

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

Tuesday, AUGUST 11, 2009
Southlake Recreation Center
Montclair, VA 22026
7:30 p.m.

AGENDA

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of ***July 14, 2009*** 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 – **Sept. 8 (Tues)**
- X. Adjournment

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
JULY 14, 2009**

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	Dave Feser
Maggie Gustavson	Lin Stauffer, Manager

Homeowners Forum

Homeowners concerns included homeowners not containing their trash in covered trash cans, and the storage of vehicles in visitors parking spaces, inoperable vehicles in the community. The Board questioned the large lighting fixtures on front of 15616 Montview Drive.

ACTION ITEM: Manager to schedule a walk with Steve Blakely, Valleycrest Landscaping, to address landscaping concerns.

Resource Protection Area Encroachment Submission

The Board of Directors reviewed response from Prince William County Watershed Management Branch and Montclair Property Owners Association, regarding submission of Ms. Jacquemetton's RPA Encroachment Submission.

MINUTES

MOTION #09-29 Barbara Smith made a motion to approve the June 9, 2009 meeting minutes. Dave Feser seconded the motion. Motion passed unanimously.

MANAGERS AND TREASURER'S REPORT:

Manager presented Income Statement and Disbursements Report (as of 6/30/09) \$129,805.62 in accounts. Reserves account balances: Capital Reserves \$54,827; Landscaping Reserves \$22,520; Contingency Reserves \$4,951 (as of 2/28/09). **[Attachment A]**

Assessments

Manager advised outstanding 2009 assessments (as of 7/12/09): Assessments \$6,129.23 (to include 13 homeowners paying \$260. July 1, 2009, as part of the semi-annual payment plan); late fees \$400; legal fees \$100; admin. fees \$190. Liens have been placed on past-due properties 30 and 110; judgments and garnishments have been scheduled. Accounts # 30, 110, 64 and 82 are lots scheduled for foreclosures. **[Attachment B]**

MOTION #09-30 Maggie Gustavson made a motion to accept the Manager's and Treasurer's Report. Dave Feser seconded the motion. Motion passed unanimously.

MOTION #09-31 Maggie Gustavson made a motion to transfer \$25,000 from Bank of America money market into SunTrust 13-month CD at 2.08% APY interest; and transfer \$30,000 from SunTrust Operating into SunTrust money market to gain 1.68 APY interest. Dave Feser seconded the motion. Motion passed unanimously.

ACTION ITEM: Treasurer Gustavson instructed manager to transfer installation of 2 bridges to Capital Reserves expenditure and installation of Nellie Stevens hollies to Landscaping Reserves expenditure.

MOTION #09-32 Barbara Smith made a motion to approve payment plan for Acct. # 87 for \$157.50 July 21 and \$157.50 August 21, 2009. Dave Feser seconded the motion. Motion passed unanimously.

COMMITTEE REPORTS

Social Committee

Dave Feser advised the Boat Regatta tentatively scheduled for July 25, August Ice Cream Social; and Labor Day Picnic September 7, 2009.

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Building Buddy Concept

ACTION ITEM: Manager to submit contact information to Susan Sinclair. Susan Sinclair volunteered to organize the concept.

Landscaping Committee

MOTION #09-33 Barbara Smith made a motion to approve \$100 for removal of stump at 4899 Backwater Court. Dave Feser seconded the motion. Motion passed unanimously.

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. Treasurer Gustavson noted that the random Police Patrol Budget is over budget.

ACTION ITEM: Manager to inquire about reducing Police patrols to once a weekend.

Concrete Sidewalk and curb repairs (Backwater and Saltwater)

Board of Directors reviewed Brothers Paving & Concrete proposal for sidewalk, curb and gutter.

Cracksealing of streets on Montview and Widewater Drives

ACTION ITEM: Board reviewed and discussed the proposal for crackfill and yellow curb painting on Widewater and Montview Drives.

MOTION #09-34 Maggie Gustavson made a motion to approve the Brothers Paving and Concrete proposal for cracksealing of Widewater and Montview Drives. Barbara Smith seconded the motion. Motion passed unanimously.

TIME AND PLACE OF NEXT MEETING

The next regularly-scheduled Board meeting is scheduled for Tuesday, August 11, 2009, at 7:30 p.m. at Southlake Recreation Center.

ADJOURNMENT

MOTION #09-35 President Smith entertained a motion to adjourn. Dave Feser seconded the motion, and the meeting was adjourned upon mutual consent at 8:35 p.m.

Respectfully submitted,

Lin R. Stauffer, Manager
On behalf of Secretary

Attachments