

**SOUTHLAKE COVE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
May 7, 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: John McCann, Guillermo Garcia, Jr., Harold Dorsey, Felicia Stephenson
- Homeowners in attendance: Don Collins II
- Management in attendance: In person/Zoom: Dan Cullinane, Jill Cullinane

BOARD RESIGNATION

- Shelia Dorsey submitted her resignation via email on 5/7/25 at 6:59pm. The Board accepts her resignation.

BOARD APPOINTMENT

- Harold Dorsey made a motion to appoint Don Collins II to the vacant position, with a term of 2022-2025. Felicia Stephenson seconded the motion. Motion passed unanimously. Don Collins II accepts appointment.

APPROVAL OF MARCH 5, 2025 MEETING MINUTES

- Harold Dorsey made a motion to approve the March 5, 2025 Board of Directors Meeting Minutes. Guillermo Garcia, Jr. seconded the motion. Motion passed unanimously.

HOMEOWNERS FORUM

Discussion regarding the following took place:

- Guidelines regarding recording meetings.
- Parking concerns
- Trash guidelines

MANAGER'S AND TREASURER'S REPORT

- March 2025 Financials were reviewed, noting a cash balance in all accounts as of 3/31/25 of \$1,137,885.93.
- Accounts Receivable as of 3/31/25 is \$90,694.40, the 2025 dues are dated February 1, 2025.
- Per the March Board meeting, 31 accounts were sent late notices: 8 paid (\$9662.81), 2 requested payment plans, and 21 sending to attorney.
- As of 4/30/25, \$144,657.24 in dues have been collected.

EXECUTIVE SESSION

- Harold Dorsey made a motion to go into Executive Session at 7:19 pm to discuss a legal matter. John McCann seconded the motion. Motion passed unanimously.
- John McCann made a motion to come out of Executive Session at 7:27 pm. Harold Dorsey seconded the motion. Motion passed unanimously.

Management will contact attorney to draft Virtual Meeting Resolution, to include the following:

- 5 minute maximum speaking time per person during homeowners forum
- Guidelines for recording during meeting
- Board to approve resolution via Action Without Meeting

OLD BUSINESS

- Discussion regarding parking/visitor parking and towing enforcement. John McCann made a motion to approve Dominion Wrecker to perform patrol services during the hours of 10am-6pm. Harold Dorsey seconded the motion. Motion passed unanimously. Management will email and mail notices to membership that towing will be enforced, effective 6/1/25.

NEW BUSINESS

- Concrete Proposals:
 - Two proposals were reviewed/discussed:
 - World Cleaning & Restoration, \$5850.00
 - Dominion Paving, \$4984.00
 - John McCann made a motion to approve Dominion Paving Proposal#02802-1, \$4984.00. Don Collins II seconded the motion. Motion passed unanimously.
- Woodline Cleaning Proposals:
 - Three proposals were reviewed/discussed:
 - World Cleaning & Restoration, \$850.00
 - Evergreen Cleaning Services, \$675.00
 - TYL, \$3500.00
 - Harold Dorsey made a motion to approve Evergreen Cleaning Services, 3/18/25 Proposal, \$675.00. John McCann seconded the motion. Motion passed unanimously.
- Trash Guidelines
 - Board agreed no changes will be made to the SLC architectural guidelines.

- 15743 London, Car Charger PIR: Management to email to board for review/decision.

TIME, PLACE, AND LOCATION OF NEXT MEETING

2025 Board Meeting Schedule

- 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 8:40 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 AUGUST 20, 2025 BOARD OF DIRECTORS MEETING.