

**SOUTHLAKE COVE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 30, 2020**

CALL TO ORDER/DECLARATION OF QUORUM

- The meeting was called to order by Board Member John Larkin II at 7:32pm. The meeting was located at the MPOA Building, 3561 Waterway Drive, Montclair, VA 22025.
- Notification of Board meeting posted on cavaliermanagementhoa.com per guidelines set by Virginia's 4/22/20 Emergency Legislation allowing virtual board meetings.
- Board Member, John Larkin II declared a quorum.
- Board Members in attendance: John Larkin II, Guillermo Garcia, Jr., Tim Jack, Shelia Dorsey, Patrick Brookes.
- Management: Dan Cullinane, Jillian Cullinane
- Call in: Jim Uvena

APPROVAL OF JULY 1, 2020 MEETING MINUTES

- **MOTION #20-16** Tim Jack made a motion to approve the July 1, 2020 Board of Directors Meeting Minutes. Guillermo Garcia, Jr. seconded the motion. Vote: Approve: 4, Abstain: 1.

HOMEOWNERS FORUM

- There was discussion regarding several questions/concerns:
 - MPOA has expressed that they will not be enforcing architectural violations except for the Annual Inspection moving forward. It will be on the sub-associations to enforce the regulations for violations.
 - Behind 15739 and 15707 Lansdale Place: Landscaping company seems like they aren't cutting all the way back and it's now covering the utility boxes and the common areas are overgrown. Management to contact Town & Country to resolve this.
 - Complaints regarding trees from one unit overhanging onto another unit: The unit owner is allowed to cut up their property line, however, they are not permitted to take down the entire tree since it is located on another unit's property. This is a neighbor to neighbor issue, and the association and management can help facilitate communication between neighbors if needed.
 - Lot 4159 is leaving trash cans out for weeks on their stoop. Management to send a letter to the owner.
 - Fireline at cul-de-sac on London - cars are starting to park there again. Cavalier confirmed that 4 cars have been towed in the past couple of weeks.

MANAGER'S AND TREASURER'S REPORT

- August 2020 Financials - Jim Uvena reviewed the monthly financials as of August 31, 2020.
- **MOTION #20-17** Tim Jack made a motion to accept the Treasurer's Report. Shelia Dorsey seconded the motion. Motion passed unanimously.
- 2021 Proposed Budget was presented and discussed.
- **MOTION #20-18** Tim Jack made a motion to increase the 2021 dues by 10%, or \$54.00. Patrick Brookes seconded the motion. Motion passed unanimously.

OLD BUSINESS

- D&O renewal was presented. **MOTION #20-19** Guillermo Garcia, Jr. made a motion to renew Policy#107009863, with a premium of \$3239.00, effective 11/16/20-11/16/21. Tim Jack seconded the motion. Motion passed unanimously.
- MPOA Architectural Guidelines - Revisions from 2017: The revisions that the board made back in 2017 were located and the board agreed to provide them to MPOA re: MPOA Covenants Article 5.
- There will be a Zoom meeting on October 1, 2020 at 6:30pm for the MPOA Covenants Article 5 Presentation.

NEW BUSINESS

- Trash service proposals were discussed, as well as, how the SLC board wants to proceed with trash service in the sub-association. The Board reviewed proposals from Patriot Disposal and Charlie and Son. **MOTION #20-20** Patrick Brookes made a motion to accept the Patriot Disposal proposal, with a start date of February 1, 2021. Tim Jack seconded the motion. Motion passed unanimously.
- To include in the Annual Meeting/2021 Budget mailout: The SLC Board met to address the trash problems in MPOA with American Disposal and the townhomes associations. After careful review and discussion, the Board has chosen a reputable, local company, Patriot Disposal, to take effect February 1, 2021. The Southlake Cove THA will be including this fee in your annual assessment. This will give homeowners once a week trash and recycling, picked up on Wednesdays. The \$54.00 increase in the 2021 Annual Dues is

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actually a cost savings of \$70-\$90/homeowner, as they are no longer responsible for contracting their own trash service. Upon approval of the budget, the SLC sub-association will assume responsibility for trash service, and each home will receive a 64gallon trash toter and a 32gallon recycling toter. Toters are being provided due to the PWC Zoning requirement that all trash must be placed/stored in a trash receptacle. The Board believes this is the best course of action, as this stops numerous trash trucks on our streets as MPOA's agreement is becoming harder to enforce and they have no plans to pursue additional agreements for trash service in the townhomes associations. This also allows for one point of contact (Cavalier Management) should you have any issues with trash service. Southlake Cove THA will work with MPOA and American Disposal to cancel current trash contracts, however, the responsibility is ultimately on the individual homeowner to cancel their current contract, to take effect no later than January 29, 2021. **THIS IS YOUR CONTRACT, THE ONUS IS ON YOU TO CANCEL.** (American Disposal: 703-368-0500) The board is happy to be able to pass on significant cost savings to our residents and provide the community with a local company that wants to do business with Southlake Cove THA. We look forward to seeing you at the Annual Meeting on December 1, 2020. Please promptly return your proxy to management, with approval of the 2021 budget. We urge you to approve the 2021 proposed budget. Be on the lookout for additional information regarding the community's new trash service.

- Make sure to include the budget narrative.
- Precision Tree Proposal "Starting behind Lansdale 15703", Total: \$6600 was presented. The Board would like another proposal from Town & Country. **MOTION #20-21** Tim Jack made a motion to approve Precision Tree Proposal "Starting behind Lansdale 15703", totalling \$6600.00, contingent upon Town & Country's proposal exceeding \$6600.00. If Town & Country exceeds \$6600, then proceed with Precision Tree's proposal. Guillermo Garcia, Jr. seconded the motion. Motion passed unanimously.
- Town & Country Estimate#11-18317, Total: \$1420 (seeding) was presented. **MOTION #20-22** Shelia Dorsey made a motion to approve Town & Country Estimate#11-18317, Total: \$1420 (seeding). Tim Jack seconded the motion. Motion passed unanimously. The Board would like work to be done ASAP.
- Snow Removal, 2020-2021 Season proposals were presented. Three proposals were reviewed: Emery Snow Removal, MPOA, and Virginia Lawn Service. **MOTION #20-23** Guillermo Garcia, Jr. made a motion to approve Virginia Lawn Service's 2020/2021-2021/2022 (2 years) snow plowing proposal. Patrick Brookes seconded the motion. Motion passed unanimously. Board point of contacts: Pat and John. **MANAGEMENT WILL WALK THE PROPERTY WITH VIRGINIA LAWN TO POINT OUT PROBLEM AREAS.**
- Set 2021 Meeting Schedule: Thursdays @ 7PM @ MPOA Building
 - Jan 14, 2021
 - Mar 11, 2021
 - May 13 2021
 - Aug 12, 2021
 - Nov 4, 2021 - Annual

TIME AND PLACE OF NEXT MEETING

- The next board meeting is the Annual Meeting, scheduled for December 1, 2020 at 7:00pm at MPOA Building, 3561 Waterway Drive, Montclair, VA 22025. The board agreed to no food/beverages and raffle.
- A regular board meeting will follow the 2020 Annual Meeting.
- Tim Jack is up for re-election. **MOTION #20-24** Shelia Dorsey made a motion to appoint Tim Jack for re-election. Patrick Brookes seconded the motion. Motion passed unanimously. Tim Jack accepted the nomination.

ADJOURNMENT

MOTION #20-25 Board Member John Larkin II entertained a motion for adjournment at 10:05 p.m. Guillermo Garcia, Jr. made a motion to adjourn. Patrick Brookes seconded the motion. Motion passed unanimously.

Respectfully submitted,

Jillian Cullinane, Manager
At the request of Secretary

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