

**Welcome to the
Williamsburg Homeowners
Association**

**Annual Meeting
January 27th, 2011**

Agenda

- Call to Order
- Election of New Board Members
 - Election Procedures
 - Role of Board Members
 - Board Member Vacancies
 - Conduct Election and Announce Results
- Committee Organization and Reports
- New Business
 - WHOA Goals and Objectives for 2011
- Adjournment of Meeting

Election Procedures

- Introduce nominees and/or accept nominees from floor for the Board
- Mark and collect ballots
- Tabulate votes and announce results
- For election results to be official, a quorum of 93 members/households must vote
- If not, meeting will be suspended until such a time as a quorum is achieved

Role of Board Members

- Term of three (3) years
- Chair one (1) Committee
- Co-Chair one (1) Committee
- Monthly Board of Director's meeting
- Committee working sessions as needed

Committee Organization & Reports

Executive Board of Directors

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graph TD; EB[Executive Board of Directors] --- A[Architectural]; EB --- C[Communications]; EB --- F[Finance]; EB --- MS[Maintenance/Open Space]; EB --- S[Social];
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Architectural

Bill Dotson, Chair
Bert Shipman, Vice Chair

Communications

Tim Bucher, Chairman
Bill Dotson, Vice Chair

Finance

Bert Shipman, Chair
Tim Bucher, Vice Chair

Maintenance/Open Space

Matt Mooney, Chair
Traci Carneglia, Vice Chair

Social

Traci Carneglia, Chair
Matt Mooney, Vice Chair

2010 Highlights

- Continued to reduce number of delinquent accounts.
- Purchased furniture for pool area
- Completed phase 4 of median project
- Sponsored 6 community events.
- Maintained positive financial position of the community.

Finance 2010

Completed Activities

- Completed external audit of 2009 financial statements and filed IRS Tax Returns as required
- Audited the WHOA Snow/Ice/Cinder/Salt Contract with Shearon, billing & payment process, and the integrity of the Private Road portion of the Contract
- Approved 2011 operating budget

Finance 2011 Planned Activities

- Complete external audit of 2010 financial statement and submit 2010 Tax Return as required
- Monitor all Snow/Ice/Cinder/Salt costs to the WHOA on a storm by storm basis to insure accuracy of allocation between Private Road and Common WHOA expense
- Monitor all financial results to ensure operational expenses do not out pace operational revenue

2010 Budget vs. 2011 Budget

Description	2010 Budget (Private)	2010 Budget (Common)	2011 Budget (Private)	2011 Budget (Common)
Income: (Association Fees, Late Fees, Interest, Clubhouse Rentals)	\$49,800	\$269,800	\$32,180	\$270,300
Maintenance: (General (ex. front entrance lighting), Snow and Ice Removal, Landscape Contract, Landscape/Tree Improvements)	\$18,000	\$74,050		\$79,600
Utility and Services: (Electricity, Pool Water and Sewer)		\$9,500		\$10,500
Recreation: (Pool Contract, Pool Control Systems, Pool Repairs, Clubhouse Cleaning, Clubhouse Trash Removal, Clubhouse Alarm Monitoring, Sprinkler Inspection and Maintenance, Clubhouse Maintenance and Repairs, Social Committee Expenses)		\$87,600		\$74,950
Administrative: (Management Contract, Insurance, Audit, Office Expenses (mailings), Taxes, Legal Expenses)		\$74,950		\$79,950
Reserves: (Based on 2006 Reserve Study)	\$31,800	\$23,700	\$31,800	\$23,700

Architectural 2010 Completed Activities

- Processed 21 ACC requests (26 in '09, 27 in '08,)
- Turnaround time for requests was less than 2 weeks.
- Contractor insurance information was **ONLY** required on projects for which the TWP did not also require it.

Architectural 2011 Planned Activities

- Evaluate ACC forms and respond within 2 weeks.
- Continue to examine the process for efficiency and effectiveness

Communications 2010

Completed Activities

- Board meeting minutes published on website
- Added new residents to homeowner directory
- Updated forms and links on WHOA website

Communications 2011 Planned Activities

- Better utilization of WHOA web site.
- “Community News” updated more frequently
- More information regarding areas of concern to all
- Distribution of newsletters, social event notices and registration forms by e-mail
- All homeowners who have not registered their e-mail addresses in the WHOA directory are encouraged to do so

Maintenance & Open Space 2010 Completed

- Pool/Clubhouse

- Purchased New Chairs , Tables and umbrellas for Pool
- Installed Digital Thermostat to control HVAC in Clubhouse

Maintenance & Open Space 2010 Continued

- Landscaping

- Completed phase 4 of median landscape project
- Routine mowing, mulching, seasonal plantings
- Misc. fence rails replaced as needed

Maintenance & Open Space 2011

Planned Activities

- Pool/Clubhouse

- Distribute new pool tags for 2011
- Additional pool furniture to be purchased including chairs, tables, and umbrellas as the budget allows

- Landscaping

- The Main Entrance (FENCING & SIGNAGE)
- Violations: the Association shall continue to enforce the Declaration, By-laws and Rules and Regulations. We ask that homeowners refer to their documents for clarification in order to remain in compliance with them. Should there be any questions management is available to assist homeowners.

Social Committee 2010 Events

- *The social committee sponsored 6 community events in 2010
- Easter Egg Hunt- more than 80 children participated
- Yard Sale- 80+ homes participated
- Family movie night in the park- 100-150 people

Social Committee Events 2010 Continued

- Halloween Party- More than 50 children attended
- Desserts with Santa- 40+ families
 - Donations of new toys and canned goods were taken to Community Youth and Women's Alliance
- Holiday Luminaries

Social Committee

Looking Forward 2011

- Events for 2011 have yet to be planned but will most likely include many of the same events from 2010
- Volunteers are always needed to help with events
- Event forms are only available on website and at clubhouse
- Printed signs will be posted notifying of upcoming events

Mid-Atlantic Management Team

- **Community Manager:**
 - **Jana Pecenkova**
- **Community Administrator:**
 - **Pat Miller**
- **Regional Director:**
 - **Diane Gothard, CMCA, AMS**

Direct Debit Program

- Mid-Atlantic Management offers an automatic payment service, which allows you to pay your monthly association fee through a direct debit from your bank account.
- The forms are available at the sign in desk

Thank you!