

BOARD OF DIRECTORS MEETING

Tues., NOVEMBER 12, 2013

**Southlake Recreation Center
Montclair, VA 22025**

**Following the Annual Meeting
8:30 p.m.**

AGENDA

- I. Call To Order
- II. Declaration of a Quorum
- III. **Approval of *October 8, 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**
 - 2014-2016 Landscaping Contract
 - 2013/2014 Snow Plowing Contract
 - 2014 Management Contract
- IX. Time and Place of Next Meeting ~ **January 14, 2014 (Tues.)**
- X. **Adjournment**

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
October 8, 2013**

CALL TO ORDER

The meeting was called to order by Secretary Marie Juliano at 7:00 p.m. at Southlake Recreation Center, 5070 Higgins Drive, Montclair, VA 22025. Secretary Juliano declared a quorum with the following Board members in attendance:

Marie Juliano	Maggie Gustavson
Patricia Kelleher	Lin R. Stauffer, Manager

Homeowners in attendance:

Charlie Hale	15767 Widewater Drive
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HOMEOWNERS FORUM

The Board of Directors reviewed

MINUTES

MOTION #13-45 Marie Juliano made a motion to approve the September 17, 2013 meeting minutes. Maggie Gustavson seconded the motion. Motion passed unanimously.

MANAGERS AND TREASURER'S REPORT:

Treasurer Maggie Gustavson reviewed the Income Statement and Disbursements Report (as of 8/31/13) \$155,590 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 10/06/13): Assessments \$6,480 (to include one foreclosure in arrears of 2012 assessments totaling \$5,294.); late fees due \$915; and legal fees due \$447. 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. Sept 23, 2013 interrogatories and Reports dated September 25 & 26, 2013. **[Attachment B]**

MOTION #13-46 Maggie Gustavson made a motion to accept the Manager's and Treasurer's Report. Marie Juliano 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.

Boat Racks

Manager advised that boat rack boat inventory was performed; and three additional Southlake owners were located, and personally advised to obtain SLTA boat stickers. Three large metal jon boats were towed away by Dominion Towing.

MOTION #13-47 Maggie Gustavson made a motion to approve the proposal by J.L. Affordable for the repairs to sections of the boat racks, pruning, mulching and clean up of the boat rack area at \$1,360. Patricia Kelleher seconded the motion. Motion passed unanimously.

NEW BUSINESS

Parking Rules and Regulations

Charlie Hale requested that the Board submit another lettering, reiterating the August 6, 1999, April 11, 2000 and August 10, 2005 Board of Directors' support for grandfathering a parking variance for Mr. Charles S. Hale, in the matter of his commercial van.

MOTION #13-48 Maggie Gustavson made a motion to instruct Manager to submit a letter to the MPOA, grandfathering commercial van of Charles Hale, 15767 Widewater Drive. Marie Juliano seconded the motion. Motion passed unanimously.

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Removal of Invasive Vines

MOTION #13-49 Maggie Gustavson made a motion for Management to issue a letter to Charles Hale, allowing their manual removal of invasive vines from the common area behind their homes of 15769, 15767 and 15769 Widewater Drive, as invasive vines are choking out azalea bushes, shrubbery and trees. Patricia Kelleher seconded the motion. Motion passed unanimously.

Landscaping, Snow Plowing & Management Contracts

ACTION ITEM: Manager was tasked with presenting multiple landscaping and snow plowing proposals for Board authorization at the November Board meeting. Manager advised that it is a conflict of interest for Manager's involvement in the selection of a management company.

ANNUAL MEETING

Manager advised the Annual Meeting is scheduled for November 12, 2013, Registration at 7:00 p.m. at Southlake Recreation Center. Annual Meeting Packets are being mailed out October 21, 2013, in accordance with the Virginia Property Owners Act.

Proposed 2014 Budget

MOTION #13-50 Maggie Gustavson made a motion to approve the Proposed 2014 Budget of \$546. per unit for the 2014 calendar year, as proposed by the Budget Committee, and resolved that any excess of membership income over membership expenses for the year ended December 31, 2013, shall be applied against the subsequent tax year. Marie Juliano seconded the motion. Motion passed unanimously.

Nominations Committee

ACTION ITEM: Patricia Keller has advised that the Nominations Committee has endorsed two nominees for the 2014 Board election: Kimberly Crawford, 15781 Widewater Drive and Kate Pomeroy, 15798 Widewater Drive. Incumbents Barbara Smith and Sue Zamperini are up for re-election to three-year terms on the 2014 Board of Directors.

TIME AND PLACE OF NEXT MEETING

The next Board of Directors meeting is scheduled following the **Annual Meeting on November 12, 2013, Registration at 7:00 p.m. at Southlake Recreation Center.**

Adjournment

MOTION #13-51 Secretary Juliano 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 7:15 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.