

## **BOARD OF DIRECTORS MEETING**

**Wedn., DECEMBER 3, 2008  
Southlake Recreation Association  
Montclair, VA 22026  
Following Annual Meeting**

### **AGENDA**

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of 2007 Annual Meeting Minutes
- IV. **HOMEOWNERS FORUM**
- V. **Manager's and Treasurer's Report**
  - Assessments Update
- VI. **CLUBHOUSE UPDATE**
  - 2008 Community Events Schedule
- VII. **OLD BUSINESS**
- VIII. **NEW BUSINESS**
  - 2009 Management Contract
  - Pool Pump & Motor Replacement
  - 2009 Assessment Billing Resolution
- IX. Time and Place of Next Meeting – **Jan 7, 2008**
- X. Adjournment

**SOUTHLAKE RECREATION ASSOCIATION  
BOARD OF DIRECTORS MEETING  
OCTOBER 1, 2008**

**CALL TO ORDER**

The meeting was called to order by Chair Dan Schwemmer at 6:30 p.m., at Southlake Recreation Center, 5070 Higgins Drive, Montclair, VA 22026. Chair Schwemmer declared a quorum with the following in attendance:

Daniel Schwemmer	Anthony Brannan
Robert Ronnell	Lynne DeWitt
Steven Gates	Lin R. Stauffer (Manager)

**Homeowners Forum:**

There were no other homeowners in attendance. The Board reviewed homeowner issues.

**ACTION ITEMS:**

- Manager will obtain proposals for installation of a pool cover in 2009.
- Manager will obtain proposals for whitecoating pool in early Spring, 2009.
- Manager will obtain proposals for recaulking pool expansion joints and replacing Tile targets and racing (lap) lane tiles.
- Manager will obtain proposals for installation of safety fibar surfacing on the playgrounds in early Spring, 2009.

**MINUTES**

**MOTION #08-35** Anthony Brannan made a motion to approve the September 3, 2008 meeting minutes. Robert Ronnell seconded the motion. Motion passed unanimously.

**MANAGERS AND TREASURER'S REPORT:**

Manager presented Budget, Income Statement and Disbursement Reports (as of 9/01/08). Balances in accounts total \$311,753.63. Reserves Balance, as of 12/31/07 \$248,158.

**[Attachment A]**

**Assessments Update:**

Manager reviewed legal updates on status of past-due accounts, and garnishments. Accounts receivable total \$5,895.00 (26 past-due accounts, two of which are in excess of 2008 annual assessment, four of which are bankruptcies) and six foreclosures; \$2,455 in late fees; and \$778 in legal fees. Liens have been placed against lots, and judgments issued on past-due accounts.

**[Attachment B]**

**MOTION #08-36** Anthony Brannan made a motion to accept the Manager's and Treasurer's Report. Lynne DeWitt seconded the motion. Motion passed unanimously.

**CLUBHOUSE UPDATE**

**2008 COMMUNITY EVENTS SCHEDULE**

The Board of Directors reviewed and approved the Southlake Recreation and Community Events schedule. The Board of Directors approved community newsletter, and reviewed the preparations for the upcoming Halloween Event and Haunted House.

**OLD BUSINESS**

**PWC Police Department Off-Duty Patrols**

The Board of Directors reviewed off-duty PWC Police Department patrol logs for September, 2008 and reviewed proposed schedules for October and November, 2008.

**ACTION ITEM:** Manager advised Prince William County Police Department has approved the "Application for inclusion of Police enforcement of Trespassing Laws on Private Property Program".

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**NEW BUSINESS**

**Clubhouse Updates**

**ACTION ITEM:** Manager was requested to obtain comparable Clubhouse rental rates, for consideration by the Board of Directors.

**ANNUAL MEETING**

**ACTION ITEM:** The Board of Directors set the Annual Meeting for Wednesday, **December 3, 2008 at 7:00 p.m.**

**Proposed 2009 Budget**

**ACTION ITEM:** The Board reviewed proposed 2009 Budget increases of a zero, eight, and ten percent. The Board of Directors reviewed the 2007 Audit, Taxes and Reserves Study.

**MOTION 08-37** Anthony Brannan made a motion to approve the proposed 2009 Budget, based on a zero percent increase @ \$218. annual per lot. Lynne DeWitt seconded the motion. Discussion followed. The motion passed unanimously.

**Nominations to the Board**

Nominations Chair Lynne DeWitt advised that Lori A. Darnell, 15574 Winding Creek Drive, has expressed an interest in serving on the Board of Directors.

**2009 Proposals**

The Board of Directors reviewed multi-year contracts for Landscaping, Pool Service and Towing. The Board approved continuation of multi-year contracts with Community Landscape Services, Virginia Pool Services, and Dominion Wrecker.

**TIME & PLACE OF NEXT MEETING**

The next scheduled meeting of the Board of Directors is Wedn., November 5, 2008, at 7:00 p.m. at Southlake Recreation Center.

**ADJOURNMENT**

**MOTION #08-38** Chair Schwemmer entertained a motion for adjournment at 8:00 p.m. Tony Brannan seconded the motion. Motion passed unanimously.

Respectfully submitted,

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

Attachments