

**Southlake Landing Townhomes Association  
BOARD OF DIRECTORS MEETING**

**Tuesday, January 13, 2009**  
Southlake Recreation Center  
Montclair, VA 22026  
7:30 p.m.

**AGENDA**

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of ***December 9, 2008*** Meeting Minutes
- IV. **HOMEOWNERS FORUM**
- V. Manager's and Treasurer's Report
  - Assessments Update
- VI. **COMMITTEE REPORTS**
  - Landscaping and Grounds Committee
  - Social Committee
- VII. **OLD BUSINESS**
- VIII. **NEW BUSINESS**
  - Election of 2009 Officers
- IX. Time and Place of Next Meeting – **Feb. 10 (Tues)**
- X. Adjournment

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
December 9, 2008**

**CALL TO ORDER**

The meeting was called to order by President Maureen Bradley at 7:30 p.m., at Southlake Recreation Center, 5070 Higgins Drive, Montclair, VA 22025. President Bradley declared a quorum with the following in attendance.

Marie Juliano	Barbara Smith
Dave Feser	Maureen Bradley
Maggie Gustavson	Lin Stauffer, Manager

Homeowner:

Louise Seghers	15769 Widewater Drive	703-878-2839
Dacia Coffman	15752 Widewater Drive	703-670-0891

**Homeowners Forum**

Homeowners concerns included homeowners not containing their trash in covered trash cans, possible rats on the property (due to lack of trash containment and immediate picking up of pet feces on lots and common areas), and the storage of vehicles in visitors parking spaces. Dacia Coffman attended to advise that the MPOA had approved the installation of gridless windows on her home, despite the Southlake Landing THA Board's disapproval, and she would be installing the windows.

**MINUTES**

**MOTION #08-51** Maureen Bradley made a motion to approve the November 11, 2008 meeting minutes, as amended. Marie Juliano seconded the motion. Motion passed unanimously.

**MANAGERS AND TREASURER'S REPORT:**

Manager presented Income Statement and Disbursements Report (as of 11/30/08): \$105,820.33 in accounts. Reserves account balances: Capital Reserves \$56,172; Landscaping Reserves \$22,520; Contingency Reserves \$4,951 (as of 10/01/08). **[Attachment A]**

**Assessments**

Manager advised outstanding assessments (as of 12/05/08) Assessments \$1,495.55 (Including 2 homeowners opting for semi-annual assessments in the amount of \$550.) late fees \$445. Liens have been placed on past-due properties 30, 47, 108, and 110; judgments and garnishments have been scheduled. Board of Directors reviewed January 8<sup>th</sup> summons.

**[Attachment B]**

**MOTION #08-52** Bunny Smith made a motion to accept the Manager's and Treasurer's Report. Dave Feser seconded the motion. Motion passed unanimously.

**COMMITTEE REPORTS**

**Ad Hoc Social Committee**

Dave Feser advised of upcoming December 14<sup>th</sup> Holiday Event.

**Landscaping Committee**

Chair Louise Seghers presented a DRAFT letter to the Department of Public Works, requesting permission to prune selected areas on the lakefront hillside behind Widewater Drive.

**ACTION ITEM:** The Board of Directors recommended that Louise Seghers prepare a complete final proposal for submission to Prince William County, and present it to the Board of Directors for review and or approval.

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**OLD BUSINESS**

**Prince William County Off-Duty Police Patrols**

The Board of Directors reviewed the recent Police Reports and disbursements; and approved the January random off-duty Police Department patrol schedule, as provided by Officer Kelly Anderson, PWC Police Department.

**NEW BUSINESS**

**ANNUAL MEETING**

Board of Directors reviewed December 6<sup>th</sup> Annual Meeting results.

**ACTION ITEM:** Manager will send welcome packet to Nancy Croteau for upcoming January 13, 2009 Board meeting.

**Ad-hoc Trash Containment Committee**

**MOTION #08-53** Maureen Bradley made a motion to appoint Megan Purdy to chair an ad hoc committee to monitor trash containment, for Board action and issuance of architectural violations and subsequent assessments for non-containment of trash. Bunny Smith seconded the motion. Motion passed unanimously.

**2009 Policy Resolution Establishing the Annual General Assessment**

**MOTION #08-54** Maggie Gustavson made a motion to approve the 2009 Policy Resolution Establishing the \$520. annual Assessment billing procedures. Maureen seconded the motion. Motion passed unanimously.

**2009 Management Contract**

**MOTION #08-55** Maggie Gustavson made a motion to approve the 2009 management agreement with Lin R. Stauffer, CMCA, AMS, Stauffer Management. Marie Juliano seconded the motion. Motion passed unanimously.

**TIME AND PLACE OF NEXT MEETING**

The next regularly-scheduled Board meeting is scheduled for Tuesday, January 13, 2009, at 7:30 p.m. at Southlake Recreation Center. The Board of Directors approved 2009 Board Meeting Schedule for publication in the Montclairion calendars. The Board of Directors scheduled a "Thank You" Dinner for outgoing President Maureen Bradley.

**ADJOURNMENT**

**MOTION #08-56** **President Bradley** entertained a motion to adjourn. Marie Juliano seconded the motion, and the meeting was adjourned upon mutual consent at 8:30 p.m.

Respectfully submitted,

Lin R. Stauffer, Manager  
On behalf of Secretary

Attachments