

**SOUTHLAKE COVE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 12, 2018**

CALL TO ORDER

The meeting was called to order by President Guillermo Garcia at 8:30 p.m. at Southlake Recreation Center, 5070 Higgins Drive, Montclair, VA 22025. President Garcia declared a quorum with the following in attendance:

Guillermo Garcia	Shelia Dorsey	Tim Jack
Patrick Brookes	Lin R. Stauffer, Manager	

HOMEOWNERS FORUM

The Board of Directors reviewed any homeowner concerns, to include vandalized mailboxes on Marshlake Lane.

MINUTES

MOTION #18-37 Tim Jack made a motion to approve September 17, 2018 Board of Directors meeting minutes. Shelia Dorsey seconded the motion. The motion passed,

MANAGER'S AND TREASURER'S REPORT

Manager reviewed the SCA Budget Report (as of 9/30/18) \$954,259.58. The Board reviewed Income and Expense Statement, Disbursements Report, and Reserves Balance \$809,935.00 (as of 12/31/17 CPA Audit). The Board of Directors is anticipating funding the Reserve account in the amount of \$87,500.00 (dependent upon the CPA Audit of 2018 accounts). [Attachment A]

Assessments Update

Manager reviewed the current assessments past-due balance (as of 11/06/18) \$15,545.77 (five lots in arrears of assessments prior to 2018, to include three foreclosures and one bankruptcy filing totaling \$9,765.); late fees \$2,599.73; and legal fee reimbursement \$4,509.60. All past-due 2017 accounts have been referred to the Attorney for lien and judgment proceedings. 13 homeowners are past-due in their 2018 assessment; and past-due assessment notices with late fee assessments have been mailed by management. [Attachment B]

In accordance with Policy Resolution No. 2013-001, Assessment Collection Policy, effective July 1, 2013, late fees were applied on March 1, and April 1, 2018. The Board reviewed Compton & Duling LC legal reports, to include Bank foreclosure sale on #18-6117.

MOTION #18-38 Tim Jack made a motion to accept the Treasurer's Report. Shelia Dorsey seconded the motion. Motion passed unanimously.

OLD BUSINESS

NATURAL-GRADUATED STEPS to the Lake-front Pathway

The Board of Directors reviewed a proposal for installation of a natural garden-style step pathway to connect to the existing lake-front pathway adjacent to 4945 Buena Vista Drive.

ACTION ITEM: The Board tabled a decision until possible receipt of a Boy Scouts Eagle Project proposal.

Manager advised that "Lake Closed" sign at the end of Buena Vista Drive has been removed, as MPOA approved the refill of Lake Montclair.

RETAINING WALL SURVEYS

The Board of Directors reviewed the updated Ross-France engineering survey on the Lansdale Place retaining wall.

Memorandum of Understanding between MPOA and Associations

No Report.

**SOUTHLAKE COVE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 12, 2018
Page 2**

Southlake Cove & Knolls Concrete & Pavemarking

Manager advised that Finley Paving & Concrete performed all concrete replacements and pavemarking on Lands End Court in October.

MOTION #18-39 Guillermo Garcia made a motion to approve the Finley Concrete proposal for sidewalk repairs and pavemarking in the Spring, 2019 time frame. Patrick Brookes seconded the motion. Motion passed unanimously.

NEW BUSINESS

2018/2019 MPOA Snow Plowing Agreement

MOTION #18-40 Tim Jack made a motion to approve the 2018/2019 Snow Plowing Agreement with Montclair Property Owners Association. Guillermo Garcia seconded the motion. Motion passed unanimously.

2019 Landscaping Agreement

ACTION ITEM: Manager noted that the Town & Country Landscaping Contract is currently through 12/31/19.

TIME AND PLACE OF NEXT MEETING

ACTION ITEM: The Board of Directors approved the 2019 Meeting Schedule.

ACTION ITEM: Manager will furnish 2019 Board meetings schedule for inclusion in the *Montclairion* calendar and on southlakerecreation.com website.

The next Board of Directors meeting is scheduled for Monday, January 14, 2019, at Southlake Recreation Center, following the Annual Meeting.

ADJOURNMENT

MOTION #18-41 President Garcia entertained a motion for adjournment at 9:10 p.m. Patrick Brookes made a motion to adjourn. Shelia Dorsey seconded the motion. Motion passed unanimously.

Respectfully submitted,

Attachments

Lin R. Stauffer, Manager
At the request of Secretary

**SOUTHLAKE COVE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 17, 2018**

CALL TO ORDER

The meeting was called to order by President Guillermo Garcia at 7:35 p.m. at Southlake Recreation Center, 5070 Higgins Drive, Montclair, VA 22025. President Garcia declared a quorum with the following in attendance:

Guillermo Garcia	Shelia Dorsey	John Larkin
Tim Jack	Patrick Brookes	Lin R. Stauffer, Manager

HOMEOWNERS FORUM

The Board of Directors reviewed any homeowner concerns to include residents parking over 24 hours in visitors spaces, and containment of trashcans in rear yards or garages. Several homeowners have placed complaints regarding children on London Place playing in the streets.

MINUTES

MOTION #18-27 Patrick Brookes made a motion to approve July 16, 2018 meeting minutes. Shelia Dorsey seconded the motion. The motion passed,

MANAGER'S AND TREASURER'S REPORT

Manager reviewed the SCA Budget Report (as of 8/31/18) \$957,540.44. The Board reviewed Income and Expense Statement, Disbursements Report, and Reserves Balance \$809,935.00 (as of 12/31/17 CPA Audit). The Board of Directors is anticipating funding the Reserve account in the amount of \$87,500.00 (dependent upon the CPA Audit of 2017 accounts).
[Attachment A]

Assessments Update

Manager reviewed the current assessments past-due balance (as of 8/26/18) \$20,084.45 (five lots in arrears of assessments prior to 2017, to include three foreclosures and one bankruptcy filing totaling \$9,765.); late fees \$3,255.93; and legal fee reimbursement \$4,509.60. All past-due 2017 accounts have been referred to the Attorney for lien and judgment proceedings. 24 homeowners are past-due in their assessment; and past-due assessment notices with late fee assessments have been mailed by management.
[Attachment B]

In accordance with Policy Resolution No. 2013-001, Assessment Collection Policy, effective July 1, 2013, late fees were applied on March 1, and April 1, 2018. The Board reviewed Compton & Duling LC legal reports.

MOTION #18-28 Patrick Brookes made a motion to accept the Treasurer's Report. Shelia Dorsey seconded the motion. Motion passed unanimously.

MOTION #18-29 John Larkin made a motion to close out the Cap One account to pay Finley Paving for Lands End Court cracksealing and concrete repaving. Shelia Dorsey seconded the motion. Motion passed unanimously.

OLD BUSINESS

NATURAL-GRADUATED STEPS to the Lake-front Pathway

The Board of Directors reviewed a proposal for installation of a natural garden-style step pathway to connect to the existing lake-front pathway adjacent to 4945 Buena Vista Drive.

ACTION ITEM: The Board tabled a decision until possible receipt of a Boy Scouts Eagle Project proposal.

ACTION ITEM: Manager was approved to purchase "Lake Closed" sign from Prince William County sign shop for installation at lake front pathway with fencing.

RETAINING WALL SURVEYS

The Board of Directors reviewed the updated Ross-France engineering survey on the Lansdale Place retaining wall; and the Whitlock, Damrymple, Poston geotechnical review letter of the 2017 retaining wall surveys.

Memorandum of Understanding between MPOA and Associations

No Report.

Lands End Court Concrete and Pavemarking

Manager advised that Finley Paving & Concrete will be performing concrete sidewalk replacements on Lands End Court on September 28; and cracksealing and pavemarking on October 1, 2018. Notices will be posted on doors on several occasions in advance.

NEW BUSINESS

2018/2019 Snow Plowing Agreement

MOTION #18-30 John Larkin made a motion to approve the 2018/2019 Snow Plowing contract with Emery Snow Removal. Tim Jack seconded the motion. Motion passed unanimously.

2019 Landscaping Agreement

ACTION ITEM: Manager noted that the Town & Country Landscaping Contract is currently through year end, 2019.

ANNUAL MEETING

ACTION ITEM: The Board of Directors set the Annual Meeting date for November 12, 2018, Registration at 7:00 p.m. and Annual Meeting at 7:30 p.m.

MOTION #18-31 Tim Jack made a motion to appoint Shelia Dorsey as Budget Chair, and Patrick Brookes as Nominations Chair to serve through the next Annual Meeting. John Larkin seconded the motion. Motion passed unanimously.

Proposed 2019 BUDGET

MOTION #18-32 Patrick Brookes made a motion to approve the Proposed 2019 Budget. Shelia Dorsey seconded the motion. Motion passed unanimously.

2019 Management Agreement

MOTION #18-33 Tim Jack made a motion to convene the meeting in executive closed session at 8:50 p.m. to discuss contractual matters. John Larkin seconded the motion. Motion passed unanimously.

The Board of Directors reconvened in Open Session at 8:57 p.m.

MOTION #18-34 Tim Jack made a motion to approve the 2019 Management Agreement with Lin R. Stauffer, DBA Stauffer Management, at \$6.63 per lot per month (2% CPI increase). Patrick Brookes seconded the motion. Motion passed unanimously.

TIME AND PLACE OF NEXT MEETING

MOTION #18-35 Guillermo Garcia made a motion to cancel the October, 2018 Board of Directors meeting. John Larkin seconded the motion. Motion passed unanimously.

The next Board of Directors meeting is scheduled for Monday, November 12, 2018, at Southlake Recreation Center, following the Annual Meeting.

ADJOURNMENT

MOTION #18-36 President Garcia entertained a motion for adjournment at 9:15 p.m. Patrick Brookes made a motion to adjourn. Shelia Dorsey seconded the motion. Motion passed unanimously.

Respectfully submitted,

Lin R. Stauffer, Manager
At the request of Secretary

Attachments

**SOUTHLAKE COVE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
JULY 16, 2018**

CALL TO ORDER

The meeting was called to order by President Guillermo Garcia at 7:35 p.m. at Southlake Recreation Center, 5070 Higgins Drive, Montclair, VA 22025. President Garcia declared a quorum with the following in attendance:

Guillermo Garcia Shelia Dorsey Patrick Brookes
Lin R. Stauffer, Manager

HOMEOWNERS FORUM

The Board of Directors reviewed any homeowner concerns.

MINUTES

MOTION #18-19 Shelia Dorsey made a motion to approve May 7, 2018 meeting minutes. Patrick Brookes seconded the motion. The motion passed.

MANAGER'S AND TREASURER'S REPORT

Manager reviewed the SCA Budget Report (as of 6/17/18) \$946,291.29. The Board reviewed Income and Expense Statement, Disbursements Report, and Reserves Balance \$809,935.00 (as of 12/31/17 CPA Audit).

[Attachment A]

2017 AUDIT & Federal and State Taxes

The Board of Directors reviewed the 2017 Audit and Federal and State tax returns.

MOTION #18-20 Shelia Dorsey made a motion to accept the 2017 Audit by CPA James D. Uvena. Guillermo Garcia seconded the motion. Motion passed unanimously.

MOTION #18-21 Shelia Dorsey made a motion to accept the Manager and Treasurer's Report. Patricia Brookes seconded the motion. Motion passed unanimously.

MOTION #18-22 Patricia Brookes made a motion to approve the proposed payment plan on Acct #18-6154, with the stipulation that all payments be made in a timely manner and completed by 12/31/18. Shelia Dorsey seconded the motion. Motion passed unanimously.

MOTION #18-23 Patrick Brookes made a motion to roll over Synchrony Bank CD in the amount of \$180,000, to mature 2020 @ 2.50% APY. Shelia Dorsey seconded the motion. Motion passed unanimously.

Assessments Update

Manager reviewed the current assessments past-due balance (as of 7/02/18) \$30,545.95 (five lots in arrears of assessments prior to 2017, to include three foreclosures and one bankruptcy filing totaling \$9,765.); late fees \$3,474.53; and legal fee reimbursement \$4,509.60. All past-due 2017 accounts have been referred to the Attorney for lien and judgment proceedings. 14 homeowners are past-due in their assessment; and certified past-due assessment notices with late fee assessments have been mailed by management. 30 homeowners have opted for a semi-annual assessment payment.

[Attachment B]

In accordance with Policy Resolution No. 2013-001, Assessment Collection Policy, effective July 1, 2013, late fees were applied on March 1, 2018. Semi-annual invoices were mailed in June for July 1 payment.

OLD BUSINESS

Lands End Court Asphalt & Concrete Repairs

ACTION ITEM: The Board of Directors reviewed Proposals for concrete sidewalk replacements; cracksealing and pavemarking on Lands End Court from Finley Asphalt & Concrete, Brothers Paving and Dominion Paving & Sealing.

MOTION #18-24 Guillermo Garcia made a motion to approve the concrete and pavemarking proposal from Finley Asphalt & Concrete for Lands End Court. Shelia Dorsey seconded the motion. Motion passed unanimously.

Graduated Steps to the Buena Vista lake-front pathway

The Board of Directors reviewed a proposal for installation of a natural garden-style step pathway to connect to the existing lake-front pathway adjacent to 4945 Buena Vista Drive.

ACTION ITEM: The Board tabled a decision until possible receipt of a Boy Scouts Eagle Project proposal.

Memorandum of Understanding between MPOA and Associations

No Report.

RETAINING WALL SURVEYS

The Board of Directors reviewed and accepted the May 30, 2018 letter from Whitlock, Damrymple, Poston & Associates Engineers regarding the engineering survey results by Ross-France between 4/05/07 and 4/12/18 on the Lansdale Place retaining wall. Based on the results, the retaining wall is stable and not moving appreciably.

ACTION ITEM: Ross-France will continue survey results on a quarterly basis through 2018.

Wood Retaining Wall

MOTION #18-25 Patrick Brookes made a motion to approve proposal for replacement of small retaining wall beside sidewalk at 4980 Marshlake Lane. Guillermo Garcia seconded the motion. Motion passed unanimously.

NEW BUSINESS

Landscaping Issues

ACTION ITEM: Management was requested to have Town & Country Landscaping prune back the shrubbery and trees from the sidewalks and parking areas.

ACTION ITEM: Management advised that five dead trees were removed from Winding Creek Drive and several dead trees from the rear of Port Washington Court & white fencing on Marshlake Lane was cleaned.

ACTION ITEM: Management to check on possible landscaping improvements to the front entrance signage.

TIME AND PLACE OF NEXT MEETING

The next Board of Directors meeting is scheduled for Monday, September 17, 2018, at 7:30 p.m. at Southlake Recreation Center.

ADJOURNMENT

MOTION #18-26 President Garcia entertained a motion for adjournment at 8:30 p.m. Patrick Brookes made a motion to adjourn. Shelia Dorsey seconded the motion. Motion passed unanimously.

Respectfully submitted,

Lin R. Stauffer, Manager
At the request of Secretary

Attachments