

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

Tuesday, DECEMBER 9, 2008
Southlake Recreation Center
Montclair, VA 22026
7:30 p.m.

AGENDA

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of ***November 11, 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.)**
 - 2009 Budget
- VIII. **NEW BUSINESS**
 - 2009 Management Contract
- IX. Time and Place of Next Meeting – **JAN. 13 (Tues)**
- X. Adjournment

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
November 11, 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. Vice President Smith declared a quorum with the following in attendance.

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

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 #08-38 Maureen Bradley made a motion to approve the October 7, 2008 meeting minutes, as amended. Bunny Smith seconded the motion. Motion passed unanimously.

MANAGERS AND TREASURER'S REPORT:

Manager presented Income Statement and Disbursements Report (as of 10/31/08): \$110,058.19 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 11/11/08) Assessments \$1,495.55 (Including 2 homeowners opting for semi-annual assessments in the amount of \$520.) late fees \$445. Liens have been placed on past-due properties 30, 47, 108, and 110; judgments and garnishments have been scheduled. ***[Attachment B]***

MOTION #08-39 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 reviewed Halloween evening event at the Gazebo.

OLD BUSINESS

Prince William County Off-Duty Police Patrols

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

NEW BUSINESS

ANNUAL MEETING

Annual Meeting is scheduled for December 6, 2008.

Nominations to the Board

ACTION ITEM: Nominations Chair Dave Feser has canvassed the community for Board candidates. Mr. Gregory Bowdre of 4900 Saltwater Drive has expressed a nomination to the Board.

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Proposal 11/05/08 Garden Step Railing

MOTION #08-40 Maureen Bradley made a motion to approve proposal from J.L. Affordable for the installation of railing on one side of Widewater Drive box steps with composite top rail, in an amount not to exceed \$900.00. Dave Feser seconded the motion. Motion passed unanimously.

Proposal 11/05/08 Installation

MOTION #08-41 Dave Feser made a motion to approve the proposal of J. L. Affordable for the installation of pea gravel on beach area in the amount of \$1,250.00. Maureen Bradley seconded the motion. Motion passed unanimously.

Tree Removal and Pruning

MOTION #08-42 Maureen Bradley made a motion to approve the proposal from Ron's Tree Service for removal of broken and declining willow tree behind 15606 Montview Drive. Marie Juliano seconded the motion. Motion passed unanimously.

Proposal 360836RET

MOTION #08-43 Maureen Bradley made a motion to approve Pine Ridge Landscaping, Inc. Proposals for the cutting back of lower growth along the lake front 5 feet from edge, in the amount of \$795.00. Dave Feser seconded the motion. Motion passed unanimously.

2009 Landscaping Contract

MOTION #08-44 Maureen Bradley made a motion to approve 2009 Landscaping contract with Pine Ridge Landscaping, Inc. in the amount of \$19,575.84. Marie Juliano seconded the motion. Board reviewed Community Landscape Services proposal. Discussion ensued. Motion passed unanimously.

2008/2009 Snow Plowing Contracts

MOTION #08-45 Bunny Smith made a motion to approve the Snow plowing agreement with Montclair Property Owners Association. Maureen Bradley seconded the motion. Motion passed unanimously.

MOTION #08-46 Maureen Bradley made a motion to approve Back-up snow plowing contract with Hedge Hog Landscaping for 2008/2009 winter season. Marie Juliano seconded the motion. Motion passed unanimously.

MPOA Architectural PIR

MOTION #08-47 Dave Feser made a motion to approve the PIR request of Peggy Harpine, 4891 Backwater Court, for installation of new front door. Maureen Bradley seconded the motion. Motion passed unanimously.

MOTION #08-48 Bunny Smith made a motion to disapprove MPOA PIR request of Dacia Coffman, 15752 Widewater Drive, for installation of "gridless windows." Maureen Bradley seconded the motion. Motion passed unanimously.

ACTION ITEM: The Board has requested that MPOA Covenants review the following addresses for approval of gridless windows: 15614, 15628, 15640, and 15650 Montview Drive.

MOTION #08-49 Maureen made a motion to inquire of addition to the MPOA Architectural Guidelines for Southlake townhomes. Bunny Smith seconded the motion.

".. The Board of Directors encourages home owners to make improvements to their homes in the way of more cost-saving and energy-efficient doors and windows; however, changes should be in correlation with the original design aspects of the Townhomes, and not

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visually detract from the aesthetics of the community. The Southlake Landing THA Board of Directors respectfully request an addition to the MPOA ARC Guidelines which states something to the effect: "All changes to exterior siding, exterior doors and windows in Southlake Landing and Southlake Cove Townhome Association which differ from the original siding, door or windows with mullions or grids, require advance PIR approval of the MPOA and Townhome Association..."

2009 Management Contract

ACTION ITEM: The Board of Directors reviewed proposed 2009 Management contact with Stauffer Management, and tabled action for the December meetings,

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.

TIME AND PLACE OF NEXT MEETING

The next regularly-scheduled Board meeting is scheduled for Tuesday, December 9, 2008, at 7:30 p.m. at Southlake Recreation Center.

ADJOURNMENT

MOTION #08-50 **President Bradley** entertained a motion to adjourn. Marie Juliano seconded the motion, and the meeting was adjourned upon mutual consent at 9:00 p.m.

Respectfully submitted,

Lin R. Stauffer, Manager
On behalf of Secretary

Attachments