

**SOUTHLAKE COVE TOWNHOMES ASSOCIATION  
ANNUAL MEETING  
NOVEMBER 18, 2019  
MEETING MINUTES**

**CALL TO ORDER**

The Annual Meeting of the Southlake Cove Townhomes Association was called to order by Vice President Timothy Jack Monday, November 18, 2019, at 7:32 p.m., at Southlake Recreation Center, 5070 Higgins Drive, Montclair, VA 22025.

**MOTION #19-41** Harold T. Dorsey made a motion to adjourn the meeting for lack of quorum at 7:33pm, and to reconvene the Annual Meeting at 7:35 p.m., November 18, 2019, at Southlake Recreation Center with a five percent quorum, in accordance with the Bylaws Article 3, 3.05 Quorum.... Patrick Brookes seconded the motion. Motion passed unanimously. Homeowners in attendance exited the meeting to obtain quorum.

**DECLARATION OF A QUORUM**

Vice President Timothy Jack declared a quorum at 7:35 p.m. with representation by 20 "Class A" homeowner lots, consisting of attendance by 6 homes and 14 proxies.

Vice President Timothy Jack introduced the Board of Directors and Manager Jim Uvena and Jillian Cullinane.

President John Larkin II was delayed and arrived at 8:00pm.

**APPROVAL OF 2018 ANNUAL MEETING MINUTES**

**MOTION #19-42** Timothy Jack made a motion to approve the November 12, 2018 annual meeting minutes. Guillermo Garcia seconded the motion. Motion passed unanimously.

**PRESIDENT'S OPENING REMARKS**

President John Larkin II was delayed and arrived at 8:00pm. Vice President Timothy Jack welcomed everyone and thanked everyone for the great turnout and for showing their community support.

**INTRODUCTION OF CANDIDATES TO THE BOARD**

Patrick Brooks introduced himself as a candidate and expressed that he has the same concerns as everyone else regarding the community. He has been serving on the board, and has been working with the property manager to accomplish the goals of the HOA and board.

Shelia Dorsey introduced herself as a candidate. She has lived in the community for almost 2 years. She has enjoyed the community so far and looks forward to continuing to work with the board to make decisions for the community. She would like to see more homeowners at the meetings.

**MOTION #19-43** Harold T. Dorsey moved to accept nominations from the floor. Guillermo Garcia seconded the motion. Motion passed unanimously.

**MOTION #19-44** Guillermo Garcia moved to close the nominations, and called for the vote. Shelia Dorsey seconded the motion. Motion passed unanimously.

**ELECTION OF BOARD OF DIRECTORS**

Ballots and proxies were collected and tabulated.

**The following candidates were elected to the Board:**

Shelia M. Dorsey, 15737 London Place	16 Votes
Patrick C. Brookes, 5131 Lands End Court	15 Votes

**TREASURER'S REPORT**

Jim Uvena presented the Treasurer's Report. He reported that since Cavalier Management started management services in July 2019, the Association was in good condition as a result of Stauffer Management. It was reported that as of 10/31/19, there was a balance of \$1,060,138.25 in all bank accounts (MM, CDs, etc.). Operations through 9/30/19: receipts over expenditures of \$96K, association is on target to fund reserve (\$91K budgeted). Expense line items are in tact, spent a little more on landscaping issues that weren't budgeted, but should have been paid out of capital reserve account. Questions about operations? No.

**MOTION #19-45** Tim Jack made a motion to accept the Treasurer's Report. Shelia Dorsey seconded the motion. Motion passed unanimously.

**2020 PROPOSED BUDGET**

Jim Uvena presented the 2020 proposed budget: board chose to leave dues as is, there will be no increase since association's financial state is solid and based on recommendations by the 2017 Reserve Advisors, Inc. Specialists and 2019 Budget Committee; and proposed by the Board of Directors at \$540.00 per lot, 2020 annual assessment. President opened the floor to questions.

Homeowner had question about postage costs and landscaping costs. Postage is set since VA state statutes requires notices to be mailed. Landscaping - are fallen trees included? If so, where do the funds come from? Is trash included? The Board responded that MPOA, SLC, and Southlake Rec has a very unique setup in terms of the Master Association and sub-associations. The homeowner's questions were answered.

**MOTION #19-46** Tim Jack made a motion to call for the vote on the 2020 Proposed Budget. Guillermo Garcia seconded the motion. Motion passed unanimously. Ballots were collected and tabulated.

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The 2020 Budget in the amount of \$540.00 annual assessment per lot (zero percent increase) and the Proposed 2020 Budget were approved by the membership, and resolved that any excess of membership income over membership expenses for the year ended December 31, 2019, shall be applied against the subsequent tax year, in accordance with IRS Revenue Ruling 70-604, by a vote of 16 for approval and zero opposing vote.

**HOMEOWNER'S FORUM**

Two homeowners expressed concern regarding flooding from common area that is causing damage to their foundations.

Management will contact both owners to set up a walk-through of the problem areas.

Homeowner inquired about a Facebook group. The Board responded that due to liability issues, the association does not have an official Facebook page and they have no plans of creating one.

In closing, President Larkin acknowledged Lin Stauffer and expressed his appreciation on behalf of the Board and community. Lin Stauffer was presented with a thank you card and \$500 for all her hard work.

Manager presented door prize winners.

**ADJOURNMENT**

**MOTION #19-47** Timothy Jack made a motion to adjourn the meeting. Harold T. Dorsey seconded the motion. The meeting was adjourned by mutual consent at 8:23 p.m.

Respectfully submitted,

James Uvena, Manager  
at the request of Secretary

**APPROVED UNANIMOUSLY BY THE MEMBERSHIP AT THE  
DECEMBER 1, 2020 ANNUAL MEETING.**