

BOARD OF DIRECTORS MEETING

**Thursday, AUGUST 4, 2011
7:00 p.m.**

**Southlake Recreation Association
Montclair, VA 22026**

AGENDA

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of **July 7, 2011** Meeting Minutes
- IV. **HOMEOWNERS FORUM**
- V. **Manager's and Treasurer's Report**
 - Assessments Update
- VI. **CLUBHOUSE UPDATE**
 - *2011 Community Events Schedule*
 - Pool Updates ~~
- VII. **OLD BUSINESS**
 - Tennis Court & Basketball Court warranty repairs
Guardian Inspection
 - Broadleaf weed control "Imprelis" – Dupont Inspection for
Impact on Norway Spruce & White Pines
- VIII. **NEW BUSINESS**
 - Annual Meeting December 1, 2011
Budget Committee
- IX. Time and Place of Next Meeting – **September 1 (Thurs)**
- X. Adjournment

**SOUTHLAKE RECREATION ASSOCIATION
BOARD OF DIRECTORS MEETING
July 7, 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	Greg Barlow
Lynne DeWitt	Lin R. Stauffer (Manager)

HOMEOWNERS:

Jim Harding 15473 Port Washington Court
Carol Wyant 5071 Lands End Court

Homeowner Wyant attended the Board meeting to express concerns about security and vandalism and trash on the basketball courts and facility grounds. Management noted that janitorial picks up trash and empties trashcans twice a week in the summer season. The Board reviewed proposals by private security firms.

MINUTES

MOTION #11-24 Lynne DeWitt made a motion to approve the April 14, 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 5/31/11). Balances in accounts total \$413,086. Reserves Balance, *as of 12/31/10* was audited at \$291,477. 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 \$8,537 (to include six past-due accounts in excess of 2009 annual assessments, two foreclosures); \$3,430 in late fees; and \$2,043 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. May 27, June 1, 9, 13, 21 and 23 collection reports regarding court dates, interrogatories and garnishments.

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

MOTION #11-25 Anthony Brannan made a motion to approve payment plan for Acct. #4168, with the understanding that late fees will be funded by year end. Garth Miller seconded the motion. Motion passed unanimously.

MOTION #11-26 Anthony Brannan made a motion to approve payment plan for Acct. #4139, in the amount of \$150 due the first of each month, with the understanding that if owner defaults on payment plan, summons and garnishment will presume 12/18/11. Garth Miller seconded the motion. Motion passed unanimously.

MOTION #11-27 Anthony Brannan made a motion to accept the Manager's and Treasurer's Report. Lynne DeWitt seconded the motion. Motion passed unanimously.

MOTION #11-28 Anthony Brannan made a motion to accept the 2010 Audit by Brown & Uvena CPAs. Dan Schwemmer seconded the motion. Motion passed unanimously.

CLUBHOUSE UPDATE

2011 Community Events Schedule

The Board reviewed the community events and bookings schedule. Manager advised that "Family Neon Pool Night" is scheduled for July 23, Saturday, 7:00 – 10:00 p.m., with free barbeque, band, neon giveaways, door prizes and balloon creations. Manager advised the June 19th School's Out Pool Party and July 3rd Pool Party were successful.

MOTION #11-29 Garth Miller made a motion to approve the Southlake Recreation and Community Events schedule. Lynne DeWitt seconded the motion. Motion passed unanimously.

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Manager advised that the Drama Kids and Robotics Club Summer Camps, Water fitness aerobics classes, Childrens' swim lessons, Jazzercise and Yoga classes have all been well attended this Summer. Lynne DeWitt chaired another successful Southlake Wine Event May 7th in the Clubhouse. Dominion Triathlon Swim practices have been held on Saturday a.m. in the Pool.

OLD BUSINESS

ADA Handicap Lift

Manager advised that the Handicap lift was installed prior to the pool opening, pursuant to Federal ADA law; however, has only been used on two occasions, and patrons found the existing stairs to be preferable to the handicap lift.

Pool Office Security Shutter

Manager advised the new security shutter was installed in the pool office, and the remote control will be installed shortly.

Commercial Water Heater

Manager advised the new commercial water heater was installed prior to pool season.

Softball Field Stone Dust

Manager advised two truck loads of stone dust were installed on the softball field by PWC Girls Soft Pitch League.

PWC Police Department Off-Duty Patrols

The Board reviewed, discussed and denied the proposed Contractual Agreement for Off-Duty Detail.

NEW BUSINESS

Tennis Court & Basketball Court warranty repairs

Manager advised that she has met with Tennis Court Inc. regarding some necessary repairs to the Tennis and Basketball courts. Guardian is scheduled to inspect the courts July 11, for warranty repairs.

Declining Norway Spruce and White Pine Trees

Manager advised that multiple Norway Spruce and Pine Trees on the property are in stages of decline and death. It has been determined that Community Landscaping Services (CLS) applied Dupont "Imprelis" broadleaf weed control in Spring, and it has been determined this chemical root absorption has unfavorable impact on these two tree species. Management has documented trees with CLS and is awaiting inspection by Dupont to determine reimbursement.

Pool Hours

The Board reviewed two patrons' requests for changing pool and break time hours.

ACTION ITEM: Manager will obtain proposal for 11:00 a.m. pool opening Mon-Fri. and information on requirements for 15 minute breaks, for children to rest, rehydrate (drink water) and take bathroom breaks to prevent pool health concerns. Manager will submit information via email to Board members for consideration.

TIME & PLACE OF NEXT MEETING

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

ADJOURNMENT

MOTION #11-30 Chairman Schwemmer entertained a motion for adjournment at 8:00 p.m. Garth Miller seconded the motion. Motion passed unanimously.

Respectfully submitted,

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

Attachments