

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

**Tuesday, JUNE 10, 2008**  
Southlake Recreation Center  
Montclair, VA 22026  
7:30 p.m.

**AGENDA**

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of ***May 13, 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 – **July 8 (Tues)**
- X. Adjournment

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
May 13, 2008**

**CALL TO ORDER**

The meeting was called to order by Vice President Barbara Smith at 7:47 p.m., at Southlake Recreation Center, 5070 Higgins Drive, Montclair, VA 22025. Vice President Smith declared a quorum with the following in attendance.

Barbara Smith	Dave Feser
Maggie Gustavson	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), and the storage of vehicles in visitors parking spaces.

**MINUTES**

**MOTION #08-13** Maggie Gustavson made a motion to approve the April 8, 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 4/30/08): \$136,260.62 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 \$12,112.50. (Including 32 homeowners opting for semi-annual assessments in the amount of \$8,357.) late fees \$780.; and legal fees \$452.00. Liens have been placed on past-due properties 108, 41 and 82; judgments and garnishments have been scheduled. Semi-annual invoices will be mailed June 1, for payment July 1, 2008. **[Attachment B]**

**MOTION #08-14** Maggie Gustavson made a motion to accept the Manager's and Treasurer's Report. Bunny Smith seconded the motion. Motion passed unanimously.

**ACTION ITEM:** Board will review 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, prior to next Board meeting.

**COMMITTEE REPORTS**

**Landscaping and Grounds Committee**

**Chair Louise Seghers** presented Landscaping Report. Louise presented a report from the May 5, 2008 Landscaping Committee Meeting. Chair Seghers presented a letter from Joseph D. Rosetti, Virginia Dept of Forestry, as a followup of her meeting with the Forestry Dept. Chair Seghers proposed a draft letter to Patty Dietz, Environmental Services Division, Prince William County. Chair Seghers presented the recommended proposals for a bench, trash can and in-ground picnic table with attached benches.

**MOTION #08-15** Maggie Gustavson made a motion to approve the contract with J. L. Affordable for installation of boxed stairs at the end of the sidewalk at 15753 Widewater Drive, for homeowner lake access, at a cost of \$3,995.00. Dave Feser seconded the motion. Motion passed unanimously.

**MOTION #08-16** Dave Feser made a motion to approve the contract with J.L. Affordable for the amount of \$3,950, for multiple trash and debris removal, pruning, installation of pollards at boat rack, rebuild tree box behind 15647 Montview Drive, to include all items as stipulated in the contract. Maggie Gustavson seconded the motion. Motion passed unanimously.

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The Board of Directors viewed pictures of proposed boxed garden platform steps, to be filled with river rock.

**Hard Scape Installations**

**MOTION #08-16** Bunny Smith made a motion to approve the purchase of a Peachtree Americana green steel design trash receptacle with domed lid for in-ground installation near the boat racks, at a cost of \$970.00; and the purchase of an in-ground steel with polycoating (color brown) square pedestal picnic table with benches, and a 6 foot al-steel green bench from All Recreation of Virginia at a cost of \$1,864.00. Dave Feser seconded the motion. Motion passed unanimously.

**Sweet Gum Trees**

**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.

**Ad Hoc Social Committee**

**Chair Megan Purdy** presented Social Committee proposals, to include a flier for distribution for the May 30, 2008 Season Opener at the Gazebo. Other ideas include Labor Day Picnic, 5<sup>th</sup> Friday in October, Progressive dinner, etc.

**ACTION ITEM:** Manager to formulate and mail letter to homeowners, updating community progress and promoting social events and web site participation.

**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**

**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.

**NEW BUSINESS**

**Addition of Message Board to the Community**

The Board of Directors discussed the possible addition of an enclosed message board in the community, to post meetings and events.

**TIME AND PLACE OF NEXT MEETING**

The next regularly-scheduled Board meeting is scheduled for Tuesday, June 10, 2008, at 7:30 p.m. at Southlake Recreation Center.

**ADJOURNMENT**

**MOTION #08-17** Vice President Smith entertained a motion to adjourn. Maggie Gustavson seconded the motion, and the meeting was adjourned upon mutual consent at 10:00 p.m.

Respectfully submitted,

Lin R. Stauffer, Manager  
On behalf of Secretary

Attachments