

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

Tuesday, JULY 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 ***June 10, 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 – **August 12 (Tues)**
- X. Adjournment

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
June 10, 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.

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

Homeowner:

Louise Seghers 15769 Widewater Drive 703-878-2839

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. Dave Feser also advised the Board that his neighbor was bitten by a copperhead snake in his front yard. It was noted that architectural violations on lots need to be referred to the Montclair Property Owners Association (MPOA) for their inclusion in their MPOA precinct inspections.

ACTION ITEM: Maureen Bradley will finalize ARC violations list to send to MPOA.

ACTION ITEM: Manager to prepare a flier for placement on doors of those homeowners who are putting trash out in white bags or loose on common areas, and especially those who are placing it out day(s) in advance of Monday and Thursday trash pickup days.

MINUTES

MOTION #08-18 Maggie Gustavson made a motion to approve the May 13, 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 6/09/08) Assessments \$10497.57 (Including 32 homeowners opting for semi-annual assessments in the amount of \$8,357.) late fees \$885. and legal fees \$206. Liens have been placed on past-due properties 108, 41 and 82; judgments and garnishments have been scheduled. Semi-annual invoices were mailed June 1, for payment July 15, 2008, to avoid additional late fees. **[Attachment B]**

MOTION #08-19 Maggie Gustavson made a motion to accept the Manager's and Treasurer's Report. Bunny Smith seconded the motion. Motion passed unanimously.

MOTION #08-20 Maggie Gustavson made a motion for Board approval of Regulatory Resolution No. 2008-02. Suspension of Use of Common Area Parking (for non-payment of assessments) and Regulatory Resolution No. 2008-01 Resolution on Due Process Procedures. Maureen Bradley seconded the motion. Motion passed unanimously and was signed by all Board members.

ACTION ITEM: Manager was instructed to send certified notices to past-due assessment accounts #30, 41, 64, 82, and 108, for Hearings to be held July 8, 2008, at the regularly-scheduled Board of Directors meeting.

COMMITTEE REPORTS

Landscaping and Grounds Committee

Chair Louise Seghers presented Landscaping Report. Louise presented a report from the 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.

Landscaping Chair Seghers advised that she had met with Meadows Farms and obtained credits for the replacement of certain plantings, as well as several plantings which the Committee has proposed. The Board of Directors approved the replacement and addition of plantings.

Manager advised that Pine Ridge Landscaping is scheduled in June to do their pruning of trees and shrubbery from streets, sidewalks and parking bays. Louise Seghers advised that the Landscaping Committee will take the responsibility for pruning of the rose beds, and Pine Ridge will be advised.

Manager also noted that Pine Ridge Landscaping will be merged into Valleycrest Landscaping this year, and this may impact on the future landscaping proposal pricing. If individual homeowners desire specific grooming services of their individual lots, such as mowing with smaller mowers, etc., this may entail increases in the proposals and budget which may require those homeowners to pay a stipend in addition to their annual assessment. ***In the interim, homeowners may want to simply "opt out" of the mowing services. However, this "opt out" cannot be changed during the mowing season.***

Manager advised that J.L. Affordable has begun the installation of two stepped platform pathways down to the lake.

MOTION #08-21 Maureen Bradley made a motion to approve the proposed letter to Patty Dietz, Sr. Environmental Engineer, Environmental Services Division, Prince William County Department of Public Works, with proposed recommendations in attached letter from Joseph D. Rossetti, Fauquier County Department of Forestry. Maggie Gustavson seconded the motion. Motion passed unanimously.

ACTION ITEM: Louise Seghers to finalize letter and email to the Board for final review, thereafter for distribution by management.

Ad Hoc Social Committee

Louise Seghers presented a proposed flier for Board approval, for a Southlake Landing First annual Book Exchange, to be held Sat., June 21, 2008 from 9:00 – 11:00 a.m. on Backwater Drive. Chair Megan Purdy previously presented Social Committee proposals, to include a flier for distribution for the May 30, 2008 Season Opener at the Gazebo. Other ideas include a July 26th Boat Regatta, Labor Day Picnic, 5th Friday in October, Progressive dinner, etc.

ACTION ITEM: The Board of Directors praised the May 30th Season Opener, for it's presentation, planning and a great turnout by homeowners; and approved the June 21st Book Exchange flier.

Web Site

Manager advised that the Southlake Landing THA web site has been developed and linked off the **www.SouthlakeRecreation.com** web site. Manager requested some pictures from the May 30th Event and a calendar of Social Events for inclusion on the web site

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OLD BUSINESS

Prince William County Off-Duty Police Patrols

The Board of Directors reviewed the recent Police Reports and disbursements; and approved the June random off-duty Police Department patrol schedule, as provided by Officer Kelly Anderson, PWC Police Department. Homeowners were requested to visit the MPOA web site and take the "Security Survey".

Addition of Message Boards to the Community

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

ACTION ITEM: Manager was requested to locate a 9x12 weather-proof enclosed "Flier Box" which could be posted next to each mailbox stand.

NEW BUSINESS

Yellow Curbs

MOTION #08-22 Maureen Bradley made a motion to pre-approve the repainting of yellow curbs on Widewater Drive and Montview Drive, at a cost not to exceed \$400.00. Maggie Gustavson seconded the motion. Motion passed unanimously.

Manager advised that Greg Howarth, of Backwater Court, has requested that the lines be painted between parking spaces, as some residents are not parking properly in their spaces.

TIME AND PLACE OF NEXT MEETING

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

ADJOURNMENT

MOTION #08-23 President Bradley entertained a motion to adjourn. Maggie Gustavson seconded the motion, and the meeting was adjourned upon mutual consent at 9:10 p.m.

Respectfully submitted,

Lin R. Stauffer, Manager
On behalf of Secretary

Attachments