

**SOUTHLAKE COVE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
JULY 1, 2020**

CALL TO ORDER/DECLARATION OF QUORUM

- The meeting was called to order by Board Member Timothy Jack at 7:07 pm. The meeting was hosted on Zoom.
- Notification of Virtual Board meeting posted on cavaliermanagementhoa.com per guidelines set by Virginia's 4/22/20 Emergency Legislation allowing virtual board meetings.
- Board Member, Timothy Jack declared a quorum.
- Board Members in attendance: Tim Jack, Shelia Dorsey, Patrick Brookes.
- Management: Jim Uvena, Dan Cullinane, Jillian Cullinane

APPROVAL OF JANUARY 13, 2020 MEETING MINUTES

- **MOTION #20-10** Shelia Dorsey made a motion to approve the January 13, 2020 Board of Directors Meeting Minutes. Patrick Brookes seconded the motion. The motion passed unanimously.

HOMEOWNERS FORUM

- There was discussion regarding several questions/concerns:
 - What business has the board transacted this fiscal year thus far?
 - Tree work and french drain installation, outside of the regularly contracted services. However, the pandemic has put a lot on hold and a few tree proposals are coming up for discussion at this meeting.
 - How will board meeting minutes be distributed to homeowners?
 - Board agrees to post them on the website. Mailed correspondence will also highlight the website for owners and residents to visit for association information, updates, and important documents.
 - Who are current SLC board members and offices they hold?
 - John Larkin II, President
 - Guillermo M. Garcia Jr., Vice President
 - Patrick Brookes, Secretary
 - Shelia Dorsey, Treasurer
 - Timothy Jack, Member
 - Is the board committed to conducting virtual meetings due to COVID19 mandate?
 - The next meeting is scheduled for 9/30/20 at MPOA, so hopefully all goes well with opening the state. However, if the association is unable to meet in person, they will meet virtually. Meeting dates and updates will be posted on the Cavalier's website.
 - The issue of overhanging trees from neighbors' properties was discussed. The Board agreed that contacting MPOA is the best option since they have architectural enforcement authority. The Board also discussed that any overhanging branches can be cut back to the property line by the owner.
 - The issue of pets defecating on common area was discussed. The Board agreed that contacting MPOA is the best option since they have fining authority.

MANAGER'S AND TREASURER'S REPORT

- Lot 6041 Collections Status Update: Trial set for July 2, 2020
- May 2020 Financials - Jim Uvena reviewed the monthly financials as of May 31, 2020. Jim Uvena also discussed the Synchrony CD-0569 that is maturing on 7/27/20. It will automatically renew for a period of 24 months with a maturity date of July 27, 2022.
- Lot 6069 Payment Plan request: It has been paid in full, and the payment plan was fulfilled.
- **MOTION #20-11** Patrick Brookes made a motion to automatically renew the Synchrony CD-0569 which is maturing on July 27, 2020 for 24 months. Tim Jack seconded the motion. Motion passed unanimously.
- **MOTION #20-12** Shelia Dorsey made a motion to accept the Treasurer's Report. Patrick Brookes seconded the motion. Motion passed unanimously.

OLD BUSINESS

No old business

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NEW BUSINESS

Lot 4010 request for waiver of Towing Relocation fees

- The Board discussed the request from a July 2019 towing relocation during sidewalk replacement, totalling \$90. Cavalier Management offered to refund the \$90 as an act of goodwill. Board accepted.

Tree Work Proposals were reviewed

- Precision Tree, \$3300.00
MOTION #20-13 Shelia Dorsey made a motion to approve Precision Tree's proposal for \$3300.00. Patrick Brookes seconded the motion. Motion passed unanimously.
- Town & Country Landscaping Inc., Estimate#: 11-18376, \$1279.40
MOTION #20-14 Patrick Brookes made a motion to approve Town & Country Landscaping Estimate#11-18376 for \$1279.40. Shelia Dorsey seconded the motion. Motion passed unanimously.

Operations Manager, Dan Cullinane informed the board that the towing company cannot tow for expired tags until November 2020.

TIME AND PLACE OF NEXT MEETING

- The next board meeting is scheduled for Wednesday, September 30, 2020 at 7:30pm at MPOA Building, 3561 Waterway Drive, Montclair, VA 22025. If anything changes, Cavalier Management will post on their website if it will be a virtual meeting.
- November 18, 2020 will be the Annual Meeting at 7pm at MPOA Building, 3561 Waterway Drive, Montclair, VA 22025.

ADJOURNMENT

MOTION #20-15 Board Member Tim Jack entertained a motion for adjournment at 8:03 p.m. Shelia Dorsey made a motion to adjourn. Patrick Brookes seconded the motion. Motion passed unanimously.

Respectfully submitted,

Jillian Cullinane, Manager
At the request of Secretary

**APPROVED BY THE
BOARD OF DIRECTORS AT THE
SEPTEMBER 30, 2020 BOARD OF
DIRECTORS MEETING:
APPROVE: 4
ABSTAIN: 1**