

## **BOARD OF DIRECTORS MEETING**

**Tues., JUNE 11, 2013**  
**Southlake Recreation Center**  
**Montclair, VA 22026**

**7:00 p.m.**

### **AGENDA**

- I. Call To Order
- II. Declaration of a Quorum
- III. **Approval of *May 14, 2013* Meeting Minutes**
- IV. **HOMEOWNERS FORUM**
- V. **Manager's and Treasurer's Report**
  - Assessments Update
- VI. **COMMITTEE REPORTS**
- VII. **OLD BUSINESS**
  - Dupont Imprelis Claims Resolution Agreement
  - House Bills effective July 1, 2013
  - Landscaping Proposals
- VIII. **NEW BUSINESS**
  - Assessment Collection Policy No. 2013-001
- IX. Time and Place of Next Meeting ~ **July 16, 2013 (Tues.)**
- X. **Adjournment**

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
May 14, 2013**

**CALL TO ORDER**

The meeting was called to order by President Barbara Smith at 7:00 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  
Patricia Kelleher                 Lin R. Stauffer, Manager

**Homeowner:**    Mike Stalter            15628 Montview Drive

**HOMEOWNERS FORUM**

The Board of Directors addressed homeowner concerns. Homeowners continue to complain about vehicles parking parallel on Widewater Drive, in fire lanes and blocking the vehicles access into allocated parking spaces. Complaints have been received regarding neighborhood youth vandalizing the playground equipment and grounds.

Homeowner Mike Stalter requested a waiver of the architectural guidelines for fencing which does not meet the MPOA architectural guidelines for townhomes, i.e. alternating board on board fencing with straight top.

**ACTION ITEM:**            The Board of Directors denied the request for a waiver, based on the existing architectural guidelines, and the desire to not set a precedent for future fencing. A recommendation was made that the MPOA amend their records to reflect that the fencing was initially installed by homeowners at 15626 Montview Drive.

**MINUTES**

**MOTION #13-19**            Maggie Gustavson made a motion to approve the April 9, 2013 meeting minutes. Patricia Kelleher seconded the motion. Motion passed unanimously.

**MANAGERS AND TREASURER'S REPORT:**

Treasurer Maggie Gustavson reviewed the Income Statement and Disbursements Report (as of 4/30/13) \$171859.84 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]**

**Assessments Report**

Outstanding annual assessments (as of 5/09/13): Assessments \$18,297 (to include one foreclosure in arrears of 2012 assessments totaling \$5,294.); late fees due \$1,865; and legal fees due \$1,369. 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. May 10 report Account #12 May 23, 2013 foreclosure date;

**MOTION #13-20**            Maggie Gustavson made a motion to accept settlement proposal for Account #13-25 in lieu of court date May 9, with the understanding that account must be brought current by 12/3/13. Bunny Smith seconded the motion. Motion passed unanimously.

**[Attachment B]**

Manager advised that assessments were due by February 15, and late fee notices were mailed on February 15, and March 15, 2013.

**MOTION #13-20**            Maggie Gustavson made a motion to accept the Manager's and Treasurer's Report. Patricia Kelleher seconded the motion. Motion passed unanimously.

**MOTION #13-21**            Maggie Gustavson made a motion to accept the 2012 Audit performed by Brown & Uvena CPAs.

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**OLD BUSINESS**

**DUPONT Imprelis Claims Resolution Agreement**

The Board reviewed March 13, 2013 Association response to Dupont with additional requested information. The Board of Directors reviewed the U.S. District Court for Eastern District of Pennsylvania class action lawsuit, and the possibility of additional settlement benefits to the Association.

**ACTION ITEM:** Manager was authorized to have attorney review the settlement requirements.

**Prince William County Service Authority**

**ACTION ITEM:** Manager advised that PWCSA will begin the clearing of the water and sewer easements around the perimeter of Lake Montclair in the late Spring time frame, and will advise the association when they are scheduled to perform clearing.

**House Bills Effective July 1, 2013**

The Board of Directors reviewed 2013 Virginia General Assembly House Bills effective July 1, 2013.

**NEW BUSINESS**

**Landscaping Improvement**

Manager advised that Manager and President Barbara Smith walked the common areas between Montview Drive and Waterway Drive to gather proposals for the removal of dying White Pine trees (to be covered by Dupont settlement) and landscaping proposals.

**MOTION #13-22** Patricia Kelleher made a motion to approve Community Landscape Services Proposal E13-8790 and E13-8779 for installation of landscape materials to the rear of Montview Drive, to include the removal of Imprelis-damaged white pines and installation of 12 Skip Laurels in open areas at a revised cost of \$1,800; and Proposal E13-W for watering of the new landscaping. Maggie Gustavson seconded the motion. Motion passed unanimously.

**MOTION #13-23** Patricia Kelleher made a motion to approve CLS Proposal #E13-8920 for installation of new wood carpet on two playgrounds. Barbara Smith seconded the motion. Motion passed unanimously.

**MOTION #13-24** Maggie Gustavson made a motion to approve Allens Tree Service proposal for removal of lower four feet of dead branches on White Pines behind Montview Drive, and the removal of all limbs and debris in that area at \$400; and the removal of three dead trees in the amount of \$950.00. Patricia Keller seconded the motion. Motion passed unanimously.

**ACTION ITEM:** Manager advised that CLS proposals for the replacement of landscaping and tree removed as result of traffic accident March 19, 2013, have been submitted in the amount of \$1,350 to Liberty Mutual Insurance Company for reimbursement.

**Boat Racks**

**ACTION ITEM:** Manager will inquire about redesigning the boat racks to accommodate larger boats.

**Montclair Library**

**ACTION ITEM:** Manager will contact Prince William County Library officials to schedule a meeting to review and discuss landscaping and boundary requirements for the new Montclair Library site.

**MPOA Architectural Violations**

The Board of Directors reviewed the Montclair Property Owners Association (MPOA) report on MPOA Precinct Inspections and architectural violations issued to 149 homes on Montview Drive; 251 on Widewater Drive; 53 on Backwater Court and 138 issued on Saltwater Drive.

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**TIME AND PLACE OF NEXT MEETING**

The next Board of Directors meeting is scheduled for **Tuesday, June 11, 2013, at 7:00 p.m. at Southlake Recreation Center.**

**Adjournment**

**MOTION #13-25** 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 8:30 p.m.

Respectfully submitted,

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

*Attachments*