

**SOUTHLAKE RECREATION ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 24, 2023**

CALL TO ORDER/DECLARATION OF QUORUM

- The meeting was called to order by Board Member Elizabeth Rainey at 7:41pm. The meeting was located at the Southlake Recreation Association Clubhouse, 5070 Higgins Drive, Montclair, VA 22025. A Zoom option was also available.
- Board Member Elizabeth Rainey declared a quorum.
- Board Members in attendance: In person: Elizabeth Rainey; By Zoom: Alysha Hiller (joined in person later in the meeting), Emma Young
- Homeowners in attendance: Adrianna Griffin, Eduardo Bonilla, Stephen Walters
- Guests in attendance: None
- Management in attendance: In person: Dan Cullinane; By Zoom: Jill Cullinane

APPROVAL OF APRIL 26, 2023 MEETING MINUTES

- Elizabeth Rainey made a motion to approve the April 26, 2023 Board of Directors Meeting Minutes with no changes. Alysha Hiller seconded the motion. Motion passed unanimously.

HOMEOWNERS FORUM

- There was discussion regarding: teenager activity at the parking lot and playground, illicit activity occurring within vehicles parked by the dumpster, litter from illicit activity in parking lot, concerns about surveillance and the current security cameras and effectiveness, increase in car break-ins, speeding, need for more police presence, possibility of engaging with towing company to tow/patrol parking lot, interest in serving on the board.

EXECUTIVE SESSION

- Alysha Hiller made a motion to go into Executive Session at 8:08pm. Emma Young seconded the motion. Motion passed unanimously.
- Emma Young made a motion to come out of Executive Session at 8:13pm. Alysha Hiller seconded the motion. Motion passed unanimously.

BOARD OF DIRECTORS APPOINTMENT

- Alysha Hiller made a motion to appoint Adrianna Griffin, effective immediately, to the vacant position on the Board of Directors as a Member-at-Large. Emma Young seconded the motion. Motion passed unanimously.
- Adrianna Griffin accepts appointment.

FINANCIAL REPORT

- The April 2023 financials were presented, to include the Balance Sheet, Profit & Loss (cash and accrual basis), and A/R Aging Summary.
 - Truist Checking-6025: \$118,312.68
 - Truist MM-6033: \$94,870.31
 - Synchrony CD-1556: \$126,499.52
 - A/R: \$47,180.11
- Mandatory Members report, 5/22/23 and Seasonal Members report, 5/22/23 were presented. As of 5/22/23, 116 seasonal members had signed up and mandatory members continue to make payments to become current. Many owners are also paying for 2023 in full.
- Synchrony CD-1556 matures on 6/10/23. CD Rates, as of May 2023 were presented and the Reserve Study Calendar of Projected Annual Replacements, 2023-2030 was reviewed, projecting \$152,602.00 in scheduled replacements for 2023-2024.
 - Alysha Hiller made a motion to move half of the balance of the Synchrony CD-1556 to a One-Year (12-month) CD at Synchrony Bank and the other half of the balance of the Synchrony CD-1556 to a Three-Year (36-month) CD at Synchrony Bank, when CD-1556 comes up for maturity on 6/10/23. Elizabeth Rainey seconded the motion. Motion passed unanimously.

OPERATIONS MANAGER'S REPORT

- Pool updates:
 - Pool is ready to open on time
 - Pool overflow was cause of miscalculation
 - Sensory training is scheduled for 5/25/23 with Yukiko Dove (PWC Autism) and the lifeguards

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- Elizabeth Rainey made a motion to approve a seasonal household membership for 2023 for Yukiko Dove as payment for conducting the Sensory Training. Alysha Hiller seconded the motion. Motion passed unanimously.
- Handicap Lift needs to be replaced. After testing, it was not the battery. HA Pools provided two replacement options: a fixed option and a portable option.
 - Alysha Hiller made a motion to approve the handicap replacement chair with the fixed option at \$11,055.00. Adrianna Griffin seconded the motion. Motion passed unanimously.
- Clubhouse updates:
 - Current HVAC system was installed in 2013, with a 10-15 year lifetime. Two companies have looked at the current system, recommending full replacement. Board requests management obtain two additional companies to inspect the current system and provide recommendations. Board will vote by AWM on proposals once two additional proposals come in.
 - Alysha Hiller made a motion to buy/install an additional window A/C unit in the meantime until the HVAC system is repaired/replaced, at a cost not to exceed \$800.00. Elizabeth Rainey seconded the motion. Motion passed unanimously.

OLD BUSINESS

- Management will be emailing mandatory members information on the 5 free guest passes and how to purchase additional guest passes by Friday, 5/26.

NEW BUSINESS

- The board discussed the idea of a community clean-up day. Tabled until June meeting so more information can be obtained.
- Insurance Quotes: Three quotes were presented. Board will review and vote by AWM no later than 6/2/23.

TIME AND PLACE OF NEXT MEETING

- LOCATION: Southlake Rec Association Clubhouse, 5070 Higgins Drive, Montclair, VA 22025, With Zoom Option
 - June 28, 2023 @ 7:30pm
 - July 26, 2023 @ 7:30pm
 - August 23, 2023 @ 7pm - BUDGET REVIEW MEETING
 - September 27, 2023 @ 7:30pm
 - October 25, 2023 @ 7:30pm
 - November 29, 2023 @ 7:30pm
 - December 13, 2023 @ 7:30pm (Annual Meeting with Regular Board Meeting immediately following)
 - The Board set the 2023 Annual Meeting date and time for 12/13/23 at 7:30pm, with a regular board meeting immediately following.

ADJOURNMENT

Board Member Elizabeth Rainey made a motion for adjournment at 9:14 p.m. Adrianna Griffin seconded the motion. Motion passed unanimously.

Respectfully submitted,
Jillian Cullinane, Manager, At the request of the Secretary

APPROVED UNANIMOUSLY BY THE BOARD OF DIRECTORS AT THE JUNE 28, 2023 BOARD OF DIRECTORS MEETING.