

**SOUTHLAKE COVE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
March 5, 2025**

CALL TO ORDER/DECLARATION OF QUORUM

- The meeting was called to order by Board Member John McCann at 7:00 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, Felicia Stephenson
- Homeowners in attendance: Mark Plows and guest
- Management in attendance: In person/Zoom: Dan Cullinane, Jill Cullinane

APPROVAL OF JANUARY 8, 2025 MEETING MINUTES

- Harold Dorsey made a motion to approve the January 8, 2025 Board of Directors Meeting Minutes. Guillermo Garcia, Jr. seconded the motion. Motion passed unanimously.

HOMEOWNERS FORUM

Discussion regarding the following took place:

- Snow plowing
- Landscaping
- Trees/stumps

EXECUTIVE SESSION

- Harold Dorsey made a motion to go into Executive Session at 7:29 pm. Felicia Stephenson seconded the motion. Motion passed unanimously.
- John McCann made a motion to come out of Executive Session at 7:38 pm. Harold Dorsey seconded the motion. Motion passed unanimously
- No decisions were made in executive session to be voted on, just discussion.

MANAGER'S AND TREASURER'S REPORT

- January 2025 Financials were reviewed, noting a cash balance in all accounts as of 1/31/25 of \$1,123,436.64.
- Accounts Receivable as of 1/31/25 is -\$74,164.14, the 2025 dues are dated February 1, 2025.
- As of 2/28/25, \$119,591.21 dues have been collected (57.9% of the 2025 budgeted dues income)
- Snow expenditures as of 1/31/25: \$4410.00
- Management also reviewed the reserve expenditures FY 2024: Gutter/curb and Asphalt work (\$82,650), Mailbox repainting (\$3850), trash can replacement (\$8475), tree work (\$14,460), pet waste install (\$2380).
- John McCann made a motion to do the following: Any accounts over \$618.00 must pay past due balance prior to 2025 plus half of the 2025 annual dues no later than 4/1/25, or the account will be forwarded to the attorney. Harold Dorsey seconded the motion. Motion passed unanimously.

OLD BUSINESS

- Flood light at sign on Waterway needs to be fixed.
- Street lights need to be fixed.
- Updating Montclarion with current board members.
- Management to set up a Board email address for board members use.
- Discussion regarding parking/visitor parking. Board to review current parking regulations. To be on the May meeting agenda, management will also email notice to members.

NEW BUSINESS

- Snow Treatment:
 - VA LAWN SNOW INVOICE, INV. CI-5381, \$2220.00: Guillermo Garcia, Jr. made a motion to approve VA LAWN SNOW INVOICE, INV. CI-5381, \$1935.00 only. John McCann seconded the motion. Motion passed unanimously.
 - CJ's Snow invoice, Inv. 3293, \$7070.00: John McCann made a motion to approve CJ's Snow invoice, Inv. 3293, \$7070.00. Guillermo Garcia, Jr. seconded the motion. Motion passed unanimously.
 - To put in snow contract: snow around fire hydrants need to be properly removed and pre-treatment is only done with board approval.
- Fence Proposals:
 - Three proposals were reviewed/discussed:
 - PENTAGON CONSTRUCTION, EST. 1742, \$32,750.00
 - LONG FENCE, PROPOSAL: 1-20-2025, \$12,952.00
 - WC&R, 1/15/2025 PROPOSAL, \$36,050.00
 - Guillermo Garcia, Jr. made a motion to approve LONG FENCE, PROPOSAL: 1-20-2025, \$12,952.00. Harold Dorsey seconded the motion. Motion passed unanimously.
- MPOA Trampoline Request
 - No guidelines regarding trampolines currently exist in SLC's governing documents.
 - Felicia Stephenson made a motion to prohibit trampolines. Guillermo Garcia, Jr. seconded the motion. Motion passed unanimously. Management to notify MPOA to include in architectural guidelines.

- 5015 BARNACLE, DECK PAINTING PIR:
 - Felicia Stephenson made a motion to approve. Shelia Dorsey seconded. Vote: 3-Yes, 2-No. Motion passed by majority vote.

TIME, PLACE, AND LOCATION OF NEXT MEETING

2025 Board Meeting Schedule

- 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 9:07 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 MAY 7, 2025 BOARD OF DIRECTORS MEETING.