

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

**Tuesday, JUNE 8, 2010**  
Southlake Recreation Center  
Montclair, VA 22026  
7:30 p.m.

**AGENDA**

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of *May 11, 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 – **July 6 (Tues)**
- X. Adjournment

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MAY 11, 2010**

**Call to Order**

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

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

**Homeowners:**

Maureen Bradley	15789 Widewater Drive	703-583-5645
Louise Seghers	15769 Widewater Drive	
Adrienne Brooke	15781 Widewater Drive	
Susan Sinclair	15755 Widewater Drive	

**Homeowners Forum**

Maureen Bradley attended to request the Board of Directors consider authorizing homeowners to propose Manual and chemical removal of all invasive species (i.e. multiflora rosa, poison ivy, poison oak, Japanese honeysuckle) from common areas behind townhomes on Widewater Drive between 15795 and 15781 Widewater Drive, a depth of 60 feet from the crest of the hill or to the abutment with the RPA) to be funded by individual homeowners. **[Attachment C]**

**[MOTION #10-08 (March 9, 2010)]...Maggie made a motion to authorize homeowners to propose landscaping plans for 20 x 20' sections of common areas behind their individual homes, to be funded by individual homeowners. Marie seconded the motion. Motion passed with one abstention by Nancy Croteau.]**

Adrienne Brooke and son, residing at 15781 Widewater Drive, attended to request that the invasive species, which are choking out the trees and native plantings, be eradicated from the hillside. Ms. Brooke noted that the invasives are harboring ticks, poison ivy, briars and broken bottles and trash. She stated her dog had become so entangled in the briars it required fire department intervention to free the dog. Ms. Bradley advised her dogs have contracted lyme disease from ticks. Homeowners stressed that the invasive species are choking out the trees and native plantings which are stabilizing erosion on the hillside.

**MINUTES**

**MOTION #10-13** Bunny Smith made a motion to approve the March 9, 2010 meeting minutes. Maggie Gustavson seconded the motion. Motion passed unanimously.

**MANAGER AND TREASURER REPORT**

**MANAGERS AND TREASURER'S REPORT:**

Manager presented Income Statement and Disbursements Report (as of 4/20/10) \$138,470.03 in accounts. Reserves account balances: Capital Reserves \$64,587.11; Landscaping Reserves \$25,520; Contingency Reserves \$6,951.(as of 12/31/09). **[Attachment A]**

**Assessments**

Manager advised outstanding 2010 assessments (as of 5/03/10): Assessments \$14,203.98 (to include 1 homeowner in arrears of 2009 assessments and two payment plans); late fees \$550; legal fees \$939.59; admin. fees \$20. Liens have been placed on past-due properties; judgments and garnishments have been scheduled. Board members reviewed Compton & Duling LC reports. Manager advised that semi-annual invoices will be mailed June 1 for payment July 1-15, 2010.

**[Attachment B]**

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**MOTION #10-14** Maggie Gustavson made a motion to accept the Manager's and Treasurer's Report. Dave Feser seconded the motion. Motion passed unanimously.

**MOTION #10-15** Maggie Gustavson made a motion to approved the transfer of \$40,000 from SunTrust Operating to 26 and 49 month 3.00% APY Certificates of Deposit. Barbara Smith seconded the motion. Motion passed unanimously.

**2009 Audit and Tax Returns**

**ACTION ITEM:** The Board of Directors reviewed and approved the 2009 Audit and Taxes, as prepared an independent CPA firm, Brown & Uvena, CPAs.

**COMMITTEE REPORTS**

**Landscaping Committee**

Chair Louise Seghers presented the Landscaping Committee report. Chair Seghers advised that a walk was scheduled with Meadows Farms representatives to review plantings which require replacement. Chair will walk areas of concern with Steve Blakely of Valleycrest Landscape.

**ACTION ITEM:** Manager will walk Waterway Drive, along the rear perimeter of Montview Drive homes, with A-1 Tree Services to determine and mark dead pine trees which require removal. Nancy Croteau requested that no trees be removed until she returned from vacation June 20. Manager will present PIR to Montclair Property Owners Association (MPOA) for review and approval.

**Social Committee**

Chair Susan Sinclair presented a report from the "Good Neighbors Committee". The purpose of the committee is to "Know One's Neighbor." The Social Committee's first 2010 event is planned for the evening of May 21<sup>st</sup>, at the Gazebo. Committee members will constitute a Social (Susan Sinclair, [susansinc@usa.net](mailto:susansinc@usa.net)); Welcome (Elvie Roget); Communications (Erik Faust [efaust70@gmail.com](mailto:efaust70@gmail.com)); "Gentle Reminders" (Mandy Faust ([mfaust06@gmail.com](mailto:mfaust06@gmail.com))) and Helping Hands Committee (Louise Seghers ([lsegghers@verizon.net](mailto:lsegghers@verizon.net))). A Neighborhood Crime Watch and Baby-sitting Co-op have also been suggested.

**ACTION ITEM:** Chair Sinclair will propose a Good Neighbors letter to the community, for Board approval. The Committee will distribute a flier for the May 21<sup>st</sup> event. The Committee is preparing a "Welcome Basket" for Board review. An article in the MPOA "Montclairion" was also a suggestion.

**OLD BUSINESS**

**SOUTHLAKE FOREBAY CHANNEL**

**ACTION ITEM:** Manager advised that MPOA personnel have manually accessed and cleaned debris and sand from the Southlake Forebay channel.

**Prince William County Police Department**

**Random Police Patrols**

The Board of Directors reviewed the April random police reports and approved the May, 2010 patrol schedule.

**ACTION ITEM:** Manager advised that Officer Endrizzi has performed random Police Department patrols to check for youth parking on Montview Drive visitors parking bay, and drug activity on the lakefront boat rack areas before and after school, 5:45 – 6:00 a.m. and 2:15 – 2:30 p.m.

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President Smith advised of persons identified as Montclair residents who are accessing the Southlake Landing THA property for boat storage and fishing. Homeowners have also noted youth trespassing from 8:00 – 9:00 p.m. on Saturday night, and 9:00 p.m. to Midnight on Sunday evening. Residents were encouraged to call the Police Department to evict trespassers.

**MAIL BOX PAINTING**

**ACTION ITEM:** Manager has advised that J.L. Affordable has been contracted to repaint mailbox stands.

**GAZEBO Roofing**

**ACTION ITEM:** Manager to obtain an inspection of the gazebo roofing. The Board authorized minor repairs to wood decking and railings on the gazebo.

**NEW BUSINESS**

**Removal of Invasive Species**

**MOTION #10-16** Dave Feser made a motion to approve the plan as presented by Maureen Bradley to propose manual and chemical removal of all invasive species (i.e. multiflora rosa, poison ivy, poison oak, Japanese honeysuckle) from common areas behind townhomes on Widewater Drive between 15795 and 15781 Widewater Drive, a depth of 60 feet from the crest of the hill or to the abutment with the RPA) to be funded by individual homeowners, and to forward plan to the MPOA Covenants for review. Maggie Gustavson seconded the motion. Motion passed with one opposing vote by Nancy Croteau.

**RPA Exception Request for Tree Replacement**

The Board of Directors reviewed proposed Request by Louise Seghers, for removal of 5 volunteer immature locust trees in the Resource Protection Area (RPA) behind 15769 Widewater Drive, and replacement with shrubbery.

**MOTION #10-17** Dave Feser made a motion to approve the request of Louise Seghers for submission to Montclair Property Owners Association and Watershed Management Branch of the Prince William County Department of Public Works. Maggie Gustavson seconded the motion. Motion passed with one opposing vote by Nancy Croteau.

**TIME AND PLACE OF NEXT MEETING**

**ACTION ITEM:** The next regularly scheduled board meeting is scheduled for ***Tuesday, July 6, 2010*** at 7:30 p.m. at Southlake Recreation Center.

**ADJOURNMENT**

**MOTION #10-18** President Smith entertained a motion to adjourn. Nancy Croteau seconded the motion, and the meeting was adjourned upon mutual consent at 10:00 p.m.

Respectfully submitted,

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

Attachments

June 8, 2010

## **GOOD NEIGHBORS OF SOUTHLAKE LANDING**

### **Hello Neighbor!**

We now have a social organization for Southlake Landing - ***Good Neighbors***. Its' purpose is to increase the quality of life in Southlake Landing by "bringing neighbors together". The following committees will make that happen.

### **The Welcome Committee**

This group will call upon all new residents to our community and give them a traditional welcome basket containing a colorful flier full of photos and useful information about SLL, a map of Montclair, fliers from favorite local restaurants and businesses, and a seasonal gift. Best of all, each new person will receive a personal and warm welcome.

### **The Social Committee**

This committee will continue to plan fun events for everyone throughout the year, and we are eager to hear any suggestions you have.

### **Gentle Reminders Committee**

This committee has created a friendly form to be given out personally when residents need to be reminded about our SLTA rules. The committee agreed on four items that concern residents the most: *garbage, dog poop, parking, and child safety*. A Gentle Reminder form indicates what the neighborhood policies are. We hope that this kindly approach will alleviate many problems and frustrations.

### **Communications Committee**

The first thing this committee did was to set up a Google group for our neighborhood:

**Deck2Deck (see below for contact information)**

We can now contact each other as a group on line. This will be a great help in making announcements of any kind. This committee will also write articles on SLL events *for the Montclair Property Owners Association "Montclairion"*.

### **Helping Hands**

This committee will act when one of our neighbors would appreciate help. Members might take out the garbage for someone who is ill, offer to walk a dog, help with snow removal, or write a note of support to someone going through a hard time.

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**Good Neighbors** needs your help to succeed, so please join us by signing up for a committee, logging on to **Deck2Deck**, or coming to our neighborhood events. It is proven that when people take part in their community, good things happen. Neighborhoods become friendlier, become more attractive and safer places to live, all of which help housing values! Southlake Landing is a wonderful place to live, and together we can make it even better!

Sincerely, Susan Sinclair  
**Good Neighbors** Coordinator

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION**  
**"Good Neighbors" Committees**

**CONTACT INFORMATION**

**Welcome Committee** Elvy Roget: [eroget@ausa.org](mailto:eroget@ausa.org) / 703-670-7512  
**Social Committee** Susan Sinclair: [susansinc@usa.net](mailto:susansinc@usa.net) / 703-835-5532  
**Communications Committee** Erik Faust: [efaust70@gmail.com](mailto:efaust70@gmail.com)  
**Gentle Reminders Committee** Mandy Faust: [mfaust06@gmail.com](mailto:mfaust06@gmail.com)  
**Helping Hands Committee** Louise Seghers: [lgseghers@verizon.net](mailto:lgseghers@verizon.net) / 703-878-2839

A **Neighborhood Crime Watch** and **Baby-Sitting Co-op** have also been suggested. If you are interested in either of these, or if you have suggestions for other committees, please let me know.

All of the above committees need more members, so if you have an interest, be sure to contact the person in charge. I realize that you may be too busy right now with family and career to be an active committee member. If, however, you can help out now and then with some activity, and you want to support **Good Neighbors**, please send me your name so I can put you on my "back-up" list. Thanks!

Susan Sinclair  
**Good Neighbors** Coordinator  
[susansinc@usa.net](mailto:susansinc@usa.net) 703-835-5532

To access the Deck2Deck google group, point your browser to the following site: <http://groups.google.com/group/deck2deck> . Once there, click on the "Apply for group membership" link to the right and follow the directions. If this does not work, send an email to [efaust70@gmail.com](mailto:efaust70@gmail.com) and Erik can add you manually.