

**SOUTHLAKE COVE TOWNHOMES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MAY 13, 2021**

**CALL TO ORDER/DECLARATION OF QUORUM**

- The meeting was called to order by Board Member John Larkin II at 7:12pm. 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, Guillermo M. Garcia Jr., Patrick C Brookes, Shelia Dorsey.
- Management in attendance: In person: Dan Cullinane. Via Zoom: Jim Uvena & Jillian Cullinane
- Homeowners in attendance via Zoom: Rachel Tellis, John McCann, Adam Ehrmantraut

**APPROVAL OF MARCH 11, 2021 MEETING MINUTES**

- **MOTION #21-10** Guillermo M. Garcia Jr. made a motion to approve the March 11, 2021 Board of Directors Meeting Minutes. Patrick C Brookes seconded the motion. Motion passed unanimously.

**HOMEOWNERS FORUM**

- There was discussion regarding how to obtain meeting minutes on Cavalier's website.
- There are overhanging trees behind Lands End. Management to inspect and obtain proposals.
- There was also discussion regarding a bad runoff behind Lands End. Management to inspect the area and obtain proposals for a solution to the problem.
- Trash service can start as early as 5am, but management will request they come later.

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

- March 2021 Financials - Jim Uvena reviewed the monthly financials as of March 31, 2021. Jim reported a cash balance in all accounts as \$1,140,178.98 as of 3/31/21. 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 \$945,023.58 as of 3/31/21, and a projected reserves balance as \$1,023,785.19 by the end of 2021.
- Evergreen Cleaning Services rate has increased FY 2021 at roughly 3.5% due to increase in supplies.
- **MOTION #21-11** Guillermo M. Garcia Jr. made a motion to accept the Treasurer's Report. Shelia Dorsey seconded the motion. Motion passed unanimously.

**OLD BUSINESS**

- Retaining Wall Monitoring Log, 4-21-21 (Lansdale): The Board reviewed the log and agreed that there are no big changes. Guillermo will look over past logs to calculate an average, and possibly decrease the monitoring to twice a year as opposed to every four months (currently taking place).
- Retaining Wall (Viewpoint Circle) Proposals were reviewed (3 proposals total). Management confirmed that a permit or a study are not required for a retaining wall this size. **MOTION #21-12** Guillermo M. Garcia Jr. made a motion to approve K Bar Contracting LLC, Estimate#000731, \$29,382.15. Shelia Dorsey seconded the motion. Motion passed unanimously.
- Restriping proposals were reviewed (3 proposals total). **MOTION #21-13** Patrick C Brookes made a motion to approve Dominion Paving & Sealing, February 26, 2021 proposal totalling \$27,324.00 and for the work to be scheduled for September 2021. Shelia Dorsey seconded the motion. Motion passed unanimously.
  - Management will mail notices 30 days prior to the work and hand deliver door-to-door a week prior. Check with Cardinal Management to see if cars can be relocated to the Southlake Recreation Association parking lot.
- Board would like to look into street cleaning - management to check with Town & Country, and also obtain proposal from J.L. Affordable.
- Board expressed dissatisfaction with Town & Country - issues with clippings, not cleaning curbs/gutters, inconsistent mowing, not cutting back far enough. Management to schedule a walk-through with a supervisor.

**NEW BUSINESS**

- Tim Jack resigned from the board, effective April 9, 2021. His term: 2020-2023. The Board thanked Tim Jack for serving on the board for 20 years and presented Tim Jack with a gift card.

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- **MOTION #21-14** Guillermo M. Garcia Jr. made a motion to appoint John McCann to fill Tim Jack's vacancy until 2023. Patrick C Brookes seconded the motion. Motion passed unanimously. John McCann accepted appointment.
- House Bill 1816 was presented as an available option to the association in case they decide to hold all virtual meetings in the future.
- **MOTION #21-15** Guillermo M. Garcia Jr. made a motion to approve Prevision Tree Removal for \$310.00. John Larkin II seconded the motion. Motion passed unanimously.

**TIME AND PLACE OF NEXT MEETING**

- The next board meeting is August 12, 2021 at MPOA Building, 3561 Waterway Drive, Montclair, VA 22025 @ 7PM (A Zoom option will be available) - Budget prep FY 2022 to take place.

**MOTION #21-16** Patrick C Brookes made a motion to go into executive session at 8:15pm to discuss a payment plan request. Guillermo M. Garcia Jr. seconded the motion. Motion passed unanimously.

**MOTION #21-17** John Larkin II made a motion to adjourn from executive session and return to regular session at 8:18pm. Guillermo M. Garcia Jr. seconded the motion. Motion passed unanimously.

**MOTION #21-18** Shelia Dorsey made a motion to approve the payment plan request discussed during executive session. John Larkin II seconded the motion. Motion passed unanimously.

**ADJOURNMENT**

**MOTION #21-19** Board Member John Larkin II entertained a motion for adjournment at 8:23 p.m. Guillermo M. Garcia Jr. made a motion to adjourn. John Larkin II 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 AUGUST 19, 2021 BOARD OF DIRECTORS MEETING.**