regard to consolidating to one pick up day per week for both recyclables and regular waste – complaints from residents
3. Communications
  - a. Lisa Perl binder - 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. Newsletter –
    - i. Continue to get compliments for minor changes (boxing articles, headings and graphics, easier to read)
    - ii. Requests for input met with courteous, thoughtful and positive comment.
  - c. 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. Pet Waste Stations
      2. Parked vehicles blocking mailboxes
      3. Reckless driver
      4. Trash removal
      5. Boat and RV lot
      6. Misc. dues questions, listings corrections
      7. Lack of promptness posting meeting minutes
      8. Dog park request
      9. Snow plowing – resident's personal experience and suggestions
      10. Landscaping comments and questions, water runoff issues
  - d. Separate email blasts –
    - i. To alert members of distribution of blueprints
    - ii. To solicit for specific qualifications for committee volunteers