

**SOUTHLAKE RECREATION ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 23, 2023**

CALL TO ORDER/DECLARATION OF QUORUM

- Alysha Hiller made a motion to call the meeting to order at 7:06pm. John Larkin II seconded. Motion passed unanimously. The meeting was located at the Southlake Recreation Association Clubhouse, 5070 Higgins Drive, Montclair, VA 22025. A Zoom option was also available.
- Board Member Alysha Hiller declared a quorum - 3 board members present at the time.
- Board Members in attendance: In person: Alysha Hiller, John Larkin II, Harold Dorsey (came in late), Elizabeth Rainey (came in late, started on Zoom); Via Zoom: Adriana Griffin
- Homeowners in attendance: Randall Cooper, Suzanne Blagg
- Guests in attendance: Kathleen Fish
- Management in attendance: In person: Dan Cullinane; By Zoom: Jill Cullinane, Jim Uvena

APPROVAL OF JUNE 28, 2023 MEETING MINUTES (No quorum at July 26, 2023 Board Meeting)

- Alysha Hiller made a motion to approve the June 28, 2023 Meeting Minutes with no changes. Adriana Griffin seconded the motion. Motion passed by majority vote (ABSTAIN: 1, YES: 2, NO: 0).

HOMEOWNERS FORUM

- There was discussion regarding the following items: dissatisfaction with the pool company, lifeguards using their cellphones while on duty, cleanliness of the pool. A seasonal member agreed with these items.

ACTIONS WITHOUT MEETING - to read into the meeting minutes

- AWM#2023070610: Approval of an HVAC replacement proposal
- AWM#2023072711: Approval of Option 1 or 2 of HA Pools, Quote#E00090
- AWM#2023072712: Appointing John Larkin II to the Board of Directors

FINANCIAL REPORT

- The July 2023 financials were presented, to include the Balance Sheet, Profit & Loss (cash and accrual basis), and A/R Aging Summary.
 - Truist Checking-6025: \$120,993.13
 - Truist MM-6033: \$94,872.71
 - Synchrony CD-4827: \$63,574.38 (12M, Matures on 6/20/24)*
 - Synchrony CD-4835: \$63,575.42 (36M, Matures on 6/20/26)*
 - A/R: \$41,249.54
- *Synchrony CD-1556 matured on June 10, 2023. Per the 5/24/23 Board meeting: 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.
- Mandatory Members report, 8/21/23: Payment breakdown, as of 8/21/23 was reviewed. Paid in full FY 2023: 251, Attorney: 13, Paid through 9/30/23 (1st to 3rd q): 163, Owes only 3rd Q: 157, Balance between \$120-\$461: 45
- Seasonal Members report, 8/21/23: As of 8/21/23, 141 seasonal members had signed up, with 7 still needing to pay.

EXECUTIVE SESSION

- Alysha Hiller made a motion to go into Executive Session at 7:24pm. John Larkin II seconded the motion. Motion passed unanimously.
- Alysha Hiller made a motion to come out of Executive Session at 7:53pm. Harold Dorsey seconded the motion. Motion passed unanimously.

John Larkin II made a motion to reduce legal fees by 50% for Account#207 (RB File#: 4784722). Harold Dorsey seconded the motion. Motion passed unanimously.

2024 PROPOSED BUDGET

- The 2024 proposed budget was presented and reviewed, proposing no change in the mandatory members dues (\$434/year or \$108.50/quarter). The Reserve Study 2023 Reserve Funding Plan and June 2023 Consumer Price Index were also reviewed.
- John Larkin II made a motion to increase the Non-Member Clubhouse Rental fee to \$75/hour, effective 1/1/24. Harold Dorsey seconded the motion. Motion passed unanimously.

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- John Larkin II made a motion to increase the Seasonal Household Membership FY 2024 to \$550.00 through May 9, 2024 and \$575.00 on or after May 10, 2024. Harold Dorsey seconded the motion. Motion passed unanimously.
- John Larkin II made a motion to approve the 2024 proposed budget, proposing no change in the mandatory members dues (\$434/year or \$108.50/quarter). Alysha Hiller seconded the motion. Motion passed unanimously.

OPERATIONS MANAGER'S REPORT

- Pool updates:
 - Security footage was reviewed by a board member regarding the water being left on.
- Clubhouse updates:
 - HVAC installation was delayed due to missing parts, Handicap toilets are running and have been inspected - plumbing will need to be replaced, rentals have been steady.

OLD BUSINESS

- MPOA Blood Drive and Other Events Update: John Larkin II made a motion that MPOA can rent the clubhouse at the Member rate. Alysha Hiller seconded the motion. Motion passed unanimously.

NEW BUSINESS

- Pool Committee: There was discussion regarding reinstating the pool committee and the requirements for doing so and expectations of the committee and board. Interested pool committee members will draft a list of their responsibilities and expectations for the board to review.
- Alysha Hiller made a motion to approve the Evergreen Cleaning Services Grounds Cleaning proposal (bi-weekly grounds pick-up of litter at \$180.00/month). John Larkin II seconded the motion. Motion passed unanimously.
- There was a parking space rental inquiry that was discussed. The Board agreed this would be acceptable as long as the Outdoor Facility Use form is completed and applicable fees paid.
- The Board declined a request from another swimteam to rent the pool after the 2023 pool season for \$270.00 total.

TIME AND PLACE OF NEXT MEETING

- LOCATION: Southlake Rec Association Clubhouse, 5070 Higgins Drive, Montclair, VA 22025, With Zoom Option
 - 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 Harold Dorsey made a motion for adjournment at 9:12 p.m. Alysha Hiller 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 SEPTEMBER 27, 2023 BOARD OF DIRECTORS MEETING.