

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

**2008** **Tuesday, February 12,**

**Southlake Recreation Center  
Montclair, VA 22026  
7:30 p.m.**

**AGENDA**

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of December 11, 2007 Meeting Minutes
- IV. HOMEOWNERS FORUM**
- V. Manager's and Treasurer's Report
  - Assessments Update
- VI. COMMITTEE REPORTS**
  - Landscaping and Grounds Committee
  - Web Site Committee
  - Social Committee
- VII. OLD BUSINESS**
  - Election of 2008 Officers
- VIII. NEW BUSINESS**
- IX. Time and Place of Next Meeting – **March 11 (Tues)**
- X. Adjournment

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
DECEMBER 11, 2007**

**CALL TO ORDER**

The meeting was called to order by President Maureen Bradley at 7:40 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                      Lin Stauffer, Manager

President Bradley welcomed Bunny Smith and Dave Feser to the Board of Directors, and thanked departing member Patrick Hargis for his service to the Board.

**Homeowners:**

Megan Purdy    15650 Montview Drive    703-895-4880

**MINUTES**

**MOTION #07-53**                      Maggie Gustavson made a motion to approve the October 9, 2007 meeting minutes, as amended. Maureen Bradley seconded the motion. Motion passed unanimously.

**MANAGERS AND TREASURER'S REPORT:**

Manager presented Income Statement and Disbursements Report (as of 10/30/07): \$105,481.97 in accounts. Reserves account balances: Capital Reserves \$45,365; Landscaping Reserves \$14,445; Contingency Reserves \$4,951.00 (as of 11/10/07). **[Attachment A]**

**Assessments**

Manager advised outstanding assessments (as of 12/8/07) Assessments \$1,710; late fees \$540.00; 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 #07-54**                      Maggie Gustavson made a motion to accept the Manager's and Treasurer's Report. Maureen Bradley seconded the motion. Motion passed unanimously.

**MOTION #07-55**                      Maggie Gustavson made a motion to authorize the transfer of BOA Money Market funds in the amount of \$40,000 into 7-months SunTrust Certificate of Deposit accruing 5%. Maureen Bradley seconded the motion. Motion passed unanimously.

**COMMITTEE REPORTS**

**Landscaping and Grounds Committee**

Manager presented report for Landscaping Chair Louise Seghers. Pine Ridge has completed Montview Drive installations; Allen's Tree Service has completed the majority of the tree removal and pruning along Montview Drive and the lakefront (following the dissolution of the Tree Bark contract); and Meadow Farms has completed

the landscaping plantings along the Montview Drive lake front.

**ACTION ITEM:** Manager reported the installation of bluestone on the Montview utility access roadway. Discussion followed regarding the installation of bluestone in front of the first set of boat racks versus the restoration of the grassed area.

**ACTION ITEM:** Discussion followed regarding whether to allow homeowners to traverse the bluestone utility access roadway.

**ACTION ITEM:** Board tasked Manager to obtain proposal for the clearing and addition of wooden stairs to existing woodland pathways down to the lake area.

**ACTION ITEM:** Maureen Bradley requested that Manager coordinate final Montview Drive pruning between Allen's Tree Service, Louise Seghers and Cookie Bell.

**ACTION ITEM:** Manager to coordinate the final removal of dead limbs from lake front areas, by Allen's Tree Service.

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**ACTION ITEM:** Manager was requested to check with Prince William County Service Authority to peruse the maintenance condition of manhole covers behind 15647 Montview Drive and behind the 15746 Widewater Drive.

**Ad Hoc Social Committee**

**MOTION #07-56** Maggie Gustavson made a motion to appoint an Ad Hoc Social Committee, to be coordinated by Megan Purdy. Maureen Bradley seconded the motion. Motion passed unanimously.

**ACTION ITEM:** Megan Purdy presented some ideas on the development of an Ad Hoc Social Committee, and Welcoming Hospitality committee, to include possible January events, progressive breakfast or dinner, labor day block party, and obtaining e.mail addresses for notification of community events, etc.

**ACTION ITEM:** Manager will deliver a current listing of homeowners, addresses and phone numbers to Ms. Purdy, and Megan Purdy will present an update at the January 8, 2008 Board meeting.

**OLD BUSINESS**

**Prince William County Off-Duty Police Patrols**

The Board of Directors reviewed and approved the proposed December and January random off-duty Police Department patrol schedule, as provided by Officer James Virgil, PWC Police Department. The Board concurred to scale back patrols to weekends during the Winter schedule. The Board reviewed PWCPD Patrol reports, and disbursements.

**NEW BUSINESS**

**ANNUAL MEETING Recap - December 1, 2007**

**The Board reviewed Annual Meeting results.**

**2008 Assessment Resolution**

**MOTION #57** Maureen Bradley made a motion to approve the 2008 Assessment billing resolution of \$520. annual assessment, billing on a semi-annual basis, with an option for Board-approved payment plans. Maggie Gustavson seconded the motion. Motion passed unanimously.

### **Backwater Ct. and Saltwater Drive**

Manager reported Brothers Paving has completed cracksealing and pavemarking of Backwater Court and Saltwater Drive.

**ACTION ITEM:** Manager will obtain proposal for pavemarking of yellow fire lane curbing on Widewater Drive and Montview Drive.

### **NEW BUSINESS**

#### **2008 Landscaping Contract**

**MOTION #58** Maureen Bradley made a motion to approve the 2008 Pine Ridge Landscaping Contract, with the clarification of three points in the contract: (1) mowing of Montview Drive lake-front hillside with smaller mowers to prevent erosion to the hillside (reseeding of hillside in the Spring time frame, and or proposals to prevent erosion on the hillside); (2) pruning down of the leatherleaf shrubbery in the Montview Drive visitors bay, to a height not to exceed six feet; and (3) mowing back and retaining the turf areas adjacent to the lake front, contract nhot to exceed \$21,000 annual. Maggie Gustavson seconded the motion. Motion passed unanimously.

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**MOTION #07-59** Maureen Bradley made a motion to approve proposal by J.L. Affordable in the amount of \$825. to install 16 tons of 21A stone on the existing utility driveway off Montview Drive. Maggie Gustavson seconded the motion. Motion passed unanimously.

**MOTION #07-60** Maureen Bradley made a motion to approve the proposal by Allen's Tree Service in the amounts of \$1,300 and \$325 for removal of dead trees and debris and pruning of trees below Montview Drive and along the lake front.

#### **2008 Snow Plowing Contract**

**MOTION #07-61** Bunny Smith made a motion to approve the snow plowing agreement with Montclair Property Owners Association. Maureen Bradley seconded the motion. Motion passed unanimously.

**MOTION #07-62** Maggie Gustavson made a motion to approve the back-up snow plowing contract with MM Lawn Care. Bunny Smith seconded the motion. Motion passed unanimously.

#### **RPA Request**

**ACTION ITEM:** Maureen Bradley and her block of townhomes proposed a request to the Board of Directors to submit an RPA Request to Prince William County to prune back tree behind their block of homes on Widewater Drive.

**ACTION ITEM:** Manager to provide a copy of RPA submissions to Maureen Bradley for review and preparation of an RPA request for the Southlake Landing Townhomes Association, Montclair Property Owners Association and Prince William County Environmental Services.

**MOTION #07-63** Maureen Bradley made a motion to convene in executive session to discuss contractual matters. Maggie Gustavson seconded the motion. Motion passed unanimously.

**The Board of Directors convened in Executive Session at 9:00 p.m.**

**The Board of Directors reconvened in Open Session at 9:15 p.m.**

**2008 Management Contract**

**MOTION #07-64** Maggie Gustavson made a motion to approve 2008 management contract with Stauffer Management. Maureen Bradley seconded the motion. Motion passed unanimously.

**ELECTION OF 2008 Officers**

**ACTION ITEM:** The Board concurred to postpone election of 2008 officers to the January, 2008 meeting.

**TIME AND PLACE OF NEXT MEETING**

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

**ADJOURNMENT**

**MOTION #07-65** President Bradley entertained a motion to adjourn. Maggie Gustavson seconded the motion, and the meeting was adjourned upon mutual consent at 9:30 p.m.

Respectfully submitted,

Lin R. Stauffer, Manager  
On behalf of Secretary

Attachments