

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

**Tuesday, APRIL 8, 2008**  
Southlake Recreation Center  
Montclair, VA 22026  
7:30 p.m.

**AGENDA**

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of March 11, 2007 Meeting Minutes
- IV. **HOMEOWNERS FORUM**
- V. Manager's and Treasurer's Report
  - Assessments Update
- VI. **COMMITTEE REPORTS**
  - Landscaping and Grounds Committee
  - Web Site Committee
  - Social Committee
- VII. **OLD BUSINESS**
- VIII. **NEW BUSINESS**
- IX. Time and Place of Next Meeting – **May 13 (Tues)**
- X. Adjournment

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MARCH 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. President Bradley declared a quorum with the following in attendance.

Maggie Gustavson	Bunny Smith
Maureen Bradley	Dave Feser
Lin Stauffer, Manager	

**Homeowner:**

Louise Seghers 15769 Widewater Drive 703-878-2839

**MINUTES**

**MOTION #08-01** Maureen Bradley made a motion to approve the December 11, 2007 meeting minutes, as amended. Dave Feser seconded the motion. Motion passed unanimously.

**MANAGERS AND TREASURER'S REPORT:**

Manager presented Income Statement and Disbursements Report (as of 2/29/08): \$135,014.24 in accounts. Reserves account balances: Capital Reserves \$45,365; Landscaping Reserves \$14,445; Contingency Reserves \$4,951.00 (as of 12/31/07).

***[Attachment A]***

**Assessments**

Manager advised outstanding assessments (as of 3/08/08) Assessments \$18,661 Including 32 homeowners opting for semi-annual assessments in the amount of \$8,357.) late fees \$1,015.; and legal fees \$658.00. Liens have been placed on past-due properties 108, 41 and 82; judgments and garnishments have been scheduled.

***[Attachment B]***

**MOTION #08-02** Maggie Gustavson made a motion to accept the Manager's and Treasurer's Report. Bunny Smith seconded the motion. Motion passed unanimously.

**MOTION #08-03** Maggie Gustavson made a motion to authorize the transfer of Operating funds in the amount of \$30,000 into Bank of America Money Market. Bunny Smith seconded the motion. Motion passed unanimously.

**COMMITTEE REPORTS**

**Landscaping and Grounds Committee**

Louise Seghers presented Landscaping Report. Louise reported that she and Manager met with Steve Blakely and new foreman Katherine Braddy of Pine Ridge Landscaping March 3 to walk the common area and discuss concerns.

**ACTION ITEM:** Manager reported the installation of bluestone on the Montview utility access roadway. Discussion followed regarding the installation of bluestone in front of the first set of boat racks versus the restoration of the grassed area.

**MOTION #08-04** Maureen Bradley made a motion to authorize up to \$450. for the pruning back of leatherleaf shrubbery on Montview Drive to six feet height. Bunny Smith seconded the motion. Motion passed unanimously.

**ACTION ITEM:** Manager was tasked to obtain proposal from J.L. Affordable for the installation of platform steps from the left of the gazebo area (to run parallel with the wooded area) down to the boat racks.

**ACTION ITEM:** Manager was tasked to obtain proposal from J.L. Affordable for the installation of stone adjacent to the boat racks, to prevent the holding of natural water on the turf areas.

**ACTION ITEM:** Manager was tasked to obtain proposal from J.L. Affordable for the removal of trash and debris from common areas.

**ACTION ITEM:** Manager was tasked to obtain proposals for bridges over the two Prince William County storm outfalls.

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**ACTION ITEM:** Manager was tasked to remove downed limbs from the common areas adjacent to the lake.

**Hard Scape Installations**

The Board of Directors reviewed Manager's proposals for the purchase of benches, trash cans and in-ground tables with attached benches.

**ACTION ITEM:** Louise Seghers will review catalogues, meet with the Landscaping Committee and make recommendations for hard scape installations.

**Ad Hoc Social Committee**

**ACTION ITEM:** Dave Feser and Megan Purdy will review opportunities for Spring social events.

**Web Site**

Manager advised that the Southlake Landing THA web site has been developed and linked off the [www.SouthlakeRecreation.com](http://www.SouthlakeRecreation.com) web site.

**OLD BUSINESS**

**Election of 2008 Officers**

**MOTION #08-05** Maureen Bradley made a motion to elect Bunny Smith to the position of Vice President, and to retain the current Board Officers' positions for 2008. Maggie Gustavson seconded the motion. Motion passed unanimously.

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

The Board of Directors reviewed the recent Police Reports and disbursements; and approved the March random off-duty Police Department patrol schedule, as provided by Officer Kelly Anderson, PWC Police Department. The Board concurred to scale back patrols to weekends during the Winter schedule.

**NEW BUSINESS**

**Sweet Gum Trees**

The Board of Directors discussed the possible removal of numerous gum ball trees from Sweetgum trees in common areas and homeowners' lots, to prevent the constant problem of gum ball debris on streets, common areas and lots.

**2007 Audit**

**MOTION #08-06** Maggie Gustavson made a motion to approve the proposal of Brown & Uvena, CPAs for 2007 Audit and preparation of Federal and State tax returns. Bunny Smith seconded the motion. Motion passed unanimously.

**TIME AND PLACE OF NEXT MEETING**

The next regularly-scheduled Board meeting is scheduled for Tuesday, April 8, 2008, at 7:30 p.m. at Southlake Recreation Center.

**ADJOURNMENT**

**MOTION #08-07** President Bradley entertained a motion to adjourn. Maggie Gustavson seconded the motion, and the meeting was adjourned upon mutual consent at 9:30 p.m.

Respectfully submitted,

Lin R. Stauffer, Manager  
On behalf of Secretary

Attachments