

**SOUTHLAKE COVE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 4, 2021**

CALL TO ORDER/DECLARATION OF QUORUM

- The meeting was called to order by Board Member John Larkin II at 7:41pm. 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, Guillermo M. Garcia Jr., Harold "Tommy" Dorsey
- Homeowners in attendance: John Emmert, Rachel Tellis
- Management in attendance: In person: Dan Cullinane and Jillian Cullinane

ELECTION OF OFFICERS

- **MOTION #21-34** Shelia Dorsey made a motion to elect the following officers and their terms. John McCann seconded the motion. Motion passed unanimously.
 - John Larkin II, PRESIDENT, 2021-2024
 - Guillermo M. Garcia Jr., VICE PRESIDENT, 2021-2024
 - John McCann, SECRETARY, 2020-2023
 - Shelia Dorsey, TREASURER, 2019-2022
 - Harold "Tommy" Dorsey, MEMBER, 2019-2022

APPROVAL OF AUGUST 19, 2021 MEETING MINUTES

- **MOTION #21-35** Shelia Dorsey made a motion to approve the August 19, 2021 Board of Directors Meeting Minutes. Guillermo M. Garcia Jr. seconded the motion. Motion passed unanimously.

HOMEOWNERS FORUM

- There was discussion regarding trash can enforcement. Board informed homeowners that as of the August 19, 2021 Board meeting, they have contracted Cavalier Management to start trash can enforcement at \$35/hour, not to exceed 8 hours/month.

MANAGER'S AND TREASURER'S REPORT

- September 2021 Financials - Jill Cullinane reviewed the monthly financials as of September 31, 2021. Jill reported a cash balance in all accounts as \$1,108,440.04 as of 9/30/21. 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 \$949,518.11 as of 9/30/21, and a projected reserves balance as \$994,273.72 by the end of 2021. Last reserve study was done in 2017, 2022 will be the next reserve study.
- **MOTION #21-36** Guillermo M. Garcia Jr. made a motion to accept the Treasurer's Report. Shelia Dorsey seconded the motion. Motion passed unanimously.

2022 BUDGET

- The 2022 budget was approved with a 2% increase in the 2022 annual dues at the August 19, 2021 board meeting. 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.

OLD BUSINESS

- Management reported that the mailboxes on Viewpoint have been replaced and are up and running.
- Management provided an update on the retaining wall on Viewpoint: The county has come back and is now requiring a site survey, geotech, and storm water survey/analysis. Proposals from engineering firms are coming back between \$20-30K. K Bar Kontracting has provided an alternative option - a landscaping option. Board would like management to obtain other landscaping proposals from other landscaping companies - find out how long their proposed project will last and is there a warranty?
- Tree work will be taking place the week of 11/15/21
- J.L. Affordable will continue work through the end of the year and will then evaluate
- Town & Country has completed seeding on Barnacle. An owner is watering that area and the board agreed to reimburse water bill once water bill is provided.

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NEW BUSINESS

- No new business

TIME AND PLACE OF NEXT MEETING

- Jan 13, 2022 @ 7pm
- Mar 10, 2022 @ 7pm
- May 12, 2022 @ 7pm
- Aug 11, 2022 @ 7pm (Budget Review)
- Nov 3, 2022 @ 7pm (Annual and Board Meeting)
- Management to confirm availability with MPOA. If MPOA Building is not available, look into library.
- **MOTION #21-37** Guillermo M. Garcia Jr. made a motion to accept the 2022 Board Meeting schedule. John McCann seconded the motion. Motion passed unanimously.

ADJOURNMENT

MOTION #21-38 Board Member John Larkin II entertained a motion for adjournment at 8:33 p.m. Shelia Dorsey made a motion to adjourn. Guillermo M. Garcia Jr. 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 JANUARY 13, 2022 BOARD OF DIRECTORS MEETING.