

BOARD OF DIRECTORS MEETING

Tues., JANUARY 14, 2014

**Southlake Recreation Center
Montclair, VA 22025**

7:00 p.m.

AGENDA

- I. Call To Order
- II. Declaration of a Quorum
- III. **Approval of *November 12, 2013* Meeting Minutes**
- IV. **HOMEOWNERS FORUM**
 - Election of 2014 Officers
- V. **Manager's and Treasurer's Report**
 - Assessments Update
- VI. **COMMITTEE REPORTS**
- VII. **OLD BUSINESS**
 - Dupont Imprelis Claims Resolution Agreement
- VIII. **NEW BUSINESS**
 - 2014 Audit & Taxes Preparation
- IX. Time and Place of Next Meeting ~ **February 11, 2014 (Tues.)**
- X. **Adjournment**

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
November 12, 2013**

CALL TO ORDER

The meeting was called to order by President Barbara Smith at 9:05 p.m. at Southlake Recreation Center, 5070 Higgins Drive, Montclair, VA 22025. President Smith declared a quorum with the following Board members in attendance and welcomed new Board members:

Barbara Smith	Maggie Gustavson
Patricia Kelleher	Kimberley Crawford
Kate Pomeroy	Lin R. Stauffer, Manager

HOMEOWNERS FORUM

The Board of Directors reviewed homeowners comments.

MINUTES

MOTION #13-52 Maggie Gustavson made a motion to approve the October 8, 2013 meeting minutes. Barbara Smith seconded the motion. Motion passed unanimously.

MANAGERS AND TREASURER'S REPORT:

Treasurer Maggie Gustavson reviewed the Income Statement and Disbursements Report (as of 10/31/13) \$46,670.40 in accounts. Projected Reserves account balances as of 12/31/2012: Capital Reserves \$109,429, Landscaping Reserves \$20,000; Contingency Reserves \$7,000 for a total of \$136,024 in Reserve Funds. *[Attachment A]*

Assessments Report

Outstanding annual assessments (as of 11/10/13): Assessments \$5,134.67 (to include one foreclosure in arrears of 2012 assessments totaling \$5,294.); late fees due \$810.15; and legal fees due \$447.71. Past due accounts have been referred to Compton & Duling LC for collection and liens and judgments have been placed on past-due properties. Board members reviewed Compton & Duling L.C. Reports dated October 2, 11, 14, and 22, 2013. *[Attachment B]*

MOTION #13-53 Maggie Gustavson made a motion to accept the Manager's and Treasurer's Report. Patricia Kelleher seconded the motion. Motion passed unanimously.

OLD BUSINESS

DUPONT Imprelis Claims Resolution Agreement

Manager advised that the Dupont Claims Resolution was mailed to Dupont EPIQ Systems.

Election of 2014 Officers

MOTION #13-54 Maggie Gustavson made a motion to table election of Officers until the January, 2014 Board meeting. Patricia Kelleher seconded the motion. Motion passed unanimously.

NEW BUSINESS

Police Enforcement of Trespassing

MOTION #13-55 Patricia Kelleher made a motion for application for Prince William County Police Department enforcement of trespassing laws on Southlake Landing Townhomes Association common property. Kimberley Crawford seconded the motion. Motion passed unanimously.

2015-2016 Landscaping Contract

The Board reviewed landscaping proposals from Blade Runners, Community Landscape Services, Grassmasters, Lancaster Landscapes, Clippers Landscape, Peter's Landscape, Premium Lawn & Landscaping, TruGreen Landcape and M&M Landscaping, averaging \$30,305. annually.

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MOTION #13-56 Maggie Gustavson made a motion to approve the 2014-2016 landscaping proposal in amount of \$28,956 annually, with no raise in the 2015/2016 contract, and a \$2,000 credit toward landscaping improvements. Kimberley Crawford seconded the motion. Motion passed unanimously.

ACTION ITEM: Manager was requested to obtain proposals from CLS for (1) cleaning streets; and (2) optional slicer aerating and overseeding.

2013-2014 Snow Plowing Contract

The Board reviewed snow plowing and sanding proposals by Emery Snow Removal, Community Landscape Services and Blade Runners.

MOTION #13-57 Barbara Smith made a motion to approve snow plowing contract with Emery Snow Removal for 2013/2014 winter season. Maggie Gustavson seconded the motion. Motion passed unanimously.

MOTION #13-58 Barbara Smith made a motion to approve snow plowing agreement with Montclair Property Owners Association for 2013-2014 winter season. Maggie Gustavson seconded the motion. Motion passed unanimously.

MOTION #13-59 Patricia Kelleher made a motion for the Board to go into executive session at 9:44 p.m. for the purpose of discussing and considering contracts. Maggie Gustavson seconded the motion. Motion passed unanimously.

The Board of Directors reconvened in open session at 9:50 p.m.

2014 Financial Management Contract

MOTION #13-60 Patricia Kelleher made a motion to approve 2014 Financial Management contract with Linda R. Stauffer, dba Stauffer Management. Maggie Gustavson seconded the motion. Motion passed unanimously.

TIME AND PLACE OF NEXT MEETING

The next Board of Directors meeting is scheduled for **January 14, 2014, at 7:00 p.m. at Southlake Recreation Center.**

Adjournment

MOTION #13-61 President Smith entertained a motion to adjourn. Maggie Gustavson made a motion to adjourn and Patricia Kelleher seconded the motion. The meeting was adjourned upon mutual consent at 9:55 p.m.

Respectfully submitted,

*Lin R. Stauffer, Manager
at Request of the Board of Directors*

Attachments

Reminder: The Montclair Property Owners Association (MPOA) is scheduling a Town Hall Meeting on "Parking Issues in the Community" Wednesday, December 4, 2013, at 7:00 p.m. at the Montclair Country Club. All are invited.