



**Woodledge at Whitford Hills Community Association
Annual Meeting Minutes
West Whiteland Township Building
Thursday, March 17, 2016**

Board members present

- Lou Franzini, President
- Paul Schroeder, Treasurer

CCR Management present

- Jane Wismer, Senior Portfolio Manager
- Martha Parker, Assistant Community Manager

As the homeowners arrived at the meeting and signed in, they were presented with copies of the PowerPoint presentation, minutes from the 2015 Annual Meeting and a copy of the Reserve Funds & Investment Plan, Capital Improvement Fund, and Year End Operational Account Plan, policies.

President Lou Franzini presented a few introductory remarks thanking the homeowners for their attendance, and for their attention and action in voting on the Eleventh Amendment. He presented the CAI (Community Association Institute) Gold Star Award framed certificate to the community and notified the homeowners that the Board was pleased to present the certificate to CCR Management to display in their office.

Call to Order

Lou officially called the meeting to order at 7:05 pm. He stated that a quorum had been reached. He introduced Paul Schroeder, Board Treasurer; Jane Wismer; Senior Portfolio Manager, CCR Management, Inc. and Martha Parker, CCR Management Assistant Community Manager. He thanked Paul and CCR for their hard work over the past year.

2015 Annual Meeting Minutes

Lou asked the homeowners to take a few minutes to read over the annual minutes from last year's meeting. Lou called for a motion to approve the minutes from last year. Bob Singer made the motion, seconded by Jerry Mello.

2015 Accomplishments and 2016 Goals

Paul Schroeder presented the 2015 accomplishments and goals outlined for 2015. He stated that he has enjoyed being on the Board for three years.

Accomplishments:

- 100% of the 2015 Annual Assessments were collected.
- Ended the year \$1,000 under budget.
- Equity was increased by \$25,000 with Surplus Reserve Funds
- Ended the year with adequate funds in the Operating and Reserve Accounts
- The Association is now debt free after elimination of the \$30,000 builder loan.
- Returned \$1,225 to homeowners from Surplus Reserve Funds.
- Reduced 2016 Annual Assessments by \$20 to \$225 per month.
- Developed a financial investment plan posted on the website.
- Eleventh Amendment was approved returning exterior repair and replacement responsibilities to homeowners such as painting, seal coating, siding, concrete, and roof repairs.
- Driveways and Walking Trail were seal coated at a cost of \$4,900.
- Front doors, and Garage Door Trim painted at a cost of \$9,825.
- Pruned street trees, and removal of dead trees at a cost of \$6,790.
- Vegetation cutback in the open space at a cost of \$5,440.
- Turf improvement programs included seeding select areas and aerating front, side and back of homes at a cost of \$4,900.
- Stone wall cap and sidewalk repaired around the mailbox for \$1,600.
- Addressed other maintenance items, repaired fence issues around the basin, posted “No Soliciting” sign, and expanded entrance lighting.
- Declined Architectural Request for Solar Panels as the request did not conform to the requirements of the Eleventh Amendment.
- Woodledge awarded Community Associations Institute’s (CAI) Gold Star Community Award in December.
- Welcome Burns, Bustamante and D’Onofrio families to Woodledge. The D’Onofrio’s were in attendance.

Lou talked about the solar panel request in more depth. The request was denied because it was not in keeping with the Eleventh Amendment and would have declared the roof warranty null and void. It was reviewed by legal and there were discussions with Solar City, the solar panel company.

Goals and Objectives:

- Landscape and Tree Maintenance budget for 2016 is \$20,000.
- Remove dead trees, stumps and cleanup along the fence line of Lincoln Highway.
- Consider additional plantings along the fence line contingent to available funds.
- Continue tree pruning and maintenance in open space and residential areas.
- Continue vegetation cutback for areas not addressed in 2015.
- Continue turf improvement program for seeding, aeration, and sod replacement along cub line as was done in 2015.
- Refinish entrance sign paid for from the Capital Improvement Fund.
- Repair additional concrete and correct expansion joint issues around the community.
- Negotiate renewal of CCR Management contract.
- Continue to solicit and train qualified candidates to serve on the Board.

Lou thanked Glen Barton for all of his work in placing and keeping information current on the web site.

Financial Review:

Lou presented the financial review including the Balance Sheet, Surplus Reserve Funds, Year End Operating Report, and the Profit & Loss Report.

The community is in very good shape financially and the Board manages the finances very prudently.

In 2014 a Reserve Study was conducted. The web site lists the reserve items and the year they are targeted for repair / replacement. Lou indicated that projects will be done as needed, especially in high visibility areas. Lou presented the Reserve Study Cash Flow Analysis from years 2015 through 2019. The reserve items will be monitored every year so plans can be made accordingly. The first big expense will be for concrete, targeted for 2019

There is a priority to clean up the area along Lincoln Highway. The stumps will be removed and if anything is to be planted in that area, it would take place in the fall.

The farmhouse was surveyed. Homeowner's rear yards will be looked at and addressed if there are any issues.

The storm basin is a very important feature of the community and is inspected yearly by the Township. Large rocks were placed in the swale today to enhance the system. Any vegetation impeding the operation of the storm basin will be removed.

Lou reviewed the certificates of deposit in which the Reserve Funds have been placed. The terms are staggered and higher than average interest rates were selected. The money is always available if needed in an emergency.

Lou stressed the importance of the current Board and future Boards to adhere to the Reserve Funds & Investment Plan, Capital Improvement Fund, and Year End Operational Account Plan, policies, distributed to the homeowners. The Year End Operating Balance goal of 45% of Revenues was met.

Community Review

Lou introduced Jane Wismer and thanked her for excellent service and noted that she is always available even though she manages a portfolio of 14 other communities.

Jane Wismer presented the community review. She thanked the Board for their hard work and diligence. She also thanked the Accounting office at CCR for their service.

Jane indicated that the Community's Rules & Regulations were reviewed and adopted along with the Architectural Guidelines in 2015. Their intent is to uphold the Declaration. Any exterior change to a home should be submitted on the Architectural / Landscape Request Form, to CCR who will review and forward onto the Board for their review and determinations. The form can be found on the web site and on SenEarthCo and a copy is also in the guidebook. Homeowners may submit the request electronically through SenEarthCo.

Jane stated that approximately 52% of all homeowners are signed up for SenEarthCo. The goal is to get 100% of the community signed up. All homeowners will receive the Broadcast messages even if they are not signed up for SenEarthCo®. Jane indicated that all homeowners received a secure pass code to get set up on the system and if they need the pass code to contact her or Martha.

Jane also briefly reviewed the Responsibility Chart that is an outgrowth of the Eleventh Amendment.

If any homeowner needs a copy of the Rules & Regulations or the Responsibility Chart, please contact CCR Management.

Jane reviewed the Community Inspection process. Inspections will be conducted twice a year. The first one was done in August 2015 and the due date for compliance and remediation is May 1st.

The most common item notices was mildew, especially on the Northern exposure.

Jane noted that the maintenance of the storm water basin is taken very seriously by Chester County. The basins are required to be maintained at a certain level.

Questions and Answers

A homeowner asked if the leaves underneath her deck can be blown out – Yes, Outside Unlimited will be notified.

A homeowner asked what can be done about the stray cats roaming in the Community. If we know where they are coming from, or who is feeding them, we can contact them.

Concluding Remarks

Jane expounded on the Gold Star award. It is a prestigious award and one the community can be very proud to achieve. It is good for three years.

Lou stated that the contract with CCR Management has been renewed through the end of 2016.

A homeowner expressed his sincere thanks for the efforts of the Board and CCR Management.

Lou concluded by reiterating that the community is in an excellent financial position.

Lou thanked the community for its support.

Lou requested a motion to adjourn the meeting. A motion was made by Stew Feinberg and seconded by Frank Pellegrino. The meeting was adjourned at 8:31 pm.

Respectfully submitted,

Martha Parker
Assistant Community Manager
CCR Management, Inc.