

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 16, 2018**

CALL TO ORDER

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

Marie Juliano Kim Crawford
Susan Zamperini Lin R. Stauffer, Manager

Homeowners:

William Kavanah 15646 Montview Drive 843-817-7013 wekavanah@me.com

HOMEOWNERS FORUM

The Board of Directors reviewed all community concerns. Mr. Kavanah expressed his interest in participating in the community Association.

MINUTES

MOTION #18-01 Marie Juliano made a motion to approve December 12, 2017 Board of Directors meeting minutes. Sue Zamperini seconded the motion. Kim Crawford abstained. The Motion passed.

MANAGERS AND TREASURER'S REPORT:

Manager reviewed the Income Statement and Disbursements Report (as of 12/31/17) \$256,745.11 in accounts. Account balances as of 12/31/2016 Audit: Capital Replacement Reserves total \$235,250 and Landscaping Reserves \$20,000. It is anticipated that the Association can fund \$11,000 in Reserve Contributions from the 2017 Budget (contingent on the 2017 Audit by CPA.)

[Attachment A]

Assessments Report

Outstanding annual assessments (as of 12/31/17): Past-due assessments: \$2,818.23 (Of those, \$1,697 are attributable to two past foreclosures, lots 30 & 69 prior to 2015.); late fees due \$410.71; and legal fees due \$723.00. Semi-Annual invoices were mailed in June for payment by July 1, 2017. One homeowner has past-due semi-annual payments. Past-due accounts have been invoiced and lien letters have been sent to all past-due accounts. 2017 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. Report.

[Attachment B]

MOTION #18-02 Kim Crawford made a motion to accept the Managers and Treasurer's Report, as presented. Sue Zamperini seconded the motion. Motion passed unanimously.

OLD BUSINESS

Memorandum of Understanding between MPOA and Associations

The Board of Directors reviewed a memorandum regarding the Process for the review of Property Improvement Requests (PIRs) submitted to the MPOA for a lot within a subassociation.

ACTION ITEM: The Board tabled a decision pending clarification. Manager to contact the Covenants Administrator to discuss clarifications regarding the architectural guidelines' process and fining assessment procedures.

MPOA Snow Removal Agreement

The Board of Directors reviewed the MPOA Snow Removal Agreement and email addendum with cost clarifications of \$20 per operator, overtime rate \$30 per operator (outside regular hours of Monday – Friday 7:00 a.m. to 3:30 p.m.); fuel surcharge 2 gallons per hour per truck @ \$3.00 per gallon; sand application upon request: hourly rate plus \$2.52 per cubic ft. of sand at rate of 1.3 cubic ft. per minute, minimum charge 15 minutes; 8% surcharge applied to the total charges above to cover cost of equipment maintenance.

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MOTION #18-03 Kim Crawford made a motion to approve the snow plowing agreement with Montclair Property Owners Association, with the above email addendum as clarification of the costs. Sue Zamperini seconded the motion. Motion passed unanimously.

Concrete Sidewalk Replacement Proposals

ACTION ITEM: The Board reviewed Finley Asphalt & Concrete proposal for replacement to approximately 680 sq. ft. of concrete sidewalks in 2018. Manager will obtain other proposals.

Common Area Improvements

Manager, Marie Juliano and Sue Zamperini walked the common area behind Backwater Court with Jeff Aderholt of Town & Country Landscaping for recommended common area improvements. The Board of Directors reviewed Town & Country Landscaping proposal for Spring renovation and french drain installation behind Backwater Court.

ACTION ITEM: Manager will negotiate with Town & Country Landscaping regarding the mulch pricing.

NEW BUSINESS

Memorial for Bunny Smith

ACTION ITEM: Manager was requested to obtain a proposal from Town & Country Landscaping for a memorial Japanese Maple tree to be planted in the parking lot bump out in front of 15878 Widewater Drive; and the purchase from Lake Shore Industries Inc. of an 8 x 18" plaque in Memory of Bunny Smith, past President of the Southlake Landing Townhomes Association, installed on a bench at Southlake Landing Townhomes Association.

ACTION ITEM: Manager to arrange for proposals for tree and plaque; and Marie Juliano to obtain details from Ms. Smith for the memorial plaque.

TIME AND PLACE OF NEXT MEETING

The next Board of Directors meeting is scheduled for **Tuesday, March 13, 2018, at 7:00 p.m. at Southlake Recreation Center.**

ACTION ITEM: Manager has included dates in the December Invoice letter to all Southlake Landing homeowners, on the web site, and included on the MPOA *Montclairion* monthly calendar. Kim Crawford will be unavailable for the March meeting.

ADJOURNMENT

MOTION #18-04 President Juliano entertained a motion to adjourn. Kim Crawford made a motion to adjourn and Sue Zamperini seconded the motion. The meeting was adjourned upon mutual consent at 9:30 p.m.

Respectfully submitted,

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

Attachments

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 8, 2018**

CALL TO ORDER

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

Marie Juliano Susan Zamperini
Maggie Gustavson Lin R. Stauffer, Manager

HOMEOWNERS FORUM

The Board of Directors reviewed all community concerns.

MINUTES

MOTION #18-05 Sue Zamperini made a motion to approve January 16, 2018 Board of Directors meeting minutes. Maggie Gustavson seconded the motion. Kim Crawford abstained. The Motion passed.

MANAGERS AND TREASURER'S REPORT:

Manager reviewed the Income Statement and Disbursements Report (as of 3/31/18) \$303,722.65 in accounts. Account balances as of 12/31/2016 Audit: Capital Replacement Reserves total \$235,250 and Landscaping Reserves \$20,000. It is anticipated that the Association can fund \$11,000 in Reserve Contributions from the 2017 Budget (contingent on the 2017 Audit by CPA.) **[Attachment A]**

Assessments Report

Outstanding annual assessments (as of 4/14/18): Past-due assessments: \$15,345.09 (Of those, \$1,697 are attributable to two past foreclosures, lots 30 & 69 prior to 2015.); late fees due \$966.14; and legal fees due \$381.25. 12 homeowners have past-due 2018 annual assessments. Past-due accounts have been invoiced and lien letters have been sent to all past-due accounts. Semi-annual invoices will be mailed out June 1 for payment July 1, 2018. 2017 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. Report. **[Attachment B]**

MOTION #18-06 Maggie Gustavson made a motion to accept the Managers and Treasurer's Report, as presented. Sue Zamperini seconded the motion. Motion passed unanimously.

MOTION #18-07 Maggie Gustavson made a motion to transfer maturing SunTrust Certificate of Deposit (CD) into the Operating account; and to increase the Synchrony Bank CD Upon maturity 7/23/18. Sue Zamperini seconded the motion. Motion passed unanimously.

ACTION ITEM: Manager will provide APY percentages on CDs for the Board of Director's perusal at the July Board of Directors meeting.

OLD BUSINESS

Memorandum of Understanding between MPOA and Associations

The Board of Directors reviewed a memorandum regarding the Process for the review of Property Improvement Requests (PIRs) submitted to the MPOA for a lot within a subassociation.

ACTION ITEM: The Board tabled a decision pending clarification. Manager to contact the Covenants Administrator to discuss clarifications regarding the architectural guidelines' process and fining assessment procedures.

2018 Landscaping Proposals

MOTION #18-08 Marie Juliano made a motion to approve Town & Country Landscaping proposal 11-16093 for landscaping improvements and french drainage to the existing storm drain behind Backwater Court. Sue Zamperini seconded the motion. Motion passed unanimously.

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MOTION #18-09 Marie Juliano made a motion to approve Town & Country Landscaping proposal 11-16182 for installation of a Bloodgood maple tree in front of 15787 Widewater Drive, in memory of Bunny Smith. Sue Zamperini seconded the motion. Motion passed unanimously.

ACTION ITEM: Manager was requested to obtain proposals for the cutting back of tree limbs and encroaching shrubbery and undergrowth behind the townhomes.

Manager advised that the holly on Widewater was treated by the exterminator for wasps.

Concrete Sidewalk Replacement Proposals

ACTION ITEM: The Board reviewed Finley Asphalt & Concrete proposal for replacement to approximately 680 sq. ft. of concrete sidewalks in 2018. Manager will obtain other proposals for further Board review.

NEW BUSINESS

Fibar installation on Playgrounds

The Board of Directors reviewed Fibar installation proposals from All Recreation of Virginia, Sport Systems, LLC and Town & Country Landscaping.

MOTION #18-10 Maggie Gustavson made a motion to approve the Fibar installation proposal from All Recreation of Virginia. Sue Zamperini seconded the motion. Motion passed unanimously.

Memorial for Bunny Smith

President Juliano advised that the Memorial plaque for Bunny Smith will be presented at her Memorial service June 18, in Washington, D.C.; and installed thereafter on the bench by the Lake.

"Lake Closed" Signage

Manager advised that appropriate "Lake Closed" signage has been installed with fencing along the Montview boat launch area and the lake opening area at the bottom of the stairway at the end of Widewater Drive, as a safety procedure to prevent persons from entering the exposed lake bed.

ACTION ITEM: Manager was requested to have the front entrances' fading "No soliciting" signage replaced.

Fence Installation Acct #16-23

ACTION ITEM: The Board tabled Acct. #16-23 fence installation issue, for further review.

TIME AND PLACE OF NEXT MEETING

The next Board of Directors meeting is scheduled for **Tuesday, July 17, 2018, at 7:00 p.m. at Southlake Recreation Center.**

ADJOURNMENT

MOTION #18-11 President Juliano entertained a motion to adjourn. Maggie Gustavson made a motion to adjourn and Sue Zamperini 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

**SOUTHLAKE LANDING TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
JULY 17, 2018**

CALL TO ORDER

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

Marie Juliano Susan Zamperini Kim Crawford
Maggie Gustavson Lin R. Stauffer, Manager

Homeowner:

Ana Prizina 15788 Widewater Drive 703-475-4858

HOMEOWNERS FORUM

The Board of Directors reviewed all community concerns regarding parking in visitors spaces over 24 hours, lack of containment of dog feces, and noise disturbances.

MINUTES

MOTION #18-12 Sue Zamperini made a motion to approve May 8, 2018 Board of Directors meeting minutes. Kim Crawford seconded the motion. The Motion passed unanimously.

MANAGERS AND TREASURER'S REPORT:

Manager reviewed the Income Statement and Disbursements Report (as of 6/28/18) \$312,557.81 in accounts. Account balances as of 12/31/2017 Audit: Capital Replacement Reserves total \$243,260 and Landscaping Reserves \$20,000. It is anticipated that the Association can fund \$16,000 in Reserve Contributions from the 2018 Budget. **[Attachment A]**

2017 AUDIT & Federal & State Taxes

The Board of Directors reviewed the 2017 Audit and Federal and State Tax Returns.

MOTION #18-13 Kim Crawford made a motion to approve the 2017 Audit by James D. Uvena, CPA. Sue Zamperini seconded the motion. Motion passed unanimously.

MOTION #18-14 Kim Crawford made a motion to roll over the maturing Synchrony CD in the amount of \$65,000, to mature in 2020 @ 2.50% APY. Marie Juliano seconded the motion. Motion passed unanimously.

Assessments Report

Outstanding annual assessments (as of 7/02/18): Past-due assessments: \$8,186.70 (Of those, \$1,697 are attributable to two past foreclosures, lots 30 & 69 prior to 2015.); late fees due \$598.06; and legal fees due \$381.35. Three homeowners have past-due 2018 annual assessments. Past-due accounts have been invoiced and certified lien letters have been sent to all past-due accounts. Semi-annual invoices were mailed out June 1 for payment July 1, 2018. 2017 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. Report. **[Attachment B]**

MOTION #18-15 Sue Zamperini made a motion to accept the Manager and Treasurer's Report. Maggie Gustavson seconded the motion. Motion passed unanimously.

OLD BUSINESS

Memorandum of Understanding between MPOA and Associations

No Report.

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2018 Landscaping Improvements

Manager advised that the landscaping improvements have been performed behind Backwater Court and tree planted on Widewater Drive. Manager requested several homeowners water the new landscaping this month until they are established. The Board agreed to fund their water bill for one month in exchange for watering services. Fortunately, we have had considerable rain.

Concrete Sidewalk Replacement Proposals

No Report.

NEW BUSINESS

MOTION #18-16 Marie Juliano made a motion to convene in executive session to consult with legal counsel in matters of pending litigation. Kim Crawford seconded the motion. Motion passed unanimously.

The Board of Directors convened in closed session at 7:50 p.m.

The Board of Directors reconvened in open session at 8:00 p.m.

MOTION #18-17 Kim Crawford made a motion to approve proposed letter and settlement of \$250.00 on Acct. #18-23. Sue Zamperini seconded the motion. Motion passed unanimously.

TIME AND PLACE OF NEXT MEETING

The next Board of Directors meeting is scheduled for **Tuesday, September 18, 2018, at 7:00 p.m. at Southlake Recreation Center.**

ADJOURNMENT

MOTION #18-18 President Juliano entertained a motion to adjourn. Maggie Gustavson made a motion to adjourn and Sue Zamperini seconded the motion. The meeting was adjourned upon mutual consent at 8:10 p.m.

Respectfully submitted,

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

Attachments

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2018-2019 Snow Plow Agreement

MOTION #18-22 Maggie Gustavson made a motion to approve the 2018-2019 snow plowing contract with Emery Snow Removal. Marie Juliano seconded the motion. Motion passed unanimously.

2019 Management Contract

MOTION #18-23 Marie Juliano made a motion to approve the 2019 Financial Management Agreement with Linda R. Stauffer, dba Stauffer Management, with a two percent CPI increase to \$6.63 per unit, per month. Maggie Gustavson seconded the motion. Motion passed unanimously.

Memorial for Barbara (Bunny) Smith

The Board of Directors discussed the Memorial Service for Barbara (Bunny) Smith, and the installation of a memorial plaque on a bench at Southlake Recreation Association. The memorial plaque will be displayed at the November 13 Annual Meeting.

2019 Budget and Nominations Committee

MOTION #18-24 Marie Juliano made a motion to appoint Maggie Gustavson as Budget Chair and Sue Zamperini as Nominations Committee Chair to serve through the next Annual Meeting. Kate Pomeroy seconded the motion. Candidates for reelection in 2019 are Marie Juliano and Kim Crawford.

ANNUAL MEETING – December 13, 2018

2018-2019 Budget Review

The Board of Directors reviewed the 2018 Budget to date, the Projected 2018 Year-in Budget and the Proposed 2019 Budget with a zero percent increase in the \$566.00 annual assessment. The Board of Directors expressed their desire to retain the current \$566.00 annual assessment in 2019.

MOTION #18-25 Kate Pomeroy made a motion to approve the 2019 Proposed Budget with no increase in the \$566. Annual assessment per lot. Maggie Gustavson seconded the motion. Motion passed unanimously.

2019 Landscaping Contract

Manager noted that Town & Country Landscaping is contracted through year-end, 2019.

Holiday House Decorating Contest

MOTION #18-26 Kate Pomeroy made a motion to advertise a Southlake Landing THA Holiday House Decorating contest for three categories (Most Whimsical, Traditional and The Griswold Light Display) with a prize of \$50 for winner of each category. Maggie Gustavson seconded the motion. Motion passed unanimously.

TIME AND PLACE OF NEXT MEETING

The next Board of Directors meeting is scheduled for **Tuesday, November 13, 2018, following the Annual Meeting, rescheduled for Tuesday, November 13, 2018 at Southlake Recreation Center, Registration at 7:00 p.m.** The Board of Directors expressed an interest in scheduled their 2019 meetings every other month, instead of every month.

ADJOURNMENT

MOTION #18-27 President Juliano entertained a motion to adjourn. Kate Pomeroy made a motion to adjourn and Maggie Gustavson 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