

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

Tuesday, AUGUST 12, 2008
Southlake Recreation Center
Montclair, VA 22026
7:30 p.m.

AGENDA

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of ***July 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**
 - Set Annual Meeting Date – **Dec. 6 (Sat.)**
 - Nominating Committee
 - Proposed 2009 Budget
- IX. Time and Place of Next Meeting – **Sept. 16 (Tues)**
- X. Adjournment

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
July 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.

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

Homeowner:

Jose Vivanco	4903 Saltwater Drive	703-730-5096
LeChenette Grigsby		
Faith Boyd	4881 Saltwater Drive	703-897-5383

MOTION #08-24 President Maureen Bradley motioned that the Board of Directors reconfigure the agenda to accommodate homeowners Hearings acct. #30 and #41. Maggie Gustavson seconded the motion. Motion passed unanimously.

Hearing #00830 The Board of Directors heard Hearing #00803.

MOTION #08-25 Maureen Bradley made a motion to convene in closed session to consider the personal liability of members to the association. Marie Juliano seconded the motion. Motion passed unanimously.

Board of Directors convened in closed session at 7:40 p.m.

The Board of Directors reconvened in open session at 7:47 p.m.

MOTION #08-26 Bunny Smith made a motion that the association institute payment plan for Hearing #00830 of \$154.00 by the 10th of each month, stay of garnishment with the understanding that all past-due amounts will be funded by year end 2008. Maggie Gustavson seconded the motion. Motion passed unanimously.

Hearing #00841 Homeowner attended and paid past-due assessment.

Hearing #00864 Board members tabled the Hearing, pending their personal communication with past-due homeowners.

Hearing #008108

MOTION #08-27 Maggie Gustavson made a motion to approve the towing of vehicles from Southlake Landing THA common area parking, for non-payment of assessments, concurrent with Resolution 2008-01 and 02. Bunny Smith seconded the motion. Motion passed unanimously.

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 #08-28 Bunny Smith made a motion to approve the June 10, 2008, meeting minutes, as amended. Maggie Gustavson seconded the motion. Motion passed unanimously.

MANAGERS AND TREASURER'S REPORT:

Manager presented Income Statement and Disbursements Report (as of 6/30/08): \$126,628.53 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 7/06/08) Assessments \$6,337.57 (Including 32 homeowners opting for semi-annual assessments in the amount of \$8,357.) late fees \$725.; and legal fees \$206.00. Liens have been placed on past-due properties 108, 41 and 82; judgments and garnishments have been scheduled. Semi-annual invoices are past due July 15, 2008. Late notices are scheduled. **[Attachment B]**

MOTION #08-29 Bunny Smith made a motion to accept the Manager's and Treasurer's Report. Dave Feser seconded the motion. Motion passed unanimously.

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2007 AUDIT

The Board of Directors reviewed the 2007 Audit by Brown & Uvena CPAs, and 2007 tax returns.

COMMITTEE REPORTS

Landscaping and Grounds Committee

Board of Directors advised that J. L. Affordable should have completed all items within the contractual agreement within two weeks, to include installation of the two sets of boxed stairs down to the Lake, clean up of common area debris and installation of in-ground metal table with benches, bench and trash can at the lake side.

Sweet Gum Trees

ACTION ITEM: Manager advised that Allen's Tree Service has moved out of state and sold his business to Ross Tree Service. However, Ross' bids were prohibitively higher, and further proposals will be obtained for the cost to remove Sweet Gum Trees from the community, to include seven 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

Dave Feser presented plans for Southlake Landings' first Annual Boat Regatta July 26, 2008. Fliers will be disseminated to homes.

OLD BUSINESS

Prince William County Off-Duty Police Patrols

The Board of Directors reviewed the recent Police Reports and disbursements; and approved the July and August random off-duty Police Department patrol schedule, as provided by Officer Kelly Anderson, PWC Police Department. The Board requested that shifts be scheduled in the 11:00 p.m. to 3:00 a.m. time frame.

NEW BUSINESS

Addition of Weather-Proof "Flier Boxes" the Community

ACTION ITEM: Manager has obtained 5 flier boxes at \$10 apiece. Dave Feser volunteered to install one flier box at each mailbox station.

Boat Racks

ACTION ITEM Board members expressed concerns that the boat rack did not accommodate john boats and/or paddle boats. Manager to obtain proposal for changes to the boat racks for storage of paddle boats without damaging the exteriors.

Maggie Gustavson advised that two docks have floated into the Cove behind 15647 Montview Drive, and teenagers are regularly drinking and partying on the docks, and leaving their debris behind.

TIME AND PLACE OF NEXT MEETING

The next regularly-scheduled Board meeting is scheduled for Tuesday, August 12, 2008, at 7:30 p.m. at Southlake Recreation Center.

ADJOURNMENT

MOTION #08-30 President Bradley entertained a motion to adjourn. Maggie Gustavson 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