

**SOUTHLAKE COVE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 19, 2021**

CALL TO ORDER/DECLARATION OF QUORUM

- The meeting was called to order by Board Member John Larkin II at 7:04pm. The meeting was located at the MPOA Building, 3561 Waterway Drive, Montclair, VA 22025. A Zoom option was also available.
- Board Member, John Larkin II declared a quorum.
- Board Members in attendance: In person: John Larkin II, John McCann, Shelia Dorsey
- Board Members in attendance: By phone:Guillermo M. Garcia Jr.
- Management in attendance: In person: Dan Cullinane. Via Zoom: Jillian Cullinane

APPROVAL OF MAY 13, 2021 MEETING MINUTES

- **MOTION #21-20** Guillermo M. Garcia Jr. made a motion to approve the May 13, 2021 Board of Directors Meeting Minutes. John McCann seconded the motion. Motion passed unanimously.

HOMEOWNERS FORUM

- There was discussion regarding drainage issues on Lands Ends to be looked at by Management.
- There was also discussion regarding trash cans. They are being left out consistently.
 - **MOTION #21-21** John McCann made a motion to approve Cavalier Management to start trash can enforcement at \$35/hour, not to exceed 8 hours/month. Guillermo M. Garcia Jr. seconded the motion. Motion passed unanimously.
- Mailbox on Viewpoint was hit. Management to meet with USPS supervisor in the next week to assess plan for replacement.
 - **MOTION #21-22** Guillermo M. Garcia Jr. made a motion to approve replacement of the mailboxes on Viewpoint to not exceed \$6000. Shelia Dorsey seconded the motion. Motion passed unanimously.
- There was discussion regarding parking enforcement. Management to continue tagging vehicles with violation stickers.

MANAGER'S AND TREASURER'S REPORT

- July 2021 Financials - Jill Cullinane reviewed the monthly financials as of July 31, 2021. Jill reported a cash balance in all accounts as \$1,123,851.59 as of 7/31/21. Management reviewed the report which summarizes the reserve accounts and activity from 2020 to the end of 2021. Management reported a total reserves balance as \$948,124.65 as of 7/31/21, and a projected reserves balance as \$1,026,886.26 by the end of 2021.
- **MOTION #21-23** Guillermo M. Garcia Jr. made a motion to accept the Treasurer's Report. Shelia Dorsey seconded the motion. Motion passed unanimously.

2022 PROPOSED BUDGET

- The 2022 proposed budget was reviewed along with the 2017 Reserve Study. A 0% increase, 5% increase, and 2% increase in dues were presented. The Board discussed all options, but had to consider the trash contract. FY 2021, there were only 11 months of service, and based on 2021 projections, to offset the 12 months of service in 2022, a 2% increase is necessary. In addition, to offset the 2% increase, the board will lower common area maintenance.
 - **MOTION #21-24** Shelia Dorsey made a motion to approve a 2% increase in the 2022 annual dues. John McCann seconded the motion. Motion passed unanimously.

OLD BUSINESS

- Parking Lot Crack sealing and painting - management will be mailing out notices to all homeowners and renters and will deliver door to door on 9/9. Signs will also be posted on common areas. Management will reach out to Southlake Recreation Association to see if they will allow parking.
- Retaining wall on Viewpoint - Currently waiting on county for permits.
- Lands End residents requested a small path behind their homes. Management has obtained 1 quote so far at \$19,000 and is waiting on two more quotes. Board would also like to look into fixing the existing french drain (installed in 2014) as a possible solution to the overall issue.
- J.L. Affordable, Proposal to repair fence on common area on Viewpoint, \$95.00 was presented.
 - **MOTION #21-25** John McCann made a motion to approve J.L. Affordable, Proposal to repair fence on common area on Viewpoint, \$95.00. Guillermo M. Garcia Jr. seconded the motion. Motion passed unanimously.

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NEW BUSINESS

- 2020 Audit Engagement was presented.
 - **MOTION #21-26** John McCann made a motion to approve the 2019/2020 Audit Engagement with Paul Decher, in the amount of \$4000.00. Shelia Dorsey seconded the motion. Motion passed unanimously.
- There is a vacancy on the board. Patrick Brookes sold his property in June 2021. His term: 2019-2022. His position: Secretary. The Board agreed to thank Patrick Brookes with a \$200 Visa gift card. The vacant position will remain open until the 2021 Annual Meeting.
 - **MOTION #21-27** Guillermo M. Garcia Jr. made a motion to elect John McCann to serve as Secretary until the next annual meeting. Shelia Dorsey seconded the motion. Motion passed unanimously. John McCann accepted.
 - **MOTION #21-28** Shelia Dorsey made a motion to approve a \$200 Visa gift card as a thank you to Patrick Brookes. John McCann seconded the motion. Motion passed unanimously. Management to purchase gift card and thank you card.

TIME AND PLACE OF NEXT MEETING

- ANNUAL MEETING: November 4, 2021 at MPOA Building, 3561 Waterway Drive, Montclair, VA 22025 @ 7PM (A Zoom option will be available)
 - Board agreed to have a raffle: 6 gift cards at \$25 each, no food/drinks.
- BOARD MEETING: November 4, 2021 at MPOA Building, 3561 Waterway Drive, Montclair, VA 22025 immediately following the Annual Meeting (A Zoom option will be available)

ADJOURNMENT

MOTION #21-29 Board Member John Larkin II entertained a motion for adjournment at 8:13 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 NOVEMBER 4, 2021 BOARD OF DIRECTORS MEETING.