

BOARD OF DIRECTORS MEETING

**Thursday, JULY 7, 2011
7:00 p.m.**

**Southlake Recreation Association
Montclair, VA 22026**

AGENDA

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of *April 14, 2011* Meeting Minutes
- IV. **HOMEOWNERS FORUM**
- V. **Manager's and Treasurer's Report**
 - Assessments Update
- VI. **CLUBHOUSE UPDATE**
 - *2011 Community Events Schedule*
 - Pool Updates ~~
Consideration of changes to Pool hours & rest periods
- VII. **OLD BUSINESS**
 - ADA Handicap Lift Installation
 - Replacement Pool Office Security Shutter & Remote Control
 - Prince William County Police Department contract
 - Replacement Commercial Water Heater (Reserve Fund)
 - Replacement Stone Dust on Softball Field
- VIII. **NEW BUSINESS**
 - Tennis Court & Basketball Court warranty repairs
Guardian Inspection ~ July 11
 - Broadleaf weed control "Imprelis" – Dupont Inspection for
Impact on Norway Spruce & White Pines
- IX. Time and Place of Next Meeting – **August 4 (Thurs)**
- X. Adjournment

**SOUTHLAKE RECREATION ASSOCIATION
BOARD OF DIRECTORS MEETING
April 14, 2011**

CALL TO ORDER

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

| | |
|-----------------|---------------------------|
| Anthony Brannan | Garth Miller |
| Dan Schwemmer | Lin R. Stauffer (Manager) |
| Lynne DeWitt | |

HOMEOWNERS:

No homeowners were in attendance.

MINUTES

MOTION #11-16 Garth Miller made a motion to approve the March 3, 2011 Board meeting minutes. Anthony Brannan seconded the motion. Motion passed unanimously.

MANAGERS AND TREASURER'S REPORT:

Manager presented Budget, Income Statement and Disbursement Reports (as of 3/31/11). Balances in accounts total \$387,305.89. 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 \$30,079. (to include six past-due accounts in excess of 2009 annual assessments, two foreclosures and two bankruptcies); \$4,130. in late fees; and \$2,261. in legal fees. Liens have been placed against lots, and judgments recorded on all past-due accts. **[Attachment B]**

The Board reviewed Compton & Duling L.C. March 8, March 9 collection reports regarding March 3 court dates, May 19 interrogatories and May 26 garnishments.

ACTION ITEM: Manager will continue to follow up on past-due accounts. Manager advised that 2011 assessments were due by March 15, latest; and past-due invoices were mailed with late fees after March 15, 2011.

MOTION #11-17 Anthony Brannan made a motion to accept the Manager's and Treasurer's Report. Garth Miller seconded the motion. Motion passed unanimously.

CLUBHOUSE UPDATE

2011 Community Events Schedule

The Board reviewed the community events and bookings schedule.

MOTION #11-18 Garth Miller made a motion to approve the Southlake Recreation and Community Events schedule. Anthony Brannan seconded the motion. Motion passed unanimously.

OLD BUSINESS

PWC Police Department Off-Duty Patrols

The Board of Directors reviewed off-duty PWC Police Department patrol logs for March, 2011 and approved the proposed schedule for April, 2011. The Board reviewed, discussed and questioned the proposed Contractual Agreement for Off-Duty Detail.

ACTION ITEM: Manager will refer proposed PWCPD contract to insurance carrier for review.

NEW BUSINESS

SOUTHLAKE WINE EVENT

May 7 @ 7:00 p.m. is the scheduled date for the Southlake Wine Event in the Clubhouse.

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BABY POOL RETRACTABLE AWNING

Manager presented proposals from A & A Awnings and Awnings by Clark Associates for replacement of the broken retractable awning in the baby pool.

MOTION #11-19 Garth Miller made a motion to remove the broken retractable awning from the baby pool, and to place several standing umbrellas in the baby pool area for use by parents. Anthony Brannan seconded the motion. Motion passed unanimously.

REPLACEMENT ALUTECH SECURITY SHUTTER

MOTION #11-20 Dan Schwemmer made a motion to approve contract for replacement of the broken security shutter at the Pool Office Desk, with the review of Alutech Security Shutters through other contractor sources. Garth Miller seconded the motion. Motion passed unanimously.

ADA Guidelines for Installation of Handicap Lift

The Board of Directors reviewed the Americans with Disabilities Access Act requiring installation of a handicap lift for the pool.

MOTION #11-21 Garth Miller made a motion to approve Proposal #11037 by Virginia Pool Services, Inc. for installation of a D.R. Smith #AXS 1000 handicap chair lift with armrest, foot rest and 300 pound lift capacity –battery operated 360 rotation to meet the ADA Guidelines. Anthony Brannan seconded the motion. Motion passed unanimously.

ACTION ITEM: Chairman requested that manager inquire about the ability of vandalism and theft of the lift from the pool deck, and the ability to move the structure for storage.

Guard Coverage Contract for Triathlon Team Practices

MOTION #11-22 Anthony Brannan made a motion to approve Virginia Pool Services, Inc. proposal for reimbursable Saturday guard coverage. Dan Schwemmer seconded the motion. Motion passed unanimously.

TIME & PLACE OF NEXT MEETING

The next rescheduled meeting of the Board of Directors is **Wednesday, May 11, 2011** at 7:00 p.m. at Southlake Recreation Center.

ADJOURNMENT

MOTION #11-23 Chairman Schwemmer entertained a motion for adjournment at 7:35 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