

BOARD OF DIRECTORS MEETING

**Thursday, OCTOBER 8, 2009
7:00 p.m.**

**Southlake Recreation Association
Montclair, VA 22026**

AGENDA

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of September 3, 2009 Meeting Minutes
- IV. **HOMEOWNERS FORUM**
- V. **Manager's and Treasurer's Report**
 - Assessments Update
- VI. **CLUBHOUSE UPDATE**
 - ***2009 Community Events Schedule
October 31st Halloween Event***
- VII. **OLD BUSINESS**
 - 2010 Landscaping Contract
 - 2010 Swimming Pool Contract
- VIII. **NEW BUSINESS**
 - ***Annual Meeting December 3, 2009 (Thurs)***
 - Budget Chair - Proposed 2010 Budget
 - Nominations Chair
 - 2010 Management Contract
- IX. Time and Place of Next Meeting – **November 5, 2009 (Thurs)**
- X. Adjournment

**SOUTHLAKE RECREATION ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 3, 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	Robert Ronnell
Charles Brown	Lin R. Stauffer (Manager)

Homeowners Forum:

Discussion entailed persons not picking up their dog feces on the property.

MINUTES

MOTION #09-42 Anthony Brannan made a motion to approve the July 2, 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 \$287,079.54. Reserves Balance, as of 12/31/08 \$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 \$5,721.25 (6 past-due accounts in excess of 2009 annual assessment, two bankruptcies, and five foreclosures, and \$2,205.17 in Bad Debt); \$2,513. in late fees; and \$1,927.74 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 #09-43 Anthony Brannan made a motion to accept the Manager's and Treasurer's Report. Charles Brown seconded the motion. Motion passed unanimously.

MOTION #09-44 President Dan Schwemmer made a motion to appoint Anthony Brannan Budget Chair and Charles Brown Nominations Chair. Lynne DeWitt seconded the motion. Motion passed unanimously.

MOTION #09-45 Lynne DeWitt made a motion to accept the 2008 Audit. Anthony Brannan 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 September 12th "Concert on The Lawn." and October 24th Halloween Event.

ACTION ITEM: Chair Schwemmer proposed changing the Halloween Event to October 31st, with the approval of the Halloween Chair Steve Walters.

PWC Police Department Off-Duty Patrols

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

Vandalism Updates

Manager advised that five youth responsible for vandalism to the recreational facility and pool have been scheduled for Prince William County Juvenile Court September 25, 2009.

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OLD BUSINESS

Catering Kitchen Renovations

The Board of Directors walked the Kitchen Renovations. Manager advised that Ball Construction did a fantastic job and met their contractual agreements.

ACTION ITEM: Manager advised that Compton & Duling L.C. have issued letters of intent to initial contractor C.A. Construction for non-conformance of the contract. Warrant in Debt and affidavits will be issued for scheduled court date.

Pool Attendance

Board members reviewed August pool attendance counts, noting that the pool was closed on several occasions, due to vandalism for the first week of the pool season, and several incidents of vomit or feces in the pool. The highest pool attendance count was 212 on July 14 at 3:45 p.m.

Sale of Seasonal Pool Passes

MOTION #09-46 Dan Schwemmer made a motion to convene in closed session to discuss legal opinion. Tony Brannan seconded the motion. Motion passed unanimously.

The Board of Directors convened in closed session at 7:45 p.m. The Board reconvened in Open Session at 7: 55 p.m.

MOTION #09-47 Anthony Brannan made a motion to approved Policy Resolution No. 09-001, Sale of Seasonal Pool Passes by Association. Charles Brown seconded the motion. Motion passed unanimously.

MOTION #09-48 Anthony Brannan made a motion to approved Policy Resolution No. 09-002, Attempted Sale or Transfer of Association Memberships by Members. Charles Brown seconded the motion. Motion passed unanimously.

MOTION #09-49 Anthony Brannan made a motion to approved Policy Resolution No. 09-003, Process for Suspension of Use Privileges. Charles Brown seconded the motion. Motion passed unanimously.

NEW BUSINESS

2010 Landscaping Contract

MOTION #09-50 Dan Schwemmer made a motion to approve the continuance of the 2010 Landscaping contract with Community Landscaping Service. Anthony Brannan seconded the motion. Motion passed unanimously.

ACTION ITEM: Board of Directors viewed the landscape drawing for the proposal for landscaping improvements to be made to the hillside adjacent to the softball field.

ACTION ITEM: The Board of Directors approved the replacement of four unreadable signs for multi-purpose field, softball field, and basketball court.

ACTION ITEM: Manager advised that all fencing repairs have been completed.

2010 Swimming Pool Contract

MOTION #09-51 Dan Schwemmer made a motion to approve the continuance of the 2010 Swimming Pool Contract with Virginia Pool Services, Inc.

Swimming Pool Safety Cover

MOTION #09-52 Dan Schwemmer made a motion to **disapprove** the proposal by Virginia Pool Services, Inc. for installation of an off-season custom pool cover in the amount of \$13,645.28. Charles Brown seconded the motion. Motion passed unanimously.

ACTION ITEM: The Board of Directors reviewed the Virginia Pool Services, Inc. Health Department Standards for Water Contamination, in response to patron's concerns regarding the amount of closing time in conjunction with various fecal and vomit contaminations in the pool this season. The Board concurred with Virginia Pool Services, Inc. cleanup procedures.

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2009 ANNUAL MEETING

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

2010 Budget Committee

MOTION #09-53 Dan Schwemmer made a motion to table the approval of the Proposed 2010 Budget increases pending the Budget Committee recommendations.

Methods of Increasing Association Revenue

The Board of Directors discussed alternative methods of increasing Association revenue.

2010 Nominations Committee

ACTION ITEM: Board of Directors approved the Fall Newsletter with calendar and requests for nominations to the Board of Directors, pending the date of the Halloween Event.

TIME & PLACE OF NEXT MEETING

The next scheduled meeting of the Board of Directors is Thursday, October 8, 2009 at 7:00 p.m. at Southlake Recreation Center.

ADJOURNMENT

MOTION #09-54 Chair Schwemmer entertained a motion for adjournment at 8:15 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