

## **BOARD OF DIRECTORS MEETING**

**Thursday, NOVEMBER 4, 2010  
7:00 p.m.**

**Southlake Recreation Association  
Montclair, VA 22026**

### **AGENDA**

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of ***October 7, 2010*** Meeting Minutes
- IV. **HOMEOWNERS FORUM**
- V. **Manager's and Treasurer's Report**
  - Assessments Update
- VI. **CLUBHOUSE UPDATE**
  - *2010 Community Events Schedule*  
*October 30 Halloween Event*
- VII. **OLD BUSINESS**
  - *Tennis Court cracksealing*
  - *Playground Resurfacing*
- VIII. **NEW BUSINESS**
  - **Annual Meeting Dec. 2, 2010**
    - ***Nominations Committee***
    - ***Budget Committee***  
*Reserve Study Review*
  - 2011 Snow Plowing Contracts
  - 2011 Management Contract
- IX. Time and Place of Next Meeting – **December 2 (Thurs)**
- X. Adjournment

**SOUTHLAKE RECREATION ASSOCIATION  
BOARD OF DIRECTORS MEETING  
October 7, 2010**

**CALL TO ORDER**

The meeting was called to order by Vice President Lynne DeWitt at 7:00 p.m., at Southlake Recreation Center, 5070 Higgins Drive, Montclair, VA 22026. Vice President DeWitt declared a quorum with the following in attendance:

Lynne DeWitt   Charles Brown  
Garth Miller   Lin R. Stauffer (Manager)

**HOMEOWNERS FORUM**

There were no homeowners in attendance,

**MINUTES**

**MOTION #10-42**          Charles Brown made a motion to approve the September 2, 2010 Board meeting minutes. Lynne DeWitt seconded the motion. Motion passed unanimously.

**MANAGERS AND TREASURER'S REPORT:**

Manager presented Budget, Income Statement and Disbursement Reports (as of 9/30/10). Balances in accounts total \$314,223. Reserves Balance, as of 12/31/09 was \$260,989. Manager entertained Budget questions from Board members. **[Attachment A]**

**Assessments Update:**

Manager reviewed legal updates on status of past-due accounts, and garnishments. Past-due accounts receivable total \$4,229 (to include six past-due accounts in excess of 2009 annual assessments, two foreclosures, two bankruptcies and one payment plan); \$1,805. in late fees; and \$2,795. in legal fees. Liens have been placed against lots, and judgments recorded on all past-due accounts. **[Attachment B]**

The Board reviewed September 13, 14, 21, collection updates from Compton & Duling L.C. reference October 28, 2010 court dates for warrants in debts. The Association has reclaimed \$3,785. in past-due subcontractor liens, and summons to answer interrogatories are scheduled for November 18, 2010.

**ACTION ITEM:**          Manager will continue to follow up on past-due accounts.

**MOTION #10-43**          Garth Miller made a motion to accept the Manager's and Treasurer's Report. Lynne DeWitt seconded the motion. Motion passed unanimously.

**MOTION #10-44**          Lynne DeWitt made a motion to transfer \$40,000 from Bank of America to Cap One money market account. Charles Brown seconded the motion. Motion passed unanimously.

**CLUBHOUSE UPDATE**

**2010 Community Events Schedule**

The Board reviewed the community events and bookings schedule.

**MOTION #10-45**          Lynne DeWitt made a motion to approve the Southlake Recreation and Community Events schedule. Charles Brown seconded the motion. Motion passed unanimously.

**ACTION ITEM:**          Manager was requested to coordinate the October 30, 2010 Halloween Party and Haunted House with Activities Chair Steve Walters.

**OLD BUSINESS**

**Landscaping**

The Board of Directors commented favorably on the landscaping improvements adjacent to the basketball court, and reviewed Proposal E10-66642 for landscaping improvements to the picnic area and front signage.

**ACTION ITEM:**          The Board concurred unanimously to table the Proposal for discussion in the Fall time frame.

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**Tennis Court Crack sealing**

Manager advised that Tennis Court crack sealing is scheduled for the last week in October, weather permitting. Tennis courts will be locked and signs posted during the repair period.

**PWC Police Department Off-Duty Patrols**

The Board of Directors reviewed off-duty PWC Police Department patrol logs for September, 2010, and approved the proposed schedule for October, 2010.

**ACTION ITEM:** Board members requested that weekday random patrols be changed to hours of 3:00 – 6:00 p.m. staggered up to 9:00 p.m. during school sessions.

**ACTION ITEM:** Manager advised three payments has been received from Prince William County Juvenile services for 2009 vandalism judgments, and two other payments are due by December 1, 2010.

**NEW BUSINESS**

**Reserve Study Updates**

Manager reviewed the projected 2010 Year End Budget, and the Proposed 2011 Budget with a ten percent increase to \$250 per lot, in order to meet the Reserve Study recommendations of \$44,560 for 2010 Reserve contribution. The Board of Directors reviewed the Miller Dodson Associates' Replacement Reserve Report FY 2010 for Southlake Recreation Association.

**Playground Fibar Safe surfacing**

Manager advised the Reserve Study recommended additional fibar safe surfacing to the playgrounds.

**MOTION #10-46** Lynne DeWitt made a motion to approved the proposal by All Recreation in the amount of \$4,520.10 for installation of Zeager Brothers woodcarpet @ 5 ½ inches, on three playgrounds, pending receipt of three bids from Sport Systems, Bosco Associates, Inc., and D&J Express Mulch. Garth Miller seconded the motion. Motion passed unanimously.

**2011 Pool Contract Proposals**

**ACTION ITEM:** The Board members discussed Pool Contract bids currently submitted as higher than anticipated, and requested that Manager research either cutting back lifeguard staffing and/or hours of operation, fourth guard on peak hours, 2:00 p.m. openings during school session, Mon-Fri Noon openings during Summer hours, etc. Pool Bids are due for consideration at the November Board meeting.

**ANNUAL MEETING December 2, 2010**

**Proposed 2011 Budget**

**MOTION #10-47** Garth Miller made a motion to approve the Proposed 2011 Budget, based on a Ten (10) Percent increase to \$250. annual assessment per lot. Charles Brown seconded the motion. Motion passed unanimously.

**Nominations Committee**

Charles Brown withdrew his name from the 2011 nominations slate, as he will be moving.

**ACTION ITEM:** Manager will include requests for Biographical sketches for nomination to the Board in October Newsletter. Nominations Chair will follow up on prospective nominees.

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**Fall 2010 Newsletter**

**ACTION ITEM:** The Board approved the Fall 2010 Newsletter.

**Pool Lounges**

**ACTION ITEM:** Charles Brown requested that management evaluate the condition of older pool lounges and propose the replacement of older, damaged lounges prior to the 2011 Pool Season.

**2011 Snow Plowing Contracts**

**ACTION ITEM:** The Board of Directors will review snow plowing contracts at the November Board meeting.

**2011 Management Contracts**

**ACTION ITEM:** The Board of Directors will review management contracts at the November Board meeting.

**TIME & PLACE OF NEXT MEETING**

The next scheduled meeting of the Board of Directors is **Thursday, November 4, 2010** at 7:00 p.m. at Southlake Recreation Center.

**ADJOURNMENT**

**MOTION #10-48** Vice President DeWitt entertained a motion for adjournment at 8:00 p.m. Charles Brown seconded the motion. Motion passed unanimously.

Respectfully submitted,

Lin R. Stauffer, Manager  
Secretary/Treasurer  
At the request of the Board of Directors

Attachments