

SOUTHLAKE COVE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
November 1, 2023

CALL TO ORDER/DECLARATION OF QUORUM

- The meeting was called to order by Board Member John Larkin II at 7:05pm. The meeting was located at the Southlake Recreation Association Clubhouse, 5070 Higgins Drive, Montclair, VA 22025. A Zoom option was also available.
- Board Member John Larkin II declared a quorum.
- Board Members in attendance: In person/Zoom: Shelia Dorsey, John Larkin II, Guillermo Garcia, Jr.
- Homeowners in attendance: John McCann
- Management in attendance: In person/Zoom: Dan Cullinane and Jill Cullinane

BOARD APPOINTMENT

Guillermo Garcia, Jr. made a motion to appoint John McCann to the Board of Directors to fill the vacancy, for a 3-year term (2023-2026). John Larkin II seconded the motion. Motion passed unanimously. John McCann accepted the appointment.

ELECTION OF OFFICER POSITIONS FOR 2023-2024

- President: John Larkin II
- Vice President: John McCann
- Secretary: Shelia Dorsey
- Treasurer: Harold Dorsey
- Member: Guillermo Garcia, Jr.
- Guillermo Garcia, Jr. made a motion to approve the above listed officer positions for 2023-2024. John McCann seconded the motion. Motion passed unanimously.

APPROVAL OF AUGUST 9, 2023 MEETING MINUTES

- John McCann made a motion to approve the August 9, 2023 Board of Directors Meeting Minutes. Shelia Dorsey seconded the motion. Motion passed unanimously.

HOMEOWNERS FORUM

- There was discussion regarding the following: Crack Sealing throughout the community (spring 2024?), parking violations, and trash violations. The Board would like Management to resume parking enforcement next week (ticket on Tuesday, tow on Thursday), as well as, trash can enforcement.

MANAGER'S AND TREASURER'S REPORT

- September 2023 Financials: cash balance in all accounts as of 9/30/23 \$1,167,415.81. Management reviewed the report which summarizes the reserve accounts and activity from 2020 to September 2023. Management reported a total reserves balance as \$1,007,969.58 as of 9/30/23.

OLD BUSINESS

- Management reported that Patriot Disposal has not sent their increase notice as of today.

NEW BUSINESS

- 6022A PIR was reviewed/discussed. Owner is requesting to add a vinyl railing. Guillermo Garcia, Jr. made a motion to approve the PIR as submitted. Shelia Dorsey seconded the motion. Motion passed unanimously.

LANDSCAPE PROPOSALS

- Management presented four proposals for landscaping services, to begin Jan 2024:
 - AA Green Landscaping LLC, 2024-2026, \$54,000/year
 - BrightView, Option 1: \$36,646.00/year, Option 2: \$49,456.00/year
 - Town and Country Landscaping, Inc., 2024-2026, \$25,943.96/year
 - Virginia Lawn Service, Inc., 2024-2026, \$24,999.96/year
- John McCann made a motion to approve Town and Country Landscaping, Inc., 2024-2026, \$25,943.96/year. Guillermo Garcia, Jr. seconded the motion. Motion passed unanimously.

TIME, PLACE, AND LOCATION OF NEXT MEETING

- The 2024 Board Meeting Schedule was presented:
 - January 10, 2024 @ 7pm
 - March 6, 2024 @ 7pm

- May 8, 2024 @ 7pm
 - August 7, 2024 @ 7pm - BUDGET REVIEW MEETING
 - November 6, 2024 @ 7pm (Annual Meeting with Regular Board Meeting immediately following)
 - Location: Southlake Rec Association Clubhouse, 5070 Higgins Drive, Montclair, VA 22025, with Zoom Option
- John McCann made a motion to approve the 2024 Board Meeting Schedule as presented. John Larkin II seconded the motion. Motion passed unanimously.

ADJOURNMENT Board Member Guillermo Garcia, Jr. entertained a motion for adjournment at 7:41 p.m. John McCann made a motion to adjourn. Shelia Dorsey seconded the motion. Motion passed unanimously.

Respectfully submitted,
Jill Cullinane, Operations Manager, At the request of the Secretary

APPROVED UNANIMOUSLY BY THE BOARD OF DIRECTORS AT THE JANUARY 10, 2024 BOARD OF DIRECTORS MEETING.