

BOARD OF DIRECTORS MEETING

Thursday, OCTOBER 7, 2010
7:00 p.m.

Southlake Recreation Association
Montclair, VA 22026

AGENDA

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of **Sept. 2, 2010** Meeting Minutes
- IV. **HOMEOWNERS FORUM**
- V. **Manager's and Treasurer's Report**
 - Assessments Update
- VI. **CLUBHOUSE UPDATE**
 - *2010 Community Events Schedule*
October 30 Halloween Event
- VII. **OLD BUSINESS**
 - *Tennis Court cracksealing*
- VIII. **NEW BUSINESS**
 - **Annual Meeting Dec. 2, 2010**
 - ***Nominations Committee***
 - ***Budget Committee***
Reserve Study Review
 - 2011 Landscaping & Snow Plowing Contracts
 - 2011 Management Contract
- IX. Time and Place of Next Meeting – **November 4 (Thurs)**
- X. Adjournment

**SOUTHLAKE RECREATION ASSOCIATION
BOARD OF DIRECTORS MEETING
September 2, 2010**

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
Garth Miller Lynne DeWitt
Lin R. Stauffer (Manager)

Guests:

Officer James Virgil, Prince William County Police Department

HOMEOWNERS FORUM

The Board of Directors reviewed Pool Patron Evaluations' Report.

Officer James Virgil, PWCPD, presented an update of May-August, 2010 Crime Analysis Unit Calls for Service. Officer Virgil resumed his random Southlake patrols. The Board reviewed Notices forbidding trespass.

MINUTES

MOTION #10-34 Lynne DeWitt made a motion to approve the July 1, 2010 Board meeting minutes. Garth Miller seconded the motion. Motion passed unanimously.

MANAGERS AND TREASURER'S REPORT:

Manager presented Budget, Income Statement and Disbursement Reports (as of 8/31/10). Balances in accounts total \$320,081. 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 \$4,319 (to include seven past-due accounts in excess of 2009 annual assessments, two foreclosures, two bankruptcies and one payment plan); \$1,880. in late fees; and \$1,011. in legal fees. Liens have been placed against lots, and judgments recorded on all past-due accounts. **[Attachment B]**

The Board reviewed July 27,30 August 4, 2010 collection updates from Compton & Duling L.C. reference October 28 court dates for warrants in debts.

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

MOTION #10-35 Anthony Brannan made a motion to approve transfer of maturing SunTrust Certificate of Deposit into Capital One Money Market at 1.40%. Lynne DeWitt seconded the motion. Motion passed unanimously. Board officers signed signature forms.

MOTION #10-36 Garth Miller made a motion to accept the Manager's and Treasurer's Report. Lynne DeWitt seconded the motion. Motion passed unanimously.

CLUBHOUSE UPDATE

2010 Community Events Schedule

The Board reviewed the July 4th Independence Day Pool Party and the July 24th Pool Swim Night.

MOTION #10-37 Lynne DeWitt made a motion to approve the Southlake Recreation and Community Events schedule. Anthony Brannan seconded the motion. Motion passed unanimously.

Pool Updates

The Board of Directors reviewed several Pool Patron Evaluations requesting that the association establish a "no smoking" policy in the pool facility. Discussion followed. The Board members reviewed final August and September Pool Attendance counts. The maximum patron count was Sun, Aug 29th, 142 patrons at 1:45 p.m.

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MOTION #10-38 Garth Miller made a motion to approve the addition of a “no smoking” policy in the pool facility, with the understanding that passive smoking/second-hand smoke (breathing other people’s tobacco smoke) has been medically proven to cause lung cancer and heart disease in non-smokers, as well as aggravate asthmatic and migraine conditions. In consideration of those patrons who wish to smoke, a bench and smoking station will be installed under the covered portico between the second to last and last set of Clubhouse doors, for their convenience. Lynne DeWitt seconded the motion. Motion passed unanimously.

OLD BUSINESS

Landscaping

The Board of Directors commented favorably on the landscaping improvements adjacent to the basketball court, and reviewed Proposal E10-66642 for landscaping improvements to the picnic area and front signage.

ACTION ITEM: The Board concurred unanimously to table the Proposal for discussion in the Fall time frame.

Tennis Court Crack sealing

The Board of Directors reviewed the Reserve Study recommendation for crack-sealing the tennis courts.

MOTION #10-39 Garth Miller made a motion to approve the proposal by Tennis Courts, Inc for Guardian Crack Repair in amount of \$3,200, with a request that management attempt to secure an additional two years to the three-year manufacturer’s warranty on cracks. Lynne DeWitt seconded the motion. Motion passed unanimously.

PWC Police Department Off-Duty Patrols

The Board of Directors reviewed off-duty PWC Police Department patrol logs for July and August 2010, and approved the proposed schedule for September, 2010.

ACTION ITEM: Manager advised one payment has been received from Prince William County Juvenile services for 2009 vandalism judgments, and three other payments are due by December 1, 2010.

Clubhouse Roof Replacement Proposals

The Board of Directors reviewed Reserve Study recommendations for roof replacement.

ACTION ITEM: The Board of Directors tabled the roof replacement in 2010.

NEW BUSINESS

Baby Pool Retractable Awning

The Board reviewed proposal for new retractable awning to replace damaged awning. The quotation is for a 50 % 2010 down payment of \$1,535.17 and scheduled replacement in Spring time 2011 time frame.

ACTION ITEM: The Board of Directors tabled the decision pending further proposals and consideration of a large standing pedestal umbrella.

Reserve Study Updates

Manager reviewed the projected 2010 Year End Budget, and the Proposed 2011 Budget with a ten percent increase to \$250 per lot, in order to meet the Reserve Study recommendations of \$44,560 for 2010 Reserve contribution. The Board of Directors reviewed the Miller Dodson Associates’ Replacement Reserve Report FY 2010 for Southlake Recreation Association.

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Annual Meeting December 2, 2010

ACTION ITEM: The Board set the Annual Meeting date for December 2, 2010.

MOTION #10-40 Chairman made a motion to appoint Anthony Brannan Budget Committee Chair; and Lynne DeWitt Nominations Chair. Garth Miller seconded the motion. Motion passed unanimously.

ACTION ITEM: Budget Chair Anthony Brannan will meet with Budget Committee and present recommendations to the Board of Directors for Proposed 2011 Budget.

ACTION ITEM: Manager will include requests for Biographical sketches for nomination to the Board in October Newsletter. Nominations Chair will follow up on prospective nominees. The incumbent Board has placed their names for nomination to the 2011 Board.

TIME & PLACE OF NEXT MEETING

The next scheduled meeting of the Board of Directors is **Thursday, October 7, 2010** at 7:00 p.m. at Southlake Recreation Center.

ADJOURNMENT

MOTION #10-41 Chair Schwemmer entertained a motion for adjournment at 8:00 p.m. Charles Brown seconded the motion. Motion passed unanimously.

Respectfully submitted,

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

Attachments