

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

Tuesday, MARCH 9, 2010

Southlake Recreation Center

Montclair, VA 22026

7:30 p.m.

AGENDA

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of *January 12, 2010* 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 – **April 6 (Tues)**
- X. Adjournment

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 12, 2010**

Call to Order

The meeting was called to order by Vice President Dave Feser at 7:30 p.m. at Southlake Recreation Center, 5070 Higgins Drive, Montclair, VA 22025. Vice President Feser declared a quorum with the following in attendance.

Barbara Smith	Nancy Croteau
Dave Feser	Marie Juliano
Maggie Gustavson	Lin Stauffer, Manager

Homeowners Forum

There were no homeowners issues presented or discussed.

MINUTES

MOTION #10-01 Dave Feser made a motion to approve the November 17, 2009 meeting minutes. Marie Juliano seconded the motion. Motion passed unanimously.

MANAGER AND TREASURER REPORT

MANAGERS AND TREASURER'S REPORT:

Manager presented Income Statement and Disbursements Report (as of 12/31/09) \$108,038.63 in accounts. Reserves account balances: Capital Reserves \$66,481.65; Landscaping Reserves \$27,520.00; Contingency Reserves \$4,951 (as of 10/1/09). **[Attachment A]**

Assessments

Manager advised outstanding 2009 assessments (as of 12/31/09): Assessments \$3,701.47 (to include 6 homeowners); late fees \$725.00; legal fees \$1,928.84; admin. fees \$60. Liens have been placed on past-due properties; judgments and garnishments have been scheduled. Board members reviewed Compton & Duling LC reports November 9, December 16,17,30, 2009 and January 6, 2010. **[Attachment B]**

MOTION #10-02 Maggie Gustavson made a motion to accept the Manager's and Treasurer's Report. Dave Feser seconded the motion. Motion passed unanimously.

MOTION #10-03 Maggie Gustavson made a motion to approve Brown & Uvena CPA proposal for preparation of 2009 Audit and Federal and State Tax Returns. Marie Juliano seconded the motion. Motion passed unanimously.

ACTION ITEM: Treasurer Maggie Gustavson requested that cost for fibar replacement to two playgrounds be transferred to Reserve allocation.

ACTION ITEM: Manager to pursue whether past-due lots are occupied and pursue parking violations.

COMMITTEE REPORTS

Landscaping Committee

Chair Louise Seghers was not present to present the Landscaping Committee report.

ACTION ITEM: Manager will inquire of Community Landscape Services as to scheduled planting of Japanese Red Maple to Montview Drive common area hillside.

Social Committee

President Smith expressed her thanks for the outstanding social events in 2009 and all the work of retiring Chair Megan Purdy.

MOTION #10-04 Dave Feser made a motion to appoint Susan Sinclair to Chair the 2010 Social Committee. Barbara Smith seconded the motion. Motion passed unanimously.

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OLD BUSINESS

SOUTHLAKE FOREBAY CHANNEL

The Board of Directors discussed the area adjacent to 15800 Widewater Drive, in reference to the impending access required by the Montclair Property Owners Association for MPOA cleaning of the retaining pond at the top of the Southlake Forebay channel, and common area adjacent to 15800 Widewater Drive. This may be impacted by the yet undisclosed access required by the MPOA for cleaning the Southlake Forebay channel.

**Prince William County Police Department
Random Police Patrols**

The Board of Directors reviewed the December, 2009 random police reports and approved the January, 2010 patrol schedule.

MOTION #10-05 Marie Juliano made a motion to request that Prince William County Police Department random patrols be discontinued in February, 2010, and continued again in March, 2010, as inclement weather and heavy snows have necessitated budgetary consideration for additional snow plowing expenses. Barbara Smith seconded the motion. Motion passed unanimously.

NEW BUSINESS

ELECTION OF 2010 OFFICERS

MOTION #10-06 Maggie Gustavson made a motion to retain the current slate of 2009 Officers for 2010. Nancy Croteau seconded the motion. Motion passed unanimously.

ANNUAL MEETING December 5, 2009

ACTION ITEM: The Board of Directors will review DRAFT 2009 Annual Meeting minutes for corrections.

TIME AND PLACE OF NEXT MEETING

ACTION ITEM: The Board of Directors approved the 2010 Proposed Meeting schedule. The next regularly scheduled board meeting is scheduled for **Tuesday, February 9, 2010** at 7:30 p.m. at Southlake Recreation Center.

ADJOURNMENT

MOTION #10-07 President Smith entertained a motion to adjourn. Nancy Croteau seconded the motion, and the meeting was adjourned upon mutual consent at 8:15 p.m.

Respectfully submitted,

Lin R. Stauffer, CMCA, AMS
Managing Agent
At the request of Secretary