

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

Tuesday, MAY 13, 2008
Southlake Recreation Center
Montclair, VA 22026
7:30 p.m.

AGENDA

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of April 8, 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**
- IX. Time and Place of Next Meeting – **June 10 (Tues)**
- X. Adjournment

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
April 8, 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
Megan Purdy, 15650 Montview Drive	703-895-4880

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.)

MINUTES

MOTION #08-08 Maggie Gustavson made a motion to approve the March 11, 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 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 4/05/08) Assessments \$16,049. (Including 32 homeowners opting for semi-annual assessments in the amount of \$8,357.) late fees \$1,565.; 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 #08-09 Maggie Gustavson made a motion to accept the Manager's and Treasurer's Report. Bunny Smith seconded the motion. Motion passed unanimously.

ACTION ITEM: Manager to formulate Resolution for Due Process Procedures, and Regulatory Resolution authorizing suspension of common area parking privileges to homes delinquent in the payment of their annual assessment.

COMMITTEE REPORTS

Landscaping and Grounds Committee

Chair 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.

MOTION #08-10 Maureen Bradley made a motion to authorize an allocation not to exceed \$12,000 to contract for the completion of recommendations from the Landscaping Committee as stated in their March 31, 2008 Report, to include .

ACTION ITEM: Manager and Landscaping Chair to walk community with Jeff Lee of J.L. Affordable to obtain a proposal to encompass all Landscaping Committee proposals, to include the repair of one tree box behind 15647 Montview Drive.

ACTION ITEM: The Board of Directors authorized a sign for installation at the service roadway to the boat racks, "Authorized Vehicles Only".

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MOTION #08-11 Maggie Gustavson made a motion to accept the proposal by J.L. Affordable for the installation of boxed garden steps down the Gazebo hillside at a cost of \$5,995.00. Maureen Bradley seconded the motion. Motion passed unanimously.

ACTION ITEM: The Board of Directors desires to view a picture of proposed boxed garden platform steps, to be filled with river rock.

ACTION ITEM: Dave Feser requested that the Board consider a proposal to remove the stair debris from the hillside at the end of Widewater Drive, adjacent to 15753 Widewater Drive, and replace with the same boxed step proposal.

ACTION ITEM: The Board of Directors authorized the Landscaping Committee to pursue landscaping proposal adjacent to the boxed platform garden steps, following their completion.

ACTION ITEM: The Board discussed the addition of pollards to prevent vehicles from driving on turf past the first set of boat racks.

ACTION ITEM: The Board discussed the addition of river rock to the boat ramp.

ACTION ITEM: The Board discussed requesting Prince William County Public Works Department to clean out two storm outlets to the Lake.

ACTION ITEM: Manager to request a proposal from Allen's Tree Service for the cost to remove Sweet Gum Trees from the community, to include six in common areas and eight on homeowner's personal lots, homeowners to be given the option to participate in the removal of Sweet Gum Trees from yards, to eliminate the unsightly and hazardous gum ball debris on common areas, lots and streets.

Hard Scape Installations

ACTION ITEM: Louise Seghers will review catalogues, meet with the Landscaping Committee and make recommendations for hard scape installations to include benches, picnic tables, and trash cans.

Ad Hoc Social Committee

Chair Megan Purdy presented Social Committee proposals, to include May 17th Clean-Up Day ideas, Labor Day Picnic, 5th Friday in October, Progressive dinner, etc.

Web Site

Manager advised that the Southlake Landing THA web site has been developed and linked off the www.SouthlakeRecreation.com web site.

OLD BUSINESS

Prince William County Off-Duty Police Patrols

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

ACTION ITEM: Maureen Bradley advised that the street pole light in the common area adjacent to her home is phasing on and off.

NEW BUSINESS

TIME AND PLACE OF NEXT MEETING

The next regularly-scheduled Board meeting is scheduled for Tuesday, May 13, 2008, at 7:30 p.m. at Southlake Recreation Center.

ADJOURNMENT

MOTION #08-12 President Bradley entertained a motion to adjourn. Maggie Gustavson seconded the motion, and the meeting was adjourned upon mutual consent at 10:30 p.m.

Respectfully submitted,

Lin R. Stauffer, Manager
On behalf of Secretary