

**SOUTHLAKE COVE TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS MEETING
August 20, 2025**

CALL TO ORDER/DECLARATION OF QUORUM

- The meeting was called to order by Board Member John McCann at 7:02 pm. The meeting was hosted on Zoom in accordance with POLICY RESOLUTION NO. 2025-07-01, Electronic Meeting Resolution.
- Board Member John McCann declared a quorum with all four board members in attendance.
- Board Members in attendance: John McCann, Guillermo Garcia, Jr., Felicia Stephenson, Don Collins II
- Homeowners in attendance: Tyler Nealey
- Management in attendance: Dan Cullinane, Jill Cullinane, Jim Uvena

VOLUNTEER BOARD MEMBER

- Tyler Nealey took the floor to present his interest in joining the board, to fill the vacant 5th position (term: 2022-2025).

EXECUTIVE SESSION

- John McCann made a motion to go into Executive Session at 7:06 pm to discuss the vacant board position. Guillermo Garcia, Jr. seconded the motion. Motion passed unanimously.
- John McCann made a motion to come out of Executive Session at 7:11 pm. Guillermo Garcia, Jr. seconded the motion. Motion passed unanimously.

John McCann expressed to Tyler Nealey the Board's appreciation of his interest in joining the board. However, the board will not be appointing anyone at this time since the vacant term is up for election at the 2025 Annual Meeting, taking place in November, and there are no other meetings until then. The board encouraged Tyler Nealey to submit his name/bio for the 2025 Annual Meeting election to be voted on by the membership.

APPROVAL OF MAY 7, 2025 MEETING MINUTES

- John McCann made a motion to approve the May 7, 2025 Board of Directors Meeting Minutes. Felicia Stephenson seconded the motion. Motion passed unanimously.

HOMEOWNERS FORUM

Discussion regarding the following took place:

- Painting the curbing yellow where townhomes have garages
- Illegal dumping on common area, to include, shrub trimmings
- Honeysuckles growing through retaining wall fence

MANAGER'S AND TREASURER'S REPORT

- July 2025 Financials were reviewed, noting a cash balance in all accounts as of 7/31/25 of \$1,131,239.40.
- Accounts Receivable as of 7/31/25 is \$51,451.13, the 2025 dues are dated February 1, 2025.
- In June, 65 late notices were sent, 45 past due notices with a deadline of 8/31/25 were sent, 18 accounts were forwarded to the attorney, 3 payment plans were accepted. Since then, 51 out of 65 late notices that were sent have paid, 18 out of 45 past due notices with a deadline of 8/31/25 have paid, 1 out of 18 attorney accounts have paid, all 3 payment plans have defaulted.
 - John McCann made a motion to send the following accounts to the attorney for further collections: 27 past due notices with a deadline of 8/31/25, 3 payment plans that defaulted. Guillermo Garcia, Jr. seconded the motion. Motion passed unanimously.
- As of 7/31/25, \$178,378.34 in dues have been collected.
- Board reminder to management to close out Truist-9779, and update signature cards that currently have John Larkin II and Harold Dorsey, keeping Jim Uvena.

OLD BUSINESS

- PIRS
 - Account#6030A - Front door and awning/roof
 - John McCann made a motion to approve the door change color and deny the awning/roof color change at this time. Don Collins II seconded the motion. Motion passed unanimously.
 - Account#6015 - Trash storage
 - Board denied request and owner has 30 days to remove existing white panel.
 - Account#6024 - Trash storage
 - Board denied request
- Board requests management to do a drive-thru inspection, noting any front yard trash screens/barriers/fencing. Send notice that it must be removed within 30 days of receiving notice.
- EV Charging Stations: Attorney opinion and EV example were reviewed/discussed. Board requests management to draft a Policy Resolution for EV Charging Stations to include the following:
 - Charging station must be located/installed on lot owner's property, within 2 feet of their house. Charging station cannot be located/installed on the edge of their front yard.
 - A cord cover must be used.
 - Lot owner must provide proof of insurance.
- Policy Resolution No. 2025-07-01: Establishing procedures for electronic meetings was adopted on July 2, 2025 by an Action Without Meeting on July 1, 2025.

NEW BUSINESS

- 2026 Proposed Budget was reviewed/discussed. Management reviewed the 2026 proposed activity per the Reserve Study and stated that the reserve has been adequately funded.
 - John McCann made a motion to approve the 2026 proposed budget, as presented, with a 0% increase in the 2026 dues. Felicia Stephenson seconded the motion. Motion passed unanimously.
- Retaining Wall Monitoring: The board would like to resume monitoring in 2026.
- 2025-2026 Snow Removal proposals. Out of the 10 companies that management solicited for proposals, 2 companies responded. Many landscaping companies will not do snow removal for non-landscaping clients.
 - John McCann made a motion to approve CJ's Lawn and Tree Service proposal as presented, Nov 2025 to Mar 2026. Guillermo Garcia, Jr. seconded the motion. Motion passed unanimously.
 - Board agreed to the following as the Board Snow Liaison: Guillermo Garcia, Jr, John McCann (backup)
- Landscaping - current contract (expired 12/31/26): there was discussion regarding the current performance/service of Town & Country. Management will set a meeting with the crew supervisor, Sam, and Guillermo Garcia, Jr. on site for the upcoming week to do a walk-through and address any issues.

TIME, PLACE, AND LOCATION OF NEXT MEETING

2025 Board Meeting Schedule

- November 5, 2025 @ 7pm (Annual Meeting with Regular Board Meeting immediately following)
- Location: Zoom only

ADJOURNMENT Board Member John McCann made a motion for adjournment at 8:35 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 NOVEMBER 5, 2025 BOARD OF DIRECTORS MEETING.