

## **BOARD OF DIRECTORS MEETING**

**Thursday, NOVEMBER 5, 2009  
7:00 p.m.**

**Southlake Recreation Association  
Montclair, VA 22026**

### **AGENDA**

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of October 8, 2009 Meeting Minutes
- IV. **HOMEOWNERS FORUM**
- V. **Manager's and Treasurer's Report**
  - Assessments Update
- VI. **CLUBHOUSE UPDATE**
  - ***2009 Community Events Schedule  
October 31<sup>st</sup> Halloween Event***
- VII. **OLD BUSINESS**
  - 2010 Management Contract
  - 2009/2010 Snow Plowing Contract
- VIII. **NEW BUSINESS**
  - ***Annual Meeting December 3, 2009 (Thurs)***
    - Budget Chair - Proposed 2010 Budget
    - Nominations Chair
- IX. Time and Place of Next Meeting – **2010 Schedule TBD**
- X. Adjournment

**SOUTHLAKE RECREATION ASSOCIATION  
BOARD OF DIRECTORS MEETING  
OCTOBER 8, 2009**

**CALL TO ORDER**

The meeting was called to order by Chairman Daniel Schwemmer at 7:00 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           |
| Lynne DeWitt     | Lin R. Stauffer (Manager) |

**Homeowner:**

Steve Walters 15701 Renton Court 703-730-6111

**Homeowners Forum:**

Discussion entailed persons not picking up their dog feces on the property, and petty vandalism.

**MINUTES**

**MOTION #09-55** Anthony Brannan made a motion to approve the September 3, 2009 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 8/31/09). Balances in accounts total \$287,133.61. Reserves Balance, as of 12/31/08 was \$300,147. 2009 Reserve expenditures total \$42,682 to date. ***[Attachment A]***

**Assessments Update:**

Manager reviewed legal updates on status of past-due accounts, and garnishments. Past-due accounts receivable total \$5,543.25 (6 past-due accounts in excess of 2009 annual assessment, two bankruptcies, five foreclosures, and \$2,205.17 in Bad Debt); \$2,128. in late fees; and \$3,278.30 in legal fees. Liens have been placed against lots, and judgments issued on all past-due accounts. ***[Attachment B]***

The Board reviewed collection updates from Compton & Duling L.C.

**MOTION #09-56** Anthony Brannan made a motion to accept the Manager's and Treasurer's Report. Lynne DeWitt seconded the motion. Motion passed unanimously.

**CLUBHOUSE UPDATE**

**2009 Community Events Schedule**

The Board of Directors reviewed and approved the Southlake Recreation and Community Events schedule. The Board reviewed upcoming October 31 Halloween Event. Chair Steve Walters presented an update. Manager requested that the Clubhouse be vacated of all items before Monday, as events are scheduled the following week.

**ACTION ITEM:** Manager will order Halloween prizes from Oriental Trading. Manager will forward excel listing for last Pool event, and last Halloween event to Board members and Chair Walters. Chair Steve Walters will pursue volunteers for set up, event, and take down.

**PWC Police Department Off-Duty Patrols**

The Board of Directors reviewed off-duty PWC Police Department patrol logs for September, 2009 and reviewed proposed schedules for October, 2009.

**OLD BUSINESS**

**ACTION ITEM:** Chairman signed the contract Addendum for Community Landscape Services, as approved September 3, 2009.

**ACTION ITEM:** Manager signed the contract Addendum for Virginia Pool Services.

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**NEW BUSINESS**

**2010 Management Contract**

**MOTION #09-57** Chairman made a motion to table the 2010 Management contract, for further proposals. Anthony Brannan seconded the motion. Motion passed unanimously.

**Resignation from the Board**

**MOTION #09-58** Chairman Schwemmer made a motion to regretfully accept the resignation of Robert Ronnell from the Board of Directors. Anthony Brannan seconded the motion. Motion passed unanimously.

**2009/2010 Snow Plowing Contract**

**MOTION #09-59** Lynne DeWitt made a motion to approve snow plowing contract with Hedge Hog Landscaping for 2009/2010 Winter Season. Tony Brannan seconded the motion. Motion passed unanimously.

**2009 ANNUAL MEETING**

**ACTION ITEM:** The Board of Directors scheduled the *Annual Meeting for December 3.*

**MOTION #09-60** Lynne DeWitt made a motion to approve the proposed 2009 Annual Meeting Agenda packet.

**2010 Budget Committee**

Chair Anthony Brannan presented the proposed 2010 Budget.

**MOTION #09-61** Anthony Brannan made a motion to approve the Proposed 2010 Budget based on a 5% increase in the annual assessment to \$228.00 per lot (less than \$1.00 per month). Lynne DeWitt seconded the motion. Motion passed unanimously.

**2010 Nominations Committee**

No report. Board members were encouraged to canvas for Board members.

**TIME & PLACE OF NEXT MEETING**

The next scheduled meeting of the Board of Directors is **Thursday, November 5, 2009** at 7:00 p.m. at Southlake Recreation Center.

**ADJOURNMENT**

**MOTION #09-62** Chair Schwemmer entertained a motion for adjournment at 7:45 p.m. Anthony Brannan seconded the motion. Motion passed unanimously.

Respectfully submitted,

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

Attachments