

**SOUTHLAKE COVE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
January 8, 2025**

CALL TO ORDER/DECLARATION OF QUORUM

- The meeting was called to order by Board Member John McCann at 7:08 pm. 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 McCann declared a quorum.
- Board Members in attendance: In person/Zoom: Shelia Dorsey, John McCann, Guillermo Garcia, Jr., Harold Dorsey
- Homeowners in attendance: Felicia Stephenson, Tyler Nealey, CHARLES ADU-GYAMFI, Mark (did not provide last name or address)
- Management in attendance: In person/Zoom: Dan Cullinane, Jill Cullinane

APPROVAL OF NOVEMBER 6, 2024 MEETING MINUTES

- Guillermo Garcia, Jr. made a motion to approve the November 6, 2024 Board of Directors Meeting Minutes. Harold Dorsey seconded the motion. Motion passed unanimously.

HOMEOWNERS FORUM

Discussion regarding the following took place:

- Snow removal
- Questions about PIRs

MANAGER'S AND TREASURER'S REPORT

- November 2024 Financials were reviewed, noting a cash balance in all accounts as of 11/30/24 of \$1,080,726.43.
- Management also reviewed the reserve expenditures YTD: Gutter/curb and Asphalt work (\$82,650), Mailbox repainting (\$3850), trash can replacement (\$8475), tree work (\$14,460), pet waste install (\$2380).

OLD BUSINESS

- Board member resignation: John Larkin II resigned effective 1/8/25. John McCann thanked John Larkin II for his many years of service to the association/board.
- Felicia Stephenson voiced interest in serving on the board. John McCann made a motion to appoint Felicia Stephenson to the board to fill the vacant position, with a term of 2024-2027. Harold Dorsey seconded the motion. Motion passed unanimously. Felicia Stephenson accepted the appointment.

NEW BUSINESS

- Snow plowing, Virginia Lawn Service: The Board agreed that VA Lawn Service, who was contracted since 2022, provided adequate service back in 2022 during the ice storm, which is why they continued to contract with them in 2023/2024 and 2024/2025. However, during the recent snow storm in early Jan 2025, VA Lawn Service failed to provide adequate service, they were no longer properly equipped, or employed, and left most of the snow/ice untreated/unplowed. VA Lawn Service never notified Southlake Cove THA or management that they were understaffed and ill-equipped, but moved forward with the 2024/2025 snow plowing contract anyways. As soon as management was made aware of this, they dispatched CJ's Lawn and Tree Service LLC to provide snow plowing/treatment services to perform the service that VA Lawn failed to provide.
- Snow plowing, CJ's Lawn and Tree Service LLC, Est 669 was presented to the board. John McCann made a motion to approve CJ's Lawn and Tree Service LLC, Est 669, effective immediately, and terminate Virginia Lawn Service, effective immediately. Felicia Stephenson seconded the motion. Motion passed unanimously.
- Harold Dorsey made a motion to approve the purchase of fire hydrant markers for all fire hydrants in the community and installation to not exceed \$1500.00. Shelia Dorsey seconded the motion. Motion passed unanimously.
- Proposals for a retaining wall at 15721-15731 Viewpoint (rear) were presented and reviewed. Harold Dorsey made a motion to approve Town & Country, Est. 11-21169, \$11,266.25. Shelia Dorsey seconded the motion. Motion passed unanimously.

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 McCann made a motion for adjournment at 8:20 p.m. Felicia Stephenson seconded the motion. Motion passed unanimously.

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

APPROVED BY THE BOARD OF DIRECTORS AT THE MARCH 5, 2025 BOARD OF DIRECTORS MEETING.