

BOARD OF DIRECTORS MEETING

Tues., MARCH 12, 2013
Southlake Recreation Center
Montclair, VA 22026

7:00 p.m.

AGENDA

- I. Call To Order
- II. Declaration of a Quorum
- III. **Approval of *February 12, 2013* Meeting Minutes**
- IV. **HOMEOWNERS FORUM**
- V. **Manager's and Treasurer's Report**
 - Assessments Update
 - Request to waive late fees
- VI. **COMMITTEE REPORTS**
 - Social Committee
- VII. **OLD BUSINESS**
 - Dupont Imprelis Claims Resolution Agreement
- VIII. **NEW BUSINESS**
 - Assessment of Violation Charges
- IX. Time and Place of Next Meeting ~ **April 9, 2013 (Tues.)**
- X. **Adjournment**

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

CALL TO ORDER

The meeting was called to order by President Barbara Smith at 7:20 p.m. at Southlake Recreation Center, 5070 Higgins Drive, Montclair, VA 22025. President Smith declared a quorum with the following Board members in attendance:

Barbara Smith	Maggie Gustavson
Marie Juliano	Lin R. Stauffer, Manager

Homeowner: Susan Sinclair 15755 Widewater Drive

HOMEOWNERS FORUM

The Board of Directors again addressed landscaping concerns, complaints reference the parking of vehicles over 24 hours in visitors spaces, exterior architectural violations, residents not picking up dog feces and trash on common areas and leaving trashcans in front yards. President distributed recommended verbage for notices to residents.

Manager advised of continuing complaints about parallel parking on Widewater Drive, blocking fire lanes, mailboxes and making it difficult for residents to back out of parking spaces. Homeowners were encouraged to call the management office with specific complaints.

MINUTES

MOTION #13-06 Maggie Gustavson made a motion to approve the January 15, 2013 meeting minutes. Marie Juliano seconded the motion. Motion passed unanimously.

MANAGERS AND TREASURER'S REPORT:

Treasurer Maggie Gustavson reviewed the Income Statement and Disbursements Report (as of 1/31/13) \$155,570.74 in accounts. Projected Reserves account balances as of 12/31/2012: Capital Reserves \$104,868, Landscaping Reserves \$20,000; Contingency Reserves \$7,000. **[Attachment A]**

ACTION ITEM: Manager was requested to inquire into the interest rates on money market accounts, as several accounts will incur lower APR as of January 22, 2013.

Assessments Report

Outstanding 2012 assessments (as of 2/11/13): Assessments \$5,294 (to include one foreclosure in arrears of 2012 assessments); late fees due \$672; and legal fees due \$1,481. Past due accounts have been referred to Compton & Duling LC for collection and liens and judgements have been placed on past-due properties. Board members reviewed Compton & Duling L.C. reports dated January 15, 21 & 24, reference court appearance on January 17, 2013. Continuance dates have been set for March 7 and trial date has been set for Account #13-25 for May 9, 2013 & management must attend to testify. **[Attachment B]**

Manager advised that assessments are due by February 15, and late fee notices will be mailed thereafter.

MOTION #13-07 Maggie Gustavson made a motion to approve Brown & Uvena CPAs proposal for preparation of 2012 Audit, Federal and State tax returns. Marie Juliano seconded the motion. Motion passed unanimously.

MOTION #13-08 Maggie Gustavson made a motion to accept the Manager's and Treasurer's Report. Marie Juliano seconded the motion. Motion passed unanimously.

COMMITTEE REPORTS

Social Committee: No report.

**SOUTHLAKE LANDING THA
Board of Directors Meeting
February 12, 2013
Page two**

OLD BUSINESS

DUPONT Imprelis Claims Resolution Agreement

Manager advised that Dupont has requested additional information, to include complete pictures and certification of trees slated for and/or already removed, in conjunction with the Dupont Claims Resolution Agreement.

ACTION ITEM: Manager will prepare all documentation for certified mailing to Dupont.

MONTCLAIR LIBRARY INFORMATION MEETING

The Board of Directors reviewed the January 16, 2013 Montclair Library Information meeting.

NEW BUSINESS

The Board of Directors reviewed notification of State Corporation Commission address change by Chadwick, Washington et.al.; renewal of Department of Professional and Occupational Regulation effective 12/31/2013; and renewal of State Farm insurance coverage through January 1, 2014.

ACTION ITEMS:

- Manager advised that J.L. Affordable has performed a debris cleanup of the common areas around the playground and lake front, and filled the holes dug by neighboring children.
- Manager will inquire into door hangers for architectural violations.
- It was requested that the receptacles adjacent to mailboxes be removed (as homeowners are using them for trash receptacles).
- It was requested that the mailbox stands be cleaned.
- It was requested that a sign be ordered for the Utility Access Road.
- It was requested that Arborist look at Willow trees to rear of 15616 Montview Dr.

TIME AND PLACE OF NEXT MEETING

The next Board of Directors meeting is scheduled for **Tuesday, March 12, 2013, at 7:00 p.m. at Southlake Recreation Center.**

Adjournment

MOTION #13-09 President Smith entertained a motion to adjourn. Maggie Gustavson made a motion to adjourn and Marie Juliano seconded the motion. The meeting was adjourned upon mutual consent at 8:20 p.m.

Respectfully submitted,

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

Attachments