

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

Tues., SEPTEMBER 14, 2010

Southlake Recreation Center

Montclair, VA 22026

7:30 p.m.

AGENDA

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of ***August 10, 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**
 - Invasive Species removal in common areas.
- VIII. **NEW BUSINESS**
 - ANNUAL MEETING December 4, 2010
 - Budget & Nominations Committees
- IX. Time and Place of Next Meeting – **October 12 (Tues)**
- X. Adjournment

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 10, 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	
Dave Feser	Nancy Croteau	Lin Stauffer, Manager

Homeowners:

Maureen Bradley	15789 Widewater Drive
Elvy Roget	15780 Widewater Drive

Homeowners Forum

The Board of Directors discussed homeowners' concerns.

MINUTES

MOTION #10-32 Maggie Gustavson made a motion to approve the July 7, 2010 meeting minutes. Dave Feser seconded the motion. Motion passed unanimously.

MANAGERS AND TREASURER'S REPORT:

Manager presented Income Statement and Disbursements Report (as of 7/30/10) \$139,111.00 in accounts. Reserves account balances: Capital Reserves \$67,285.; Landscaping Reserves \$22,520.; Contingency Reserves \$6,951 (as of 12/31/09). **[Attachment A]**

Assessments

Manager advised outstanding 2010 assessments (as of 8/07/10): Assessments \$4,303.65 (to include one foreclosure in arrears of 2009 assessments and one payment plan); late fees \$600; and legal fees \$931.59. Liens have been placed on past-due properties; judgments and garnishments have been scheduled. Board members reviewed Compton & Duling LC collection reports. Manager advised that 11 homeowners still owe semi-annual assessments.

[Attachment B]

MOTION #10-33 Maggie Gustavson made a motion to accept the Manager's and Treasurer's Report. Dave Feser seconded the motion. Motion passed unanimously.

COMMITTEE REPORTS

Landscaping Committee

There was no Landscaping Committee Report. Manager advised that MPOA has approved the removal of dead trees adjacent to Waterway Drive, and work has begun. Manager advised that Valleycrest Landscape has begun to prune back trees and invasives along the lakeside turf areas and along the sidewalks, walkways and streets. Manager advised that arborist recommended waiting until the Fall time frame to prune back shrubbery around the NOVEC box to allow for vehicle sight distances on the corner of Montview and Widewater Drives.

Tree removal and pruning

ACTION ITEM: Manager will finalize a listing of trees requiring pruning and/or removal of downed trees along the lake front. Recent wind and rain storms are also downing trees and limbs.

Social Committee

Welcome Committee Chair Elvy Roget presented a sample "Welcome Basket" to be presented to new community residents. The Board made some minimal changes to the excellent Welcome brochure, as designed and prepared by Maggie Gustavson.

ACTION ITEM: Maggie Gustavson will make minimal changes to the "welcome Brochure". Louise Seghers has submitted an article and picture for inclusion in the MPOA "Montclairion" newsletter.

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OLD BUSINESS

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

The Board of Directors reviewed the July Prince William County Police Department random police reports and approved the August, 2010 patrol schedule.

PARKING Issues

The Board of Directors discussed the lack of and misuse of visitors parking spaces, and the possibility of obtaining "Visitor" parking rear mirror hangers for use by visitors.

ACTION ITEM: The Board of Directors tabled the issuance of "Visitors rear view mirror hang tags". Manager provided multiple samples of "visitors passes." President Barbara Smith will review catalogue for recommendations.

Boat Racks

Manager advised that letters have gone out to those boats which were identifiable as owned by Southlake homeowners to obtain SLTA boat stickers, and to non-residents requesting they remove their boats from the boat racks and Southlake Landing THA private property.

Mail Box Painting

ACTION ITEM: Manager has advised that J.L. Affordable has repainted mailbox stands and performed minor repairs to the gazebo.

Gazebo

MOTION #10-34 Maggie Gustavson made a motion that the Board approve the proposal in the amount of \$840.00 by Summit Roofing for the replacement of Gazebo roofing with 30-year warranty architectural/double laminated Class A Landmark asphalt roofing in Max Def Resawn Shake premium gallery. Dave Feser seconded the motion. Motion passed unanimously.

ACTION ITEM: Manager was requested to have the gazebo flooring checked once again for loose boards, and to apply new "caution tape" to the entrance.

Entrance Signs

Manager advised that Sign-A-Rama has removed six front entrance signs for repair and repainting. Manager advised that signs and sign locations were treated for termites at a cost of \$245.00.

Invasive Species

Discussion ensued regarding the need for resubmission of the Property Improvement Request (PIR), requesting the removal of invasive species in common areas, to the MPOA for review and approval at the earliest possible date.

ACTION ITEM: It was noted that the MPOA Covenants Committee did approve the submitted PIR by Maureen Bradley, and that it was withdrawn (at the direction of the Southlake Landing THA Board of Directors) before scheduling to go before the MPOA Board of Directors for review and vote. Nancy Croteau advised she had opposed the original PIR, but was not going to prepare the Southlake Landing THA PIR.

ACTION ITEM: Board members will supply their lists of relevant questions which they desire to have a forestry expert to answer to management by deadline August 13. A Request for Proposal (RFP) to contractors for manual and chemical removal will be based on the results. Manager will attempt to obtain an expert in forestry matters to answer the Board members' questions prior to the September 14 Board meeting.

ACTION ITEM: Nancy Croteau requested that a letter go out to all homeowners advising them of the Board's intent to remove invasive species. President will prepare a letter to submission to homeowners, allowing them the opportunity to voice any comments at the Board meetings.

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NEW BUSINESS

Playground Repairs

Manager had minor swing repairs and playground cleanups performed.

ACTION ITEM: Manager will obtain proposal for replacement of deteriorating wood on playgrounds with composite decking materials.

Request from Patricia C. Kelleher

The Board of Directors reviewed request letter and proposed packet for submission to MPOA and Prince William County Environmental Services Division, from Patricia Kelleher, 15777 Widewater Drive, for removal of 3 volunteer mulberry saplings, to be replaced by common juniper, behind her home.

ACTION ITEM: Board concurred that Ms. Kelleher be requested by Management to band the trees proposed for removal and replacement with other materials, for review by Board members prior to the September Board meeting.

Greenhorne & O'Mara Proposal for Engineering studies

The Board of Directors reviewed multiple proposals from Greenhorne & O'Mara for professional engineering and surveying services for Section S-2.

MOTION #10-35 Maggie Gustavson made a motion to approve Property Corners (060946.SLL.6900-000) Recover/Stake lot corners on lots 128 to 136 for visual inspection by client at a cost of \$450.00. Barbara Smith seconded the motion. Motion passed unanimously.

Speed Bumps

Manager advised that residents have placed concerns about speeders in the community and children playing in the streets.

ACTION ITEM: President will review catalogues for recommendations to deter speeders.

Landscape Plan to bank area behind 15465 Montview Drive

MOTION #10-36 Dave Feser made a motion to approve landscape plan by English Country Gardens for addition of perennial plantings, as proposed and to be funded by Maggie Gustavson. Barbara Smith seconded the motion. Motion passed unanimously.

TIME AND PLACE OF NEXT MEETING

MOTION #10-37 Dave Feser made a motion to change the September 7 Board meeting to September 14. Maggie Gustavson seconded the motion. Motion passed unanimously. Manager advised she would not be in attendance September 14. Secretary will take and prepare the minutes.

ACTION ITEM: The next regularly scheduled board meeting is scheduled for **Tuesday, September 14, 2010** at 7:30 p.m. at Southlake Recreation Center.

ADJOURNMENT

MOTION #10-38 President Smith entertained a motion to adjourn. Nancy Croteau seconded the motion, and the meeting was adjourned upon mutual consent at 9:45 p.m.

Respectfully submitted,

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

Attachments