

**SOUTHLAKE COVE TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MARCH 11, 2021**

**CALL TO ORDER/DECLARATION OF QUORUM**

- The meeting was called to order by Board Member Guillermo M. Garcia Jr. at 7:03pm. 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, Guillermo M. Garcia Jr. declared a quorum.
- Board Members in attendance: In person: Guillermo M. Garcia Jr., Patrick C Brookes, Shelia Dorsey. Via Zoom: Tim Jack.
- Management in attendance: In person: Dan Cullinane. Via Zoom: Jim Uvena & Jillian Cullinane
- Homeowners in attendance: No homeowners in attendance

**APPROVAL OF JANUARY 14, 2021 MEETING MINUTES**

- **MOTION #21-07** Tim Jack made a motion to approve the January 14, 2021 Board of Directors Meeting Minutes. Patrick C Brookes seconded the motion. Motion passed unanimously.

**HOMEOWNERS FORUM**

- No comments were made.

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

- January 2021 Financials - Jim Uvena reviewed the monthly financials as of January 31, 2021. Jim reported a cash balance in all accounts as \$1,097,149.02 as of 1/31/21. Dues revenue will not post until the February financials since they are not due until 2/1/21. Management reviewed a new report which summarizes the reserve accounts and activity from 2020 to the end of 2021. Management reported a total reserves balance as \$909,455.92 as of 1/31/21, and a projected reserves balance as \$1,023,217.53 by the end of 2021.
- **MOTION #21-08** Tim Jack made a motion to accept the Treasurer's Report. Shelia Dorsey seconded the motion. Motion passed unanimously.

**OLD BUSINESS**

- Management reported that the Contact Information form is up on Cavalier's website. The section on parking registration has been removed from the form.
- Engineering Study/Retaining Wall (behind Viewpoint and Ebb Tide) update: Management reported that they have reached out to two engineering firms for proposals. Soil testing will be the first step. Management to provide pictures, showing slope, to the Board. Guillermo to provide two other engineering firms to Management for a soil testing proposal.
- Ed Milhouse proposal update: Management reported that Ed Milhouse is not interested in submitting a proposal for a community wide tree survey.

**NEW BUSINESS**

- Management reported that they are working on obtaining proposals for parking lot painting and crack sealing.
- Management presented a proposal for violation enforcement. Board to review and decide by Action Without Meeting.

**TIME AND PLACE OF NEXT MEETING**

- The next board meeting is May 13, 2021 at MPOA Building, 3561 Waterway Drive, Montclair, VA 22025 @ 7PM (A Zoom option will be available)

**ADJOURNMENT**

**MOTION #21-09** Board Member Guillermo M. Garcia Jr. entertained a motion for adjournment at 7:23 p.m. Tim Jack made a motion to adjourn. Patrick C 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 MAY 13, 2021 BOARD OF DIRECTORS MEETING.**