

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

Tuesday, NOVEMBER 10, 2009

Southlake Recreation Center

Montclair, VA 22026

7:30 p.m.

AGENDA

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of ***October 13, 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**
 - Concrete Sidewalk and curb & gutter repairs
 - 2010 Management Contract
 - Playground Fibar Surfacing
 - Landscaping – Tree replacement
- VIII. **NEW BUSINESS**
 - ***ANNUAL MEETING*** December 5 (Sat.)
 - Nominations Committee
 - 2009/2010 Snow Plowing Contracts
 - 2010 Landscaping Contract
- IX. Time and Place of Next Meeting – **Dec. 8 (Tues)**
- X. Adjournment

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 11, 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	Marie Juliano
Nancy Croteau	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 and inoperable vehicles in the community. The Board of Directors expressed resident complaints about a large diesel truck engine revving for extended periods of time at 4:30 to 5:30 a.m. in visitors spaces and 15791 Widewater Drive.

ACTION ITEM: Manager to follow up on inoperable vehicle with four flat tires, lot #36. Manager to send letter to 15791 Widewater Drive reference noise ordinances and inoperable tags. Maggie Gustavson reported street light at boat racks is out, and Manager will report to NOVEC.

MINUTES

MOTION #09-36 Barbara Smith made a motion to approve the July 14, 2009 meeting minutes. Marie Juliano seconded the motion. Motion passed unanimously.

MANAGERS AND TREASURER'S REPORT:

Manager presented Income Statement and Disbursements Report (as of 8/6/09) \$132,679.84 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 8/5/09): Assessments \$4,521.23 (to include 5 homeowners paying past-due for semi-annual July 1, 2009 payment plan; late fees \$625; legal fees \$100; admin. fees \$100. Liens have been placed on all past-due properties; judgments and garnishments have been scheduled. Accounts # 30, 110, 64 and 82 are lots scheduled for foreclosures. Payment plan is approved for acct #87. **[Attachment B]**

MOTION #09-37 Maggie Gustavson made a motion to accept the Manager's and Treasurer's Report. Marie Juliano seconded the motion. Motion passed unanimously.

MOTION #09-38 Barbara Smith made a motion to approve payment plan for Acct. #110 for \$100.00 per month, with the stipulation that Mr. Kaz maintain his landscape beds in his front and rear yards, removing weeds and pruning plantings. Dave Feser seconded the motion. Motion passed unanimously.

COMMITTEE REPORTS

Social Committee

No report.

Landscaping Committee

No report. The Board of Directors expressed their concerns about unoccupied and foreclosed-upon townhomes which exhibit signs of neglect, i.e. unpruned bushes, unkept landscaping beds, and disrepair which may impact adjoining townhomes. The Board voiced that on one occasion the unkept gutters flooded an adjoining townhome.

ACTION ITEM: President Smith, accompanied by other Board members will make a list of front yards which require landscape bed maintenance. This listing will be forwarded to the management office and MPOA Covenants Department.

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION
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The Board reviewed landscaping items generated with Steve Blakely, Valleycrest Landscape Maintenance, following a community walk on July 21, 2009 with Barbara Smith and Louise Seghers.

Manager advised that storm damage brought down Bradford Pear tree behind 15764 Widewater Drive in August, unto the adjoining rear yard and another adjoining deck. Manager had both Bradford Pear trees removed, as they were split and posed a hazard to adjoining homes.

**Valleycrest Landscape Maintenance
Customer Satisfaction Survey**

ACTION ITEM: President Barbara Smith and Landscaping Chair Louise Seghers will review and fill out customer satisfaction survey.

OLD BUSINESS

Resource Protection Area Encroachment Submission

Management advised that the Prince William County Watershed Management Branch and Montclair Property Owners Association have both approved the MPOA PIR submission of Ms. Jacquemetton for RPA Encroachment Submission, behind 15775 Widewater Drive.

Prince William County Off-Duty Police Patrols

The Board of Directors reviewed the recent Police Reports and disbursements.

Concrete Sidewalk and curb and gutter repairs (Backwater and Saltwater)

MOTION #09-39 Maggie Gustavson made a motion to approve the Brothers Paving & Concrete proposal for sidewalk, curb and gutter repairs to Backwater Court and Saltwater Drive, not to exceed \$7,000.00. Marie Juliano seconded the motion. Motion passed unanimously.

Cracksealing of streets on Montview and Widewater Drives

ACTION ITEM: Maggie Gustavson requested that Brothers Paving and Concrete review Montview Drive for further required cracksealing.

NEW BUSINESS

2010 PROPOSED BUDGET

ACTION ITEM: Manager and Treasurer will propose 2010 Budget for review.

Playgrounds

ACTION ITEM: Manager will obtain proposals for new fibar safety surfacing for both playgrounds.

TIME AND PLACE OF NEXT MEETING

The next regularly-scheduled Board meeting is scheduled for Tuesday, September 8, 2009, at 7:30 p.m. at Southlake Recreation Center.

ADJOURNMENT

MOTION #09-40 President Smith entertained a motion to adjourn. Dave Feser seconded the motion, and the meeting was adjourned upon mutual consent at 8:45 p.m.

Respectfully submitted,

Lin R. Stauffer, Manager
On behalf of Secretary

Attachments