

**SOUTHLAKE COVE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 13, 2020**

CALL TO ORDER/DECLARATION OF QUORUM

- The meeting was called to order by President John Larkin II at 7:30 pm. at Southlake Recreation Center, 5070 Higgins Drive, Montclair, VA 22025.
- President Larkin II declared a quorum.
- Board Members in attendance: John Larkin II, Guillermo Garcia, Tim Jack, and Shelia Dorsey.
- Management: Jim Uvena

APPROVAL OF NOVEMBER 18, 2019 MEETING MINUTES

- **MOTION #20-01** Tim Jack made a motion to approve the November 18, 2019 Board of Directors Meeting Minutes. Shelia Dorsey seconded the motion. The motion passed unanimously.

HOMEOWNERS FORUM

- There was discussion regarding a “targeted shooting” at 4855 Ebb Tide. The Board informed management that there is an Association camera located at the end of Ebb Tide and Winding Creek. Management is to contact Lin Stauffer for information on accessing the data. There could be frame pictures of the suspect.
- There was discussion regarding the MPOA proposed budget increase of \$162.00 annually for trash service or \$13.50 monthly. This would facilitate going to a “single pay” invoice. The balance of the proposed increase will be to fund reserves based upon an updated reserve study.

MANAGER’S AND TREASURER’S REPORT

- There was discussion regarding FDIC insurance limits. The Board decided there was not much risk and directed management to obtain the best rate.
- The Board reviewed an Online payment structure and decided to offer the service. Management is to proceed and post the news on its website. **MOTION #20-02** Tim Jack made a motion to offer owners the option to pay online by credit card/debit card at the rate of 3.3% + \$0.30 transaction charge or ACH transfer at the rate of \$1.00 per transaction. The Association will pay a monthly access fee of \$20.00. Guillermo Garcia seconded the motion. Motion passed unanimously.
- Historical documents were moved from storage to the Club House. The Board decided to retain all of the documents since court information may be needed. Management will move the boxes to its storage unit and charge \$25.00 per month. **MOTION #20-03** Tim Jack made a motion to retain all of the documents and pay a \$25.00/month storage charge to Cavalier Management. Guillermo Garcia seconded the motion. Motion passed unanimously.
- The Board reviewed 3 payment plan requests. **MOTION #20-04** Guillermo Garcia made a motion to approve payment plans as requested for Lot 4002, 4145, and 4074A. Tim Jack seconded the motion. Motion passed unanimously.
- The Board reviewed financial information. They will review delinquent accounts at the next Board meeting for referral to collections. There was discussion of the Plow case and requested a status update.
- **MOTION #20-05** Tim Jack made a motion to accept the Treasurer’s Report. Guillermo Garcia seconded the motion. Motion passed unanimously.

OLD BUSINESS

Lot 6156 - flooding issue Proposals

- The Board reviewed drainage proposals. They felt there is a need for gravel and asked management to ask J.L Affordable to reprice their proposal to include gravel. Management can move forward with a total cost not to exceed \$4000.00. **MOTION #20-06** Tim Jack made a motion to have management ask J.L Affordable to reprice their proposal to include gravel. Management can move forward with a total cost not to exceed \$4000.00. Guillermo Garcia seconded the motion. Motion passed unanimously.

Landscaping issue at Lansdale entrance Proposals

- The Board reviewed proposals for tree removal at 157003 Lansdale. **MOTION #20-07** Tim Jack made a motion to accept the proposal from Town & Country for \$2,225.00. Guillermo Garcia seconded the motion. Motion passed unanimously.

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NEW BUSINESS

Tree Work at Port Washington Proposals

- The Board reviewed three proposals for tree removal at 15477 Port Washington. **MOTION #20-08** Tim Jack made a motion to accept the proposal from Precision Tree for \$1000.00. Guillermo Garcia seconded the motion. Motion passed unanimously.

Snow Plowing/Treatment Operational Procedures

- Snow treatment services were discussed. Normally MPOA will be first to respond. When Emery is called they should focus on icing on Winding Creek, Buena Vista, Lands End, London Way, Barnacle, and Lansdale.

Retaining Wall Logs

- Guillermo Garcia is reviewing the retaining wall logs. There are no significant changes.
- Roof colors were discussed. The original color was "Charcoal Black". Other complimentary colors will be accepted since there are numerous other colors. No light, white, or bright colors will be approved.

TIME AND PLACE OF NEXT MEETING

- The next board meeting is scheduled for Monday, March 9, 2020 at 7:30pm at Southlake Recreation Center.
- **As of 3/3/20, the location has been moved to the MPOA Building, 3561 Waterway Drive, Montclair, VA 22025 and the date has been moved to March 18, 2020.**

ADJOURNMENT

MOTION #20-09 President Larkin II entertained a motion for adjournment at 8:30 p.m. Guillermo Garcia made a motion to adjourn. Tim Jack seconded the motion. Motion passed unanimously.

Respectfully submitted,

James Uvena, Manager
At the request of Secretary

**APPROVED UNANIMOUSLY BY THE
BOARD OF DIRECTORS AT THE
JULY 1, 2020 BOARD OF
DIRECTORS MEETING.**