



BOARD OF DIRECTORS MEETING

5070 Higgins Drive, Montclair, VA 22025

October 26, 2022

Board Members Present:

Alysha Hiller-President
Emma Young- Chair
Stuart Josephs-Secretary
Lindsay Heaton – Director

Board Members Absent:

John Larkin II - Treasurer

Management:

Jan Ward-Senior Portfolio Manager: CAMP

CALL TO ORDER

The meeting was called to order at 7:31 PM by unanimous consent

APPROVAL OF AGENDA

1. "Move to approve the meeting agenda as amended."

Motion: Hiller

Second: Heaton

Passed by unanimous vote

APPROVAL OF MINUTES

1. "Move to approve the September 28, 2022, meeting minutes as written."

Motion: Hiller

Second: Heaton

Passed by unanimous vote

RESIDENT FORUM

A homeowner had a complaint regarding a late fee. Jan Ward will contact the homeowner to rectify the problem.

SOCIAL COMMITTEE

“Mov to approve the expenditure of \$500 to refreshments and gift cards for the 2022 Annual Meeting.”

Motion: Young
Second: Hiller
Passed by unanimous vote

MANAGEMENT REPORT

1. Financials

Jan Ward reported that as of October 26, 2022, the Operating Account had a balance of \$63,384.

The Association has one CD held at Synchrony Bank in the amount of \$124,452 that will mature on June 10, 2023.

The Association is now funding the reserve accounts; the balance of the reserves is \$54,351.

The Association has an Operating Reserve account at Pacific West Bank with a balance of \$17,510.

The delinquency rate reduced from 4.61% in September to 4.29% in October.

MATTERS FOR BOARD DECISION

1. Fiscal Year 2023 Budget:

“Move to set the 2023 annual assessment not to exceed \$435.”

Motion: Heaton
Second: Josephs
Passed by unanimous consent

MATTERS FOR BOARD DISCUSSION

1. Reserve Study: The Board reviewed the revisions to the Level II Reserve Study and asked Jan Ward to forward the revisions to Miller & Dodson.

2. Jan Ward informed the Board that a Request for Proposal of pool management was sent to seven companies, six of which have responded.
3. The Board asked Jan Ward to obtain costs to have the locker rooms power washed, shower curtains replaced, refurbish the benches in the locker rooms, and to install a non-stick safe surfacing in the showers. In addition, the Board requested costs for installing signs at both the end of the asphalt walkway and near the playground stating “Private Property – For Use of Southlake Recreation Association Members and Guests Only”, applying a protective coating to the picnic table in the play area, and removal of the plastic fencing left by Playgo.

ADJOURNMENT

1. Being no decisions required, “Move to adjourn the meeting at 9:50PM.”
Motion: Heaton
Second: Josephs
Passed by unanimous vote

APPROVED BY MAJORITY VOTE OF THE BOARD OF DIRECTORS AT THE JANUARY 25, 2023 BOARD MEETING