

**SOUTHLAKE COVE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
November 6, 2024**

CALL TO ORDER/DECLARATION OF QUORUM

- The meeting was called to order by motion made by Board Member John Larkin II at 8:15pm and seconded by Shelia Dorsey. 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 John Larkin II declared a quorum.
- Board Members in attendance: In person/Zoom: Shelia Dorsey, John McCann, Guillermo Garcia, Jr., Harold Dorsey, John Larkin II
- Homeowners in attendance: Felicia Stephenson, Tyler Nealey
- Management in attendance: In person/Zoom: Dan Cullinane, Jim Uvena, Jill Cullinane

ELECT OFFICER POSITIONS FY 2024-2025

- John Larkin II made a motion to elect John McCann to President. Guillermo Garcia, Jr. seconded. Motion passed unanimously.
- John Larkin II made a motion to elect Guillermo Garcia, Jr. to Vice President. Shelia Dorsey seconded. Motion passed unanimously.
- John Larkin II made a motion to elect Harold Dorsey to Treasurer. Shelia Dorsey seconded. Motion passed unanimously.
- Harold Dorsey made a motion to elect Shelia Dorsey to Treasurer. John Larkin II seconded. Motion passed unanimously.
- John Larkin II will serve a Member-At-Large.

APPROVAL OF AUGUST 7, 2024 MEETING MINUTES

- John Larkin II made a motion to approve the August 7, 2024 Board of Directors Meeting Minutes. Guillermo Garcia, Jr. seconded the motion. Motion passed unanimously.

HOMEOWNERS FORUM

Discussion regarding the following took place:

- Reserve Study and explanation of how it's a guideline for the board/association, homeowners can email management and request a copy
- Tree work, completed and on-going, arborist looks at health/safety concerns
- Update on new trash company: changing from Patriot Disposal to Disposal Services in 2025, homeowners will be notified in December
- Explanation regarding increase in 2025 dues due to inflation and keeping with the reserve study recommendation to fully fund the reserve
- Water is coming down Port Washington and needs to be investigated/resolved
- Trees/growth in rear of homes
- Inability to bring trash cans in the rear due to condition of common area in the rear, specifically behind 15725 Viewpoint. Board to look at/formulate plan of action
- Management response time to homeowner inquiries
- Online safety
- Board providing a direct email address for homeowners to contact directly, will be posted on Cavalier's website
- Interest in a regular, emailed newsletter for more transparency and communication with the membership
- What information is required to be mailed vs what is not?

MANAGER'S AND TREASURER'S REPORT

- September 2024 Financials were reviewed, noting a cash balance in all accounts as of 9/30/24 of \$1,117,055.51.
- Management also reviewed the reserve expenditures YTD, making note of the 2025 projects: replace wood fences, estimated \$16K per Reserve Study.

OLD BUSINESS

- Curb at Lands End remains damaged and needs to be repaired.

NEW BUSINESS

- Homeowner request was reviewed: tree on common area is causing damage to homeowner's and neighbor's walkway, requesting that stump and tree be removed and damaged concrete repaired. Management will obtain proposals for Board review and plan of action.
- Disposal Services contract starts 1/1/25, management will send notice to membership with 2025 invoicing.

TIME, PLACE, AND LOCATION OF NEXT MEETING

2025 Board Meeting Schedule

- January 8, 2025 @ 7pm
- March 5, 2025 @ 7pm
- May 7, 2025 @ 7pm
- August 6, 2025 @ 7pm - **BUDGET REVIEW MEETING**
- November 5, 2025 @ 7pm (Annual Meeting with Regular Board Meeting immediately following)
- Location: Southlake Rec Association Clubhouse, 5070 Higgins Drive, Montclair, VA 22025, with Zoom Option
- Harold Dorsey made a motion to approve the 2025 Board Meeting Schedule as proposed. John Larkin II seconded. Motion passed unanimously.

ADJOURNMENT Board Member John Larkin II made a motion for adjournment at 8:58 p.m. John McCann seconded the motion. Motion passed unanimously.

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

APPROVED UNANIMOUSLY BY THE BOARD OF DIRECTORS AT THE JANUARY 8, 2025 BOARD OF DIRECTORS MEETING.