

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

**Wedn, JULY 7, 2010
(Rescheduled from July 6, 2010)
Southlake Recreation Center
Montclair, VA 22026
7:30 p.m.**

AGENDA

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of ***June 8, 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 – **August 10 (Tues)**
- X. Adjournment

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 8, 2010**

Call to Order

The meeting was called to order by President Barbara 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	Maggie Gustavson
Marie Juliano	Lin Stauffer, Manager

Homeowners:

Barry Hauck	15622 Montview Drive
Charles Hale	15767 Widewater Drive

Homeowners Forum

Charles Hale 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, as they were choking out the trees and native plantings. Mr. Hale brought samples of invasive Virginia Creeper .

Barry Hauck attended to request that the Board consider hiring engineer to review soil erosion on Montview Drive hillside below the gazebo, for Association to clean out and rip rap the two drainage storm swales below the gazebo, and for Association to authorize repairs to the gazebo and new roofing on the gazebo. Mr. Hauck also noted a yellow kayak left on the shoreline, beer cans and debris left along the lake front. A suggestion was made to add crushed bluestone on the pathways, rather than pea gravel, when needed. Mr. Hauck noted a small dead tree to the side of 15622 Montview Drive. The Board of Directors thanked Mr. Hauck for doing rail repairs to the gazebo and authorized reimbursement of material expenses.

ACTION ITEM: Manager advised that a walk was performed with Community Landscape Services, to request a proposal for stabilization of the turf on the Montview hill side. Manager advised that roof replacement RFP's for the gazebo have been submitted for proposals. Manager advised that she will contact Prince William County regarding the need for inspection of storm drainage swales. Manager advised that Bill Munt of Community Landscape Services has recommended that the Board wait until the dormant months to cut back invasive species, and treat with herbicides to prevent regrowth.

MINUTES

MOTION #10-19 Maggie Gustavson made a motion to approve the May 11, 2010 meeting minutes with correction of two typos. 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 5/31/10) \$138,828.31 in accounts. Reserves account balances: Capital Reserves \$67,285.; Landscaping Reserves \$22,520.; Contingency Reserves \$6,951.; General Fund \$8,610.(as of 12/31/09).

[Attachment A]

Assessments

Manager advised outstanding 2010 assessments (as of 6/07/10): Assessments \$12,153.65 (to include 1 foreclosure in arrears of 2009 assessments and two payment plans); late fees \$300; and legal fees \$513.95. Liens have been placed on past-due properties; judgments and garnishments have been scheduled. Board members reviewed Compton & Duling LC May 14 report regarding May 13 court appearance and subsequent garnishment.

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Manager advised that 37 homeowners have opted to pay on a semi-annual payment plan; and semi-annual invoices were mailed for payment July 1-15, 2010. **[Attachment B]**

MOTION #10-20 Maggie Gustavson made a motion to accept the Manager's and Treasurer's Report. Marie Juliano seconded the motion. Motion passed unanimously.

MOTION #10-21 Barbara Smith made a motion to approve 2010 payment plan for account #110 with the understanding that homeowner will prune and clean up front yard. Maggie Gustavson seconded the motion. Motion passed unanimously.

MOTION #10-22 Marie Juliano made a motion to deny waiving late fees for Account #87, with the understanding that Board January 1 assessment letter provides adequate opportunity for owners to make payment plans to alleviate any late fees. Maggie Gustavson seconded the motion. Motion passed unanimously.

COMMITTEE REPORTS

Landscaping Committee

Board of Directors reviewed landscaping comments from Chair Louise Seghers dated May 6, 2010. Board reviewed Prince William County Approval PWR#21010-00031 for Louise Seghers' RPA Exception Request for Tree Replacement.

ACTION ITEM: Manager presented proposal from A-1 Tree Services to remove dead trees along Waterway Drive, behind Montview Drive, and to prune up Montview Drive parking areas, remove dead wood from tree below gazebo, and prune walkway to the Boat racks. President Smith advised that homeowner has requested Board view tree limbs hanging over onto properties behind 15780 Widewater Drive.

MOTION #10-23 Marie Juliano made a motion to approve the proposal from A-1 Tree Service in the amount of \$1,250.00. Maggie Gustavson seconded the motion. Motion passed unanimously.

Board reviewed May 17 acknowledged receipt of PIR to Montclair Property Owners Association (MPOA) for tree removal Covenants review 6/1/10 and MPOA Board review 6/9/10.

Social Committee

ACTION ITEM: The Board of Directors approved the Good Neighbors letter, for mailing to the community. The Committee is preparing a "Welcome Basket" for Board review. The Committee held a May 21st event at the Gazebo. An article in the MPOA "Montclairion" was also a suggestion.

OLD BUSINESS

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

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

ACTION ITEM: President noted that youth continue to park on Montview and traverse the common areas. President noted a drug arrest was recently made of youth using Southlake Landing private property. Residents were advised to continue calling PWC Police Department. 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.

Manager was requested to advise MPOA that persons are crossing from Southlake Landing THA property onto West Beach by use of a downed tree over the Lake Montclair cove behind 15661 Montview Drive and request that they cut or remove the downed tree. Marie Juliano, Chair MPOA Safety Committee, reviewed safety article to be published in The Montclairion.

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BOAT RACKS

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.

ACTION ITEM: Maggie Gustavson presented pictures of boats currently on Southlake Landing THA property without SLTA Boat Stickers. Manager was instructed to attempt to identify the owners utilizing MPOA boat sticker numbers; to send letters; and the Board authorized the towing from Southlake Landing THA property of boats not belonging to Southlake Landing residents.

MAIL BOX PAINTING

ACTION ITEM: Manager has advised that J.L. Affordable has been contracted to repaint mailbox stands and perform minor repairs to the gazebo.

NEW BUSINESS

Landscaping Proposals

MOTION #10-24 Maggie Gustavson made a motion to deny Valleycrest proposals 48868SB for parking lot debris removal @\$2,200; 48866SB for invasive species removal \$4,380, 48869SB for removal of declining Cherry tree 15650 Montview \$599.53; and 48867SB for transplanting ornamental grasses and barberry \$446.84. Barbara Smith seconded the motion. Motion passed unanimously.

Entrance Signs

MOTION #10-25 Maggie Gustavson made a motion to approve proposal from Sign-A-Rama in the amount of \$2,362.50 for the removal, refinishing and painting, and reinstallation of six (6) sandblasted cedar entrance signs. Barbara Smith seconded the motion. Motion passed unanimously.

Registered Agent

MOTION #10-26 Barbara Smith made a motion to change registered agent from McGuire Woods, et.al. LLP to Chadwick, Washington et.al. Maggie Gustavson seconded the motion. Motion passed unanimously.

Speeding and Parking

President Smith advised of vehicles speeding on Montview Drive and the possibility of speed bumps or parking signs. Discussion ensued regarding the parking of multiple vehicles in visitors spaces, and the possibility of issuing parking passes.

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 #10-27 President Smith entertained a motion to adjourn. Marie Juliano seconded the motion, and the meeting was adjourned upon mutual consent at 9:15 p.m.

Respectfully submitted,

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

Attachments

