

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

Tuesday, NOVEMBER 11, 2008
Southlake Recreation Center
Montclair, VA 22026
7:30 p.m.

AGENDA

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of ***October 7, 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**
 - Annual Meeting – **Dec. 6 (Sat.)**
Nominating Committee Chair Dave Feser
 - 2009 Budget – Maggie Gustavson
- VIII. **NEW BUSINESS**
 - 2009 Snow Plowing Contracts
 - 2009 Landscaping Contract
 - 2009 Management Contract
- IX. Time and Place of Next Meeting – **Dec. 9 (Tues)**
- X. Adjournment

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
October 7, 2008**

CALL TO ORDER

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

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

Homeowner:

Megan Purdy	15650 Montview Drive
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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.

MINUTES

MOTION #08-31 Maggie Gustavson made a motion to approve the July 8, 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 9/01/08): \$118,139.06 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 10/02/08) Assessments \$1,495.55 (Including 2 homeowners opting for semi-annual assessments in the amount of \$520.) late fees \$300. Liens have been placed on past-due properties 30, 47, 108, and 110; judgments and garnishments have been scheduled. **[Attachment B]**

MOTION #08-32 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

Megan Purdy reviewed Southlake Landings' Labor Day Picnic. Fliers were disseminated to homes.

OLD BUSINESS

Prince William County Off-Duty Police Patrols

The Board of Directors reviewed the recent Police Reports and disbursements; and approved the October and November random off-duty Police Department patrol schedule, as provided by Officer Kelly Anderson, PWC Police Department. The Board requested that shifts be added on a random weekday schedule, and requested Halloween night coverage.

ACTION ITEM: Board of Directors reviewed PWC PD letter approving inclusion in the Police Enforcement Laws on Private Property Program.

NEW BUSINESS

ANNUAL MEETING

MOTION #08-33 Bunny Smith made a motion to schedule the Annual Homeowners Meeting for Saturday, December 6, if November 22 is not a possible scheduling date. Marie Juliano seconded the motion. Motion passed unanimously.

MOTION #08-34 Maggie Gustavson made a motion to approve the proposed 2009 Budget based on an annual assessment of \$520.00 per lot. Dave Feser seconded the motion. Discussion ensued. Motion passed unanimously.

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NEW BUSINESS

Nominations to the Board

ACTION ITEM: Nominations Chair Dave Feser will canvas community for Board candidates. Board members were encouraged to obtain candidates.

Railings on Garden Hill Steps

ACTION ITEM: Dave Feser will meet with Jeff Lee, J.L. Affordable Landscaping, to determine (1) construction of wooden railing on one side of garden hill steps at bottom of Widewater Drive, (2) clean up of area surrounding the boat racks, and (3) addition of pea gravel to the Lake boat launch area.

Painting of lines on Saltwater and Backwater & yellow curb painting

MOTION #08-35 Dave Feser made a motion to approve the proposal of Brothers Paving & Concrete for painting of lines on Saltwater and Backwater, and yellow curb marking on Montview and Widewater Drives. Marie Juliano seconded the motion. Motion passed unanimously.

Tree Removal and Pruning

MOTION #08-36 Dave Feser made a motion to approve the proposal from Ron's Tree Service for removal of dead trees and pruning of trees in Southlake Landing. Maggie Gustavson seconded the motion. Motion passed unanimously.

ACTION ITEM: Manager advised that Covenants approval was received from Montclair Property Owners Association for dead tree removal.

Insurance Coverage

ACTION ITEM: The Board authorized the increase in Fidelity coverage, as required under the newly-enacted Property Owners Association Act.

2009 Landscaping Contract

ACTION ITEM: The Board reviewed multi-year Pine Ridge Landscaping contract at \$19,575.84, and requested that manager obtain Community Landscape Services proposal for review.

Trash Containment

ACTION ITEM: The Board reviewed letter to the homeowners regarding rat sightings and containment of trash and dog feces, and made recommendations for changes to letter. The Board discussed fining assessments for trash violations.

Community Clean Up and Halloween Event.

ACTION ITEM: The Board authorized manager to obtain supplies from the Prince William County Clean Community Council for use at Community Clean up and Halloween event at the Gazebo.

TIME AND PLACE OF NEXT MEETING

The next regularly-scheduled Board meeting is scheduled for Tuesday, November 11, 2008, at 7:30 p.m. at Southlake Recreation Center.

ADJOURNMENT

MOTION #08-37 Vice President Smith entertained a motion to adjourn. Maggie Gustavson seconded the motion, and the meeting was adjourned upon mutual consent at 8:45 p.m.

Respectfully submitted,

Lin R. Stauffer, Manager
On behalf of Secretary