

**BOARD OF DIRECTORS MEETING**

**Tues., JANUARY 11, 2011**

**Southlake Recreation Center**

**Montclair, VA 22026**

**7:30 p.m.**

**AGENDA**

- I. Call To Order
- II. Declaration of a Quorum
- III. Approval of ***November 9, 2010*** Meeting Minutes
- IV. **HOMEOWNERS FORUM**
- V. Manager's and Treasurer's Report
  - Reserve Study Review
- VI. **COMMITTEE REPORTS**
  - Landscaping and Grounds Committee
  - Social Committee
- VII. **OLD BUSINESS**
  - Invasive Species removal in common areas.
- VIII. **NEW BUSINESS**
- IX. Time and Place of Next Meeting – **February 8, 2011 (Tues)**
- X. **Adjournment**

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
NOVEMBER 9, 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 222025. President Smith declared a quorum with the following Board members in attendance:

Barbara Smith	Maggie Gustavson
Marie Juliano	Nancy Croteau
Lin Stauffer (Manager)	

<b>Homeowners:</b> Charles Hale	15767 Widewater Drive	703-878-2640
Maureen Bradley	15789 Widewater Drive	703-927-0754
Susan Sinclair	15755 Widewater Drive	

<b>Guest:</b> Ruth Ann Henderson	Covenants Director,	703-670-6187
	Montclair Property Owners Association	

**MPOA Architectural Review**

President Barbara Smith welcomed Guest Ruth Ann Henderson.

**Homeowners' Forum**

Homeowners Maureen Bradley and Charlie Hale raised particular concern over invasive species that have overgrown the specimen plantings, shrubbery and trees in common areas behind his home. The Board commented positively on Mr. Hale's manual removal of invasive species behind 15765, 15767 and 15769 Widewater Drive. (Mr. Hale accompanied Board members on their walk with Virginia Dept of Forestry Prince William County Bryant Bays and Extension Service representative Adam Downing, on September 23, 2010 to assess and provide advice on how to address the various invasive species growing on the hillside by Southlake common property on Lake Montclair).

Charles Hale requested \$500. for the purchase of natural shrubbery in the common area behind their townhomes. Discussion followed.

**ACTION ITEM:** Mr. Hale will furnish a nursery proposal for shrubbery and costs for consideration by the Board of Directors.

**MINUTES**

**MOTION #10-49** Barbara Smith made a motion to approve the October 12, 2010 meeting minutes. Marie Juliano seconded the motion. Motion passed unanimously.

**MANAGERS AND TREASURER'S REPORT:**

Manager presented Income Statement and Disbursements Report (as of 10/30/10) \$118,455. in accounts. Reserves account balances: 2010 Capital Reserves \$87,285.; Landscaping Reserves \$26,520.; Contingency Reserves \$6,951 (as of 10/31/10).

**[Attachment A]**

**Assessments**

Manager advised outstanding 2010 assessments (as of 11/07/10): Assessments \$2,131.14 (to include one foreclosure in arrears of 2009 assessments and one payment plan); late fees \$475; and legal fees \$1,058.44. Liens have been placed on past-due properties. Board members reviewed Compton & Duling November 1, 2010 collection reports, following 10/28/10 court dates.

**[Attachment B]**

**MOTION #10-50** Maggie Gustavson made a motion to accept the Manager's and Treasurer's Report. Marie Juliano seconded the motion. Motion passed unanimously.

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**COMMITTEE REPORTS**

**Lanscaping Committee**

President Smith noted that Louise Seghers, Chairman of the Landscaping Committee, has replaced warranted plantings and relocation of some grasses and other shrubbery by Meadows Farms on October 19, 2010.

**PIR Request for 15777 Widewater Drive**

Barbara Smith reported that she had visited the above referenced property of Ms. Patricia Kelleher and observed the 5 trees that Ms. Kelleher had marked with red tape for possible removal. The Board decided that no formal action would be taken until a ***Forest Stewardship Program*** is established.

**Social Committee**

Susan Sinclair, Social Committee Chair, reported that the Good Neighbor Committee has issued three dog poop notices, two trash left out on curb on non-trash days notices, and six Welcome Baskets to new residents. Susan thanked all the members of the Social and Welcome Committees and advised they need to get more members with children involved in planning.

**ACTION ITEM:** The Board of Directors agreed to disband the "Gentle Reminders" Committee, and refer concerns to the management office for followup.

**OLD BUSINESS**

**Common Area Improvements**

Manager advised that the Gazebo roof has been replaced; composite flooring repairs completed on two playgrounds; and entrance signage repaired, repainted and replaced. "Children at Play" signs have been installed.

**Forest Stewardship Program**

Manager reported on November 1, 2010 forestry walk with Maggie Gustavson, Charlie Hale, Joe Secoges of Ellett Valley Forest Management LLC and Bryant Bays of the Prince William County Forestry Department to obtain proposals for removal of invasive vines. Manager advised that Bryant Bays advised he would attempt to present a plan at the February 8 Meeting.

**MOTION #10-51** Maggie Gustavson made a motion to approve the Forest Stewardship Program agreement with Bryant Bays, U.S. Forestry Department. Nancy Croteau seconded the motion. Motion passed unanimously.

**Concrete Sidewalk Repairs**

Manager advised that Finley Asphalt has repaired the sidewalk section in front of 15795 Widewater Drive, in conjunction with another Community's concrete repair contract. Manager advised that Widewater and Montview concrete repairs were completed three years ago, and Saltwater and Backwater Court concrete repairs were completed in 2009. Manager will perform inspection of Montview and Widewater Drive again in 2011.

**NEW BUSINESS**

**ANNUAL MEETING December 4, 2010**

The Board of Directors set the Annual Meeting for Saturday, December 4, 2010. The Board reviewed approved 2011 Budget.

**2011 Assessment Resolution**

**MOTION #10-52** Maggie Gustavson made a motion to approve the 2011 Assessment Resolution for a 2011 Budget with a 5% increase to \$546. annual assessment per lot. Marie Juliano seconded the motion. Motion passed unanimously.

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**RESERVE STUDY**

The 2006 Reserve Study 30-Year Plan Summary was reviewed.

**ACTION ITEM:** Manager advised that the Virginia Property Owners Association Act requires that the Association update their Reserve Study in 2011. Manager will obtain Reserve Study proposals for Board review in 2011.

**2011 Landscaping Contract**

The Board of Directors reviewed 2011-2013 Landscaping Proposals from AL&L Industries, Inc., Blade Runners Landscape, Community Landscape Services, Grassmasters Landscape, Heritage Landscape, M&M Lawn Care, McFall & Berry Landscape, Springfield Nursery, Peters Landscape, Potomac Springs Landscape, Premium Lawn & Landscape, Town & Country Landscape and Valleycrest Landscape.

**MOTION #10-53** Maggie Gustavson made a motion to approve the 2011-2013 Landscaping contract with Community Landscape Services. Nancy Croteau seconded the motion. Motion passed unanimously.

**2010/2011 Snow Plowing Proposals**

**MOTION #10-54** Maggie Gustavson made a motion to approve the 2010/2011 snow plowing agreement with Montclair Property Owners Association. Nancy Croteau seconded the motion. Motion passed unanimously.

**MOTION #10-55** Maggie Gustavson made a motion to approve the 2010/2011 back-up snow plowing contract with Hedge Hog Landscape. Nancy Croteau seconded the motion. Motion passed unanimously.

**MOTION #10-56** Maggie Gustavson made a motion to convene in executive session at 9:25 p.m. to discuss contractual matters. Nancy Croteau seconded the motion. Motion passed unanimously.

The Board of Directors convened in executive session at 9:25 p.m.  
The Board reconvened in Open session at 9:35 p.m.

**2011 Management Proposal**

**MOTION #10-57** Maggie Gustavson made a motion to approve 2011 management contract with Lin R. Stauffer, Stauffer Management. Marie Juliano seconded the motion. Motion passed unanimously.

**Time and Place of the Next Meeting**

The next regularly scheduled board meeting will be held on **Tuesday, January 11, 2011** at the Southlake Recreation Center, 5070 Higgins Drive, Dumfries, VA 22025, at 7:30 p.m. The Annual Meeting is scheduled for **Sat., December 4, 2010, at 10:00 a.m.**

**Adjournment**

**MOTION #10-58** President Smith entertained a motion to adjourn. Marie Juliano seconded the motion, and the meeting was adjourned upon mutual consent at 10:00 p.m.

Respectfully submitted,

Lin R. Stauffer, Manager  
At request of Secretary

Attachments