

BOARD OF DIRECTORS MEETING

**Thursday, JUNE 4, 2009
7:00 p.m.**

**Southlake Recreation Association
Montclair, VA 22026**

AGENDA

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of May 7, 2009 Meeting Minutes
- IV. **HOMEOWNERS FORUM**
- V. **Manager's and Treasurer's Report**
 - Assessments Update
- VI. **CLUBHOUSE UPDATE**
 - ***2009 Community Events Schedule***
June 21 "Schools Out" Party
- VII. **OLD BUSINESS**
 - Catering Kitchen Renovations
- VIII. **NEW BUSINESS**
 - Vandalism Updates – Denial of Recreational facilities use
 - Security – Digital Video Surveillance Systems
Security Light & Audio Warning Systems
- IX. Time and Place of Next Meeting – **July 2, 2009 (Thurs)**
- X. Adjournment

**SOUTHLAKE RECREATION ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 7, 2009**

CALL TO ORDER

The meeting was called to order by President Anthony Brannan at 7:00 p.m., at Southlake Recreation Center, 5070 Higgins Drive, Montclair, VA 22026. President Brannan declared the absence of Chair Dan Schwemmer, recovering from knee surgery. President Brannan declared a quorum with the following in attendance:

Anthony Brannan	Lynne DeWitt
Robert Ronnell	Lin R. Stauffer (Manager)

Homeowners:

James Harding	15473 Port Washington Court	703-583-4771
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Homeowners Forum:

Mr. Harding thanked the Board of Directors for approving and advertising the May 2, 2009 Southlake Yard Sale, and presented the Board with \$40.00 in proceeds. Mr. Harding requested the possibility of a Fall Yard Sale.

ACTION ITEM: Manager will inquire as to the date of the Fall FCE Yard Sale. The Board of Directors agreed to waive the Facilities usage fee, and consider a Fall Yard Sale event.

MINUTES

MOTION #09-17 Lynne DeWitt made a motion to approve the March 5, 2009 Board meeting minutes. Robert Ronnell seconded the motion. Motion passed unanimously. The Board reviewed DRAFT December 3, 2008 Annual Meeting minutes.

MANAGERS AND TREASURER'S REPORT:

Manager presented Budget, Income Statement and Disbursement Reports (as of 3/31/09). Balances in accounts total \$375,267.80. 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. Past-due accounts receivable total \$13,546.64 (9 past-due accounts in excess of 2009 annual assessment, two of which are bankruptcies, and five foreclosures) 54 outstanding 2009 accounts as of May 6, 2009; \$4,963 in late fees; and \$2,488.96 in legal fees. Liens have been placed against lots, and judgments issued on past-due accounts. **[Attachment B]**

MOTION #09-18 Robert Ronnell made a motion to approve an assessment payment plan for account #4076A, in the amount of \$100 by the 15th of each month, to be paid by July 31, 2009, defaults on proposed plan will be forwarded to attorney for collection. Anthony Brannan seconded the motion. Motion passed unanimously.

MOTION #09-19 Robert Ronnell made a motion to approve an assessment payment plan for account #4139, in the amount of \$100 by the 15th of each month, to be paid by December 31, 2009, defaults on proposed plan will be forwarded to attorney for collection. Anthony Brannan seconded the motion. Motion passed unanimously.

MOTION #09-20 Robert Ronnell made a motion to approve an assessment payment plan for account #4039A, in the amount of \$100 by the 20th of each month, to be paid by December 31, 2009, defaults on proposed plan will be forwarded to attorney for collection. Anthony Brannan seconded the motion. Motion passed unanimously.

MOTION #09-21 Robert Ronnell made a motion to waive \$25 late fee for account #0117, due to hardship. Lynne DeWitt seconded the motion. Motion passed unanimously.

MOTION #09-22 Anthony Brannan made a motion to accept the Manager's and Treasurer's Report. Robert Ronnell seconded the motion. Motion passed unanimously.

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CLUBHOUSE UPDATE

2009 Community Events Schedule

The Board of Directors reviewed and approved the Southlake Recreation and Community Events schedule. The Board of Directors expressed thanks for Lynne DeWitt's coordination of the March 28th Wine Event, and reviewed the final Event report. The Board reviewed 2008 Community Events Budget Report.

PWC Police Department Off-Duty Patrols

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

OLD BUSINESS:

Resignation and Nominations to the Board of Directors

MOTION #09-23 Lynne DeWitt made a motion to regretfully accept the resignation of Lori Darnell, from the Board of Directors. Robert Ronnell seconded the motion. Motion passed unanimously.

The Board of Directors reviewed Biographical sketches for nomination to the Board of Directors from Shawn Peak, 15506 Port Washington Court, and Charles Brown, 15713 Renton Court, Montclair, VA 22025.

MOTION #09-24 Lynne DeWitt made a motion to elect Charles Brown to fill the unexpired resignation position of Lori Darnell, in accordance with By-laws, Section 4.03 Number, Election and Removal of Directors, (e) Vacancies. Robert Ronnell seconded the motion. The motion passed with one abstaining vote by Anthony Brannan.

NEW BUSINESS

POOL Repairs and Whitecoating

Manager advised that the following have been scheduled:

Virginia Pool Management installation of main drains, main drain covers, replacement of broken and cracked recessed steps side of pool, and broken and cracked water line tiles, (3) defective underwater light lens gaskets, light bulbs deep end, (30) white expansion joint tiles, racing lane tiles and targets and Whitecoating. Contracted services include **Kolb Electric** – electrical inspection and repairs; **Woodbridge Plumbing** – plumbing inspection and repairs, Prince William County Backflow Prevention Test; **J.L. Affordable** – Repairs to vandalized tot lot fencing, iron gate, painting pool furniture, repair metal picnic tables, basketball court gate, volleyball net and flag; **Precision Painting & Powerwashing** -- Interior and Exterior Painting, wood sealm paint and primer wood fencing and sealcoat concrete sidewalks and portico; **All Recreation** – replacement of vandalized basketball backboard and rim and vandalized bench supports; **Tennis Courts, Inc.** – replacement of vandalized tennis court net; **Air King** – semi-annual check of 2 air conditioning units, and repairs; **HMS Fire Extinguishers** recharging and Emergency Exit inspections.

Management reported 162 Seasonal Pool Members, to date. All passes currently applied for in 2009 will be completed and mailed prior to May 23. Pool office and bathrooms are scheduled for cleaning and stocking. Pool lifeguard training sessions are scheduled for May 16 and 19, 2009. Four new umbrellas have been purchased.

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2009 Swimming Pool Regulations

MOTION #09-25 Robert Ronnell made a motion that, in accordance with "Application for Recreation Center and Swimming Pool Passes", and 2009 Swimming Pool Regulations, under Restrictions: Pool passes may only be issued to lot owners, and their leasees or renters currently residing in the owned lot. Members delinquent in the payment of annual assessments or otherwise in violation of the association rules and regulations are ineligible for admittance. Owners and/or their leasees or renters cannot sell or convey, in any manner, their recreational or pool membership. The Board of Directors and management office retains the right to request proof of residency. Only owners and/or residents of the address listed on the Application for Swimming Pool Passes will be issued passes. Owners or residents in violation may have their passes revoked for all residents of the household for the remainder of the annual Pool Season. Anthony Brannan seconded the motion. Motion passed unanimously.

Catering Kitchen Renovations

Management presented proposed plan for replacement of collapsing and broken laminate kitchen cabinets, laminate counters, sink and faucets.

ACTION ITEM: Board of Directors requested three proposals for kitchen renovations.

TIME & PLACE OF NEXT MEETING

The next scheduled meeting of the Board of Directors is Thursday, June 4, 2009 at 7:00 p.m. at Southlake Recreation Center.

ADJOURNMENT

MOTION #09-26 President Brannan entertained a motion for adjournment at 8:00 p.m. Robert Ronnell seconded the motion. Motion passed unanimously.

Respectfully submitted,

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

Attachments