

GLENMORE COMMUNITY ASSOCIATION
MEETING MINUTES – March 16, 2017

**BILL DUNNE, PRESIDENT, ART PETERS, VICE PRESIDENT
BECKY LINDWAY, SECRETARY KEVIN FITZPATRICK, TREASURER
CHUCK AXTEN BOB SMITH RON BAELLOW**

A. ESTABLISHMENT OF QUORUM: Board Members Present: Bill Dunne, Art Peters, Becky Lindway, Kevin Fitzpatrick, Chuck Axtен, Bob Smith and Ron Baellow. President Dunne established a quorum.

B. WELCOME: President Bill Dunne welcomed all visitors and homeowners attending.

C. MEMBER INPUT: Glenmore resident Susan Paulson addressed the Board and expressed concern that the mailboxes have not been painted for at least three years and that it needs to be done. under discussion of the ARC. She asked that the CARB consider painting the mailbox posts. CARB chairman, Art Peters, said that the C&R's address this and he will look into it and get back to Ms. Paulson and the Board. She thanked the Board for their attention.

D. OTHER ITEMS TO BE ADDED TO AGENDA: None

E. APPROVAL OF MINUTES: The February 16, 2017 minutes were approved unanimously.

F. REPORTS

President's Report.....Bill Dunne

- Report attached.
- Mr. Dunne explained that his report basically reports the actions at the annual meeting and working committee where Board members were assigned to their positions. Mr. Dunne made a motion to accept Becky Lindway as the candidate to fill out the remaining year of Jim Colbaugh's term after his resignation at the last meeting. The motion carried unanimously. Mr. Dunne made a motion to accept the following: Bill Dunne, President; Art Peters, Vice President & CARB Chair; Becky Lindway, Secretary & Communications Committee Chair; Kevin Fitzpatrick, Treasurer; Chuck Axtен, Water Resources Chair, ARC Chair & ARB Committee Member; Ron Baellow, Security Committee Chair & Compliance Chair; and Bob Smith, Roads Committee Chair, & Member of the ARB & ARC Committees. The motion was seconded and carried.
- Mr. Dunne directed the discussion of the stripping of Piper Way. It was decided that this would be held in abeyance while there is research for additional ways for cope with speeding.
- Mr. Smith noted that at the working meeting the discussion was whether they could and what would it take to place a Stop Sign at Piper Way and Darby West. Mr. Smith made a motion to explore with VDOT about a Stop Sign at Piper and Darby West. The motion carried unanimously.

Treasurer/Budget & Finance.....Kevin Fitzpatrick

- Report attached.
- Mr. Fitzpatrick is looking into how funds are held in Reserve Accounts and possibly finding insured account with better interest rate.
- Mr. Fitzpatrick checking on auditing process cost which may be able to be reduced. He will gather information and disburse to Board for later discussion.
- Normal shape for dues collection.

Architectural Review Board.....Stewart Ferguson

- Report attached.

Architectural Review Committee Chuck Axten

- Report attached.
- Mr. Axten reported that the Carroll Creek road and bridge with regard to heavy loads is still unresolved. This is not a GCA issue but rather one between Red Dirt and the Sandovich Development.
- Two overlapping issues with CARB & ARB - Contractors parking on common lands and greenways continues, but to a lesser degree. Stewart Ferguson has been in touch with the contractors reminding them that this is not allowed.

Security Ron Baellow

- No written report.
- Discussion about what people perceive is speeding and reckless driving and how to handle the complaints. We are not able to do policing. Four categories of those who violate the rules: Teenagers, Residents, Contractors, and less often Guests. News & Notes to remind everyone

Compliance Dottie Martin

- Report attached.

Village of Rivanna

- As a council representative to the Village of Rivanna (a growth area which encompassed in area of Running Deer, Rivanna River, almost Milton Road and Route 250 with Glenmore being the largest portion), Ms. Martin gave a brief follow-up on the discussion of a second entrance into Glenmore and that it is highly improbable that another entrance will be granted. She reiterated that all growth must follow the master Plan.
- Possible grant money to be given for specific projects in growth area for things not covered in their budget. The Rivanna Committee has asked for an engineering study on the Rivanna walking trail between the 17th green and 18th tee where the river has eroded the trail making the trail impassable. Money must be for the betterment of the County—not just Glenmore.
- Regarding Rivanna Village, the next two years will be involved with infrastructure and then the next two years will start the building out.

Glenmore Farm Art Peters

- Mr. Parks will lease the truck for an additional \$500/month incremental to pro forma and is considering purchase of the horse trailer.
- The Cadeaux sign should be ready and installed next week. Lighting has been repaired. Roofing (membrane not shingle) should begin on Monday, March 20, as it has been too cold and windy. The shed has been ordered. The fields will begin seeding, liming, etc. shortly. One fan in the barn is being installed. The footing in the barn is being replaced. Fence repair has begun and will be unpainted until the wood has cured. At his own expense, Mr. Parks is installing high definition barn lighting which will enable the indoor training during the winter.

Water Resources Chuck Axten

- Mr. Axten reported that there is an opportunity for 50% funding from the Department of Natural Resources for funding with respect to dams. March 31 deadline with respect to the dams and the Glen Locken issue.
- Bill Dunne suggested that the grant process might also be considered for the dam in Glenmore Farm area.

Common Area Review Board Art Peters

- Report attached. Mr. Peters reported on two issues:
 - Road treatment for deicing prior to the predicted storm was \$1000. Many residents were in touch and were positive that this proactive approach was taken.
 - Cottages continue to request removal of Leyland Cypress trees but it is not feasible. Need to prioritize. Will be dealt with each year as possible. Homeowners are responsible for removing trees at their own cost.
- Update on Children's' Playground request for Executive Session as it requires contractual language.

- A motion was made to officially add Bill Anda to the CARB committee to subcommittee chairman to the Equestrian Center which would cover him under the insurance. Motion was passed unanimously.
- Branch & Limb is April 3rd

Roads.....Bob Smith

- To assist with traffic calming Mr. Smith had a conversation regarding the installation of a Stop Sign on Piper Way at Darby West. VDOT will need to approve a deviation from the previous plan. GCA will have to go to them to for any traffic calming approach.
- Mr. Smith motioned to add Jim Colbaugh to serve on roads committee. Motion carried unanimously.
- Mr. Smith motioned to have Leif Carlsen serve on the ARB. Motion passed unanimously.

G. SPECIAL COMMITTEES/GROUPS – REPORTS

- Sports Field – Art Peters reported that Peter Sorensen is willing to give land close to RV Park to GCA. He would gain 1.5 feet of GCA land behind the RV Park and GCA would gain more roadway/parking space. Mr. Peters suggested that the GCA engage Roudabush & Gale to survey the property. Motion to authorize survey with cost not to be more than \$5000 carried.
- Bill Dunne requested that all Board Chairs think about individual responsibilities and give him a list of projects they are working on.

H. UNFINISHED BUSINESS:

- Insurance for the Equestrian Center that we must carry in addition to what Mr. Parks will carry was discussed. It was hoped all GCA insurance could be held by the same insurer, but the process was very slow. When present insurer came with proposal, it was double what the proposal was from Commonwealth Insurance Chubb out of Richmond. Chubb has been retained for now and all insurance will be shopped around to be sure that we are going to do a complete review of our insurance for GCA.

The meeting adjourned at 8:25 PM

APPENDIX A – FINANCIAL REPORTS (March 2017 Meeting)

Glenmore Community Association, Inc. Income & Expense Statement -Cash Basis

16.66%

	Budget	Month	YTD	YTD	% thru
	2017	2/28/17	2/28/16	2/28/17	February
REVENUE:					
Dues (Net)	\$827,975	\$297,192	\$324,635	\$331,362	40.0%
Equestrian Parcel Special Assessment	\$0	\$0	\$0	\$0	0.0%
Glenmore Country Club's Share of Guard Fees	\$56,811	\$0	\$13,119	\$13,151	23.1%
Glenmore Farm Inc. Rent	\$120	\$0	\$0	\$0	0.0%
Construction Impact Fees	\$18,200	\$0	\$1,200	\$0	0.0%
Interest Earned (Including Reserve Accounts)	\$850	\$55	\$113	\$114	13.4%
Other Revenue	\$7,140	\$528	\$678	\$1,153	16.1%
Total Revenue	\$911,096	\$297,775	\$339,745	\$345,780	38.0%

EXPENSES:

Administration

Miscellaneous Administration	\$4,284	\$2	\$4	\$4	0.1%
Administrative Supplies & Postage	\$2,520	\$75	\$1,241	\$314	12.5%
Website & Database	\$4,080	\$0	\$877	\$528	12.9%
General Manager	\$25,000	\$0	\$0	\$0	0.0%
Administration/ Minutes/Communication	\$21,375	\$3,520	\$3,000	\$8,320	38.9%
Bookkeeping	\$10,000	\$0	\$1,800	\$1,800	18.0%
Common Area Maintenance	\$9,600	\$0	\$2,400	\$0	0.0%
Compliance	\$2,400	\$0	\$600	\$600	25.0%
Upgrade Systems & Outreach	\$25,000	\$0	\$0	\$0	0.0%
ARB fees net of expenses	\$0	\$0	\$0	\$0	0.0%
Sub-total	\$104,259	\$3,597	\$9,922	\$11,566	11.1%

Equestrian Parcel

Equestrian Parcel Debt Service	\$60,196	\$5,016	\$10,033	\$10,033	16.7%
Maintenance	\$20,000	\$0	\$0	\$0	0.0%
Sub-total	\$80,196	\$5,016	\$10,033	\$10,033	12.5%

Animal Control

Wild Animal Removal	\$1,000	\$0	\$110	\$0	0.0%
Dog Stations	\$6,000	\$297	\$0	\$672	11.2%
Sub-total	\$7,000	\$297	\$110	\$672	11.2%

Common Area Maintenance

Irrigation Line Maintenance	\$1,500	\$0	\$0	\$0	0.0%
Landscape Maintenance	\$30,000	\$0	\$258	\$398	1.3%
Multi-Use Trails	\$4,000	\$0	\$25	\$0	0.0%
Rentals	\$1,100	\$147	\$221	\$147	13.4%
Sign Maintenance	\$8,000	\$146	\$2,148	\$146	1.8%
Trash Pick-up	\$1,000	\$0	\$0	\$0	0.0%
Tree Maintenance and Removal	\$10,000	\$500	\$0	\$500	5.0%
Tree Additions & Replacements	\$3,000	\$0	\$0	\$3,875	129.2%
Turf Maintenance	\$80,000	\$0	\$0	\$40	0.1%
Walking Path Maintenance	\$5,100	\$0	\$0	\$0	0.0%
Sub-total	\$143,700	\$793	\$2,652	\$5,106	3.6%

Residential Area Maintenance

Leaf and Limb Removal	\$25,000	\$0	\$0	\$120	0.5%
Sub-total	\$25,000	\$0	\$0	\$120	0.5%

Storm Emergency Cleanup

Snow Removal	\$20,000	\$5,900	\$37,815	\$5,900	29.5%
Storm Cleanup	\$5,000	\$0	\$0	\$0	0.0%
Sub-total	\$25,000	\$5,900	\$37,815	\$5,900	23.6%

Water Resources

Dams & Pond Maintenance	\$25,000	\$2,077	\$1,818	\$4,143	16.6%
Ponds Utilities	\$7,000	\$517	\$1,165	\$1,030	14.7%
Dam, Pond & Stream Regulation	\$25,000	\$0	\$0	\$0	0.0%
Storm Water Infrastructure	\$15,000	\$0	\$1,750	\$0	0.0%
Storm Water Treatment Facilities	\$3,000	\$0	\$0	\$0	0.0%
Sub-total	\$75,000	\$2,594	\$4,733	\$5,173	6.9%

Roads

Road Resurfacing and Repair	\$75,000	\$0	\$40	\$0	0.0%
Road Resurfacing and Repair GCC Share	\$0	\$0	\$0	\$0	0.0%
Transferred to Allocated Reserves	\$0	\$0	\$0	\$0	0.0%
Darby Road Planning & Design	\$0	\$0	\$0	\$0	0.0%
Sub-total	\$75,000	\$0	\$40	\$0	0.0%

Professional Services, Insurance & Taxes

Attorney and Related Professional Services	\$30,000	\$2,571	\$11,287	\$3,601	12.0%
Auditor	\$9,450	\$0	\$0	\$0	0.0%
Federal & State Income Taxes	\$525	\$0	\$0	\$0	0.0%
Insurance	\$13,125	\$0	\$5,525	\$5,487	41.8%
License and Other Taxes	\$1,680	\$0	\$25	\$0	0.0%
Total	\$54,780	\$2,571	\$16,837	\$9,088	16.6%

Gatehouse

Gatehouse Maintenance and Repairs	\$5,000	\$0	\$600	\$0	0.0%
Supplies	\$2,500	\$327	\$385	\$327	13.1%
Computer and Software Maintenance	\$1,500	\$0	\$0	\$179	11.9%
Equipment Maintenance Contract	\$3,000	\$1,090	\$0	\$1,689	56.3%
Utilities	\$7,800	\$598	\$1,219	\$1,413	18.1%
Guard Contact	\$225,000	\$16,616	\$33,596	\$33,619	14.9%
Sub-total	\$244,800	\$18,631	\$35,800	\$37,227	15.2%
<u>Crime Safety</u>					
Safety Patrol	\$15,000	\$480	\$1,440	\$1,800	12.0%
Vehicle Maintenance	\$2,500	\$43	\$223	\$44	1.8%
Sub-total	\$17,500	\$523	\$1,663	\$1,844	10.5%
<u>Contingency</u>					
	\$20,000	\$7,200	\$0	\$7,200	36.0%
Total Operational Expenses	\$872,235	\$47,122	\$119,605	\$93,929	10.8%
<u>Expenditures from Reserves</u>					
<i>Assessment 1 for Roads</i>	-\$50,000	\$0	\$0	\$0	0.0%
<i>Property Management Carryover</i>	-\$34,375	\$0	\$0	\$0	0.0%
<i>Recreation Area Construction</i>	\$50,000	\$0	\$0	\$0	0.0%
<i>Equestrian Farm Barn Roof</i>	\$0	\$0	\$0	\$17,100	0.0%
Total Reserve Expenses	-\$34,375	\$0	\$0	\$17,100	-49.7%
Total Operational Expenses & Reserve Expenses	\$837,860	\$47,122	\$119,605	\$111,029	13.3%
Net Income (Loss)	\$73,236	\$250,653	\$220,140	\$234,751	
<u>ARB Security Deposit</u>					
	\$0	\$0	\$0	\$0	0.0%
<u>Capital Appropriations</u>					
<i>Soccer Field Equipment</i>	\$15,000	\$0	\$0	\$0	0.0%
<i>Recreation Area Construction</i>	\$60,000	\$0	\$0	\$0	0.0%
<i>Vehicle/Pedestrian Safety</i>	\$40,000	\$0	\$0	\$6,693	16.7%
Total Capital Expenditures	\$115,000	\$0	\$0	\$6,693	5.8%
Net Cash Flow after Capital Expenditures	(\$41,764)	\$250,653	\$220,140	\$228,058	

Glenmore Community Association, Inc.
Balance Sheet
As of February 28, 2017

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
Cash	
BB&T	233,599.00
Suntrust Bank	234,936.00
Union First Market Bank	318,971.00
Union First Market Bank Savings	99,202.00
Virginia National Bank	<u>176,028.00</u>
Total Cash	\$1,062,736.00
Accounts Receivable	
Member lawn maintenance penalty	1,025.00
Member compliance penalty	630.00
Equestrian Farm Annual Rent	120.00
Members' Dues 2016	1,711.00
Members' Dues 2017	141,759.00
Special Assessment 2014	<u>417.00</u>
Total Accounts Receivable	145,662.00
Other Assets	
Equestrian Parcel	1,100,000.00
Less Accumulated Depreciation	<u>51,012.00</u>
Equestrian Parcel, Net	1,048,988.00
 Investment in Glenmore Farm Inc.	100,000.00
Note Receivable Glenmore Farm Inc.	<u>20,000.00</u>
Total Other Assets	1,168,988.00
 Property & Equipment	
2010 Subaru Forester	20,790.00
License Plate Recognition System	20,484.00
Less Accumulated Depreciation	<u>31,374.00</u>
Property & Equipment, Net	\$9,900.00
 TOTAL ASSETS	<u>\$2,387,286.00</u>
 LIABILITIES AND EQUITY	
Long Term Liabilities	
Union First Market Bank Loan Payable	<u>750,425.00</u>
Total Long Term Liabilities	<u>750,425.00</u>
 EQUITY	
Common Area Improvements	192,831.00
Controlled Access and Security	87,254.00
Emergency	34,425.00
Equestrian Parcel	61,899.00

Total Allocated Reserves	\$376,409.00
Cash Operating Account	318,971.00
Cash Unallocated Reserves	367,356.00
Accounts Receivable	145,662.00
Equestrian Parcel net of debt & accumulated depreciation	298,563.00
Investment in Glenmore Farm Inc.	100,000.00
Note Receivable Glenmore Farm Inc.	20,000.00
Property & Equipment net of depreciation	<u>9,900.00</u>
 Total Equity	 \$1,636,861.00
 TOTAL LIABILITIES AND EQUITY	 <u>\$2,387,286.00</u>

Glenmore Community Association
Reserve Account Expenditures 2017

	Beginning Balance *	Transactions 1/31/17	Ending Balance 2/28/17
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Common Area Improvements

Roads-Repairs Exceeding Annual Budget	\$24,480	\$0	\$24,480
Roads-Unplanned Critical Repair	\$30,600	\$0	\$30,600
Walking Paths Resurfacing	\$20,400	\$0	\$20,400
Fences-Replacement	\$9,180	\$0	\$9,180
Landscape Areas Rebuilding	\$6,375	\$0	\$6,375
Storm Water-Piper/Carroll Creek Pipe	\$14,450	\$0	\$14,450
Storm Water-1296 Piper Way Pipe	\$10,608	\$0	\$10,608
Storm Water-Piper Replacement	\$13,600	\$0	\$13,600
Dams- Reconstruction Repair	\$30,600	\$0	\$30,600
Glen Lochan Bridge Rebuild	\$20,400	\$0	\$20,400
Fountain Replacement (Piper Pond 1)	\$5,712	\$0	\$5,712
Fountain Replacement (Piper Pond 2)	\$4,080	\$0	\$4,080
Fountain Replacement (Glen Lochan)	\$2,346	\$0	\$2,346
Sub Total	<hr/> \$192,831	<hr/> \$0	<hr/> \$192,831

Controlled Access and Security

Entry Gate Residents Replacement	\$2,914	\$0	\$2,914
Entry Gate Visitors Replacement	\$4,371	\$0	\$4,371
License Plate Recognition Replacement	\$9,180	\$0	\$9,180
Security Camera Replacement	\$10,328	\$0	\$10,328
Backup Generator Replacement	\$10,200	\$0	\$10,200
Security Vehicle (Subaru) replacement	\$22,313	\$0	\$22,313
Gatehouse walls/windows/door replacement	\$18,768	\$0	\$18,768
Gatehouse HVAC replacement	\$9,180	\$0	\$9,180
Sub Total	<hr/> \$87,254	<hr/> \$0	<hr/> \$87,254

Emergency

Snow	\$19,125	\$0	\$19,125
Wind Damage	\$15,300	\$0	\$15,300
Sub Total	<hr/> \$34,425	<hr/> \$0	<hr/> \$34,425

Equestrian Parcel

Perimeter Fence-Glenmore Way	\$15,606	\$0	\$15,606
Perimeter Fence-Piper Way	\$17,680	\$0	\$17,680
Barn Roof Replacement-Main Roof	\$24,990	-\$17,100	\$7,890

Barn Roof Replacement-Maintenance Shed	\$5,712	\$0	\$5,712
Barn Roof Replacement-Flat Roof	\$3,740	\$0	\$3,740
Classroom Building-Roof Replacement	\$816	\$0	\$816
Classroom Building-HVAC replacement	\$4,080	\$0	\$4,080
Ring Lighting System	\$6,375	\$0	\$6,375
Sub Total	<u>\$78,999</u>	<u>-\$17,100</u>	<u>\$61,899</u>
Full funding Reserves Target	<u><u>\$393,509</u></u>	<u><u>(\$17,100)</u></u>	<u><u>\$376,409</u></u>

**Down Payment for replacement of Barn Roof paid in January 2017-
\$17,100**

DRAFT

APPENDIX B – BOARD & COMMITTEE REPORTS – March 2017

PRESIDENTS REPORT

President's Report

Bill Dunne, President

- On February 23, 2017, the GCA held its annual meeting for the purposes of reporting the past year and electing new board members. Approximately 200 members attended the meeting at which Diana Ferguson, GCA President, reviewed the year's events and accomplishments. Comments and questions were raised by members and those were addressed at the meeting. The election results were announced with three new board members elected to replace the retiring members: Chuck Axten, Kevin Fitzpatrick, and Bob Smith. Following the meeting the newly constituted Board selected Bill Dunne to serve as President for 2017.
- At the March 2, 2017 Board working meeting an assignment of responsibilities among the board members was made: Bill Dunne, President; Art Peters, Vice President and CARB Chair; Kevin Fitzpatrick, Treasurer, Ron Baellow, Security Committee and Compliance Committee Chair; Chuck Axten, Water Resources Committee and ARC Chair, and serves on ARB; Bob Smith, Roads Committee Chair and serves on ARB and ARC. Becky Lindway was selected to fill the remaining term of Jim Colbaugh who resigned. Becky serves as Secretary and Communications Committee Chair. These actions will be formally approved by the board at the March 16, 2017 Board meeting.
- The board discussed approaches to handle traffic calming on Piper Way between the gatehouse and the Paddington intersection. Discussion was to request VDOT approve a Stop Sign at Piper and Darby.

ARB REPORT

- During February 2 homes were approved for construction. Stanley Martin on K2B-1 and K2B-9.

ARC REPORT

Date	Resident	Address	Description	Action
2/17/17	Smith	3200 Darby	Remove River Birches in Front Yard	A
2/18/17	Swanson	3362 Cotswold	Replace Deck and Add Screen Porch	A
2/19/17	O'Brien	3188 Darby	Remove Old Maple and Replace	A
2/22/17	Wafler	3512 Wedgewood	Add Screened Porch	A
2/24/17	Easter	3660 Perthshire	Add Screened Porch and Addition	A
3/7/17	Leyo	1478 Kinross	Install Children's Playset	A
3/7/17	Clark	3410 Darby	New Paint Colors for Residence	A
3/8/17	Thomas	1282 Piper Way	Remove Diseased Shrubbery	A

SECURITY & ACCESS

No written report.

Ron Baellow, Chair

COMPLIANCE

Old Business

- 3426 Cesford started properly storing their garbage can
- 3159 Darby contractors moved the trailer from the driveway and started cleaning up the property

New Business

- 3511 Wedgewood had a realtor for sale sign in the front yard. I spoke to the owner and we removed it. She was also going to contact the agent and explain the no sign rule to them

WATER RESOURCES

No written report.

GLENMORE COMMUNITY COMMON AREA REVIEW BOARD

Several sub-committees made substantial progress and made reports.

- D&D has applied pre-emergence fertilizer to the Glenmore common areas, spruced up the area around the gatehouse, and will be replacing those trees they had planted that suffered during the winter.
- Sports Field/ Playground sub-committee worked with the Glenmore Country Club and has placed an order for new equipment for the playground behind the swimming pool that all Glenmore resident, their guests, and club members will be able to utilize. Installation is expected to be accomplished by mid-April.
- Caution signs around the Carroll Creek bridge construction area were placed. The bridge is currently closed for the next 6 weeks during construction. It is requested that pedestrians, trail riders, and traffic avoid this area.
- Alternatives to connect the walking path on Piper Way to Carroll Creek are being examined.
- Planned and previously communicated Equestrian Center repairs have begun and the lease, Cadeaux Show Stables, has taken possession. These repairs will continue over the next few months.

ROADS

No written report.

COMMUNICATIONS REPORT

No written report.

Dottie Martin

Chuck Axten, Chair

Art Peters, Chair

Bob Smith, Chair

Becky Lindway, Chair