

**SOUTHLAKE COVE TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JANUARY 14, 2021**

**CALL TO ORDER/DECLARATION OF QUORUM**

- The meeting was called to order by Board Member John Larkin II at 7:01pm. The meeting was located at the MPOA Building, 3561 Waterway Drive, Montclair, VA 22025. A Zoom option was also available.
- Notification of Board meeting posted on [cavaliermanagementhoa.com](http://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: In person: John Larkin II, Tim Jack, Shelia Dorsey.
- Management in attendance: In person: Dan Cullinane, Jillian Cullinane. Via Zoom: Jim Uvena
- Homeowners in attendance: No homeowners in attendance

**APPROVAL OF DECEMBER 1, 2020 MEETING MINUTES**

- **MOTION #21-01** Tim Jack made a motion to approve the December 1, 2020 Board of Directors Meeting Minutes. Shelia Dorsey seconded the motion. Motion passed unanimously.

**HOMEOWNERS FORUM**

- There was discussion regarding several questions/concerns:
  - A Facebook page: The Board agreed against it.
  - Common area dip in the rear of 15709 Viewpoint and 4904-4884 Ebb Tide. Board would like Management to get a quote for a retaining wall/backfill at both areas, and an engineering report for Ebb Tide area. What is in Reserves - can reserves fund the retaining wall work on Viewpoint and Ebb Tide?
  - Board approved a POD for resident on Marshlake Lane from 1/23/21-2/20/21, contingent upon approval from MPOA.
  - Piece of siding in tree across the street from 15729. **MOTION #21-02** Shelia Dorsey made a motion to approve the removal of the siding from the tree not to exceed \$200. Tim Jack seconded the motion. Motion passed unanimously.

**MANAGER'S AND TREASURER'S REPORT**

- November 2020 Financials - Jim Uvena reviewed the monthly financials as of November 30, 2020. Jim informed the board that the December bank statements had not been received as of today due to the Truist merger and mail delays. Board would like to see current reserve balances on the monthly financials. **MOTION #21-03** John Larkin II made a motion that in the event that the association has excess income at the end of 2020 to transfer that amount to reserves. Shelia Dorsey seconded the motion. Motion passed unanimously.
- Payment plan requests were reviewed:
  - Lot 4002
  - Lot 4074A
  - Lot 4054A (\*\*approved contingent upon payment of the 2020 dues prior to 2/1/21)
  - **MOTION #21-04** Tim Jack made a motion to approve the presented payment plans. Shelia Dorsey seconded the motion. Motion passed unanimously.
- **MOTION #21-05** Tim Jack made a motion to accept the Treasurer's Report. Shelia Dorsey seconded the motion. Motion passed unanimously.

**OLD BUSINESS**

- Tim Jack and John Larkin II passed out flyers door-to-door re: new trash info, on 1/13/21.
- New trash service:
  - MANAGEMENT TO POST SIGNS WITH THE DATES FOR DELIVERY FOR NEW CANS ONCE WE KNOW THE DATES, MENTION WEBSITE
- Set up an email signup feature on Cavalier's website.
- Ed Milhouse, tree expert/arborist has been contacted by management. Management is waiting on the proposal and will email it once received.

**NEW BUSINESS**

- No new business

**TIME AND PLACE OF NEXT MEETING**

**SOUTHLAKE COVE TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JANUARY 14, 2021**

- The next board meeting is March 11, 2021 at MPOA Building, 3561 Waterway Drive, Montclair, VA 22025 @ 7PM (A Zoom option will be available)

**ADJOURNMENT**

**MOTION #21-06** Board Member John Larkin II entertained a motion for adjournment at 7:37 p.m. Tim Jack made a motion to adjourn. Shelia Dorsey 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  
MARCH 11, 2021 BOARD OF DIRECTORS MEETING.**