

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

CALL TO ORDER/DECLARATION OF QUORUM

- The meeting was called to order by Board Member John McCann at 7:05 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 three board members in attendance.
- Board Members in attendance: John McCann, Guillermo Garcia, Jr., Felicia Stephenson
- Homeowners in attendance: Tyler Nealey, Don Collins II, Michael Steven Kenefick
- Management in attendance: Dan Cullinane, Jill Cullinane

APPOINT BOARD MEMBERS

- John McCann made a motion to appoint Tyler Nealey and Don Collins II to the two open board positions, both with terms of 2025-2028. Guillermo Garcia, Jr. seconded the motion. Motion passed unanimously.

ELECT OFFICER POSITIONS 2025-2026

- Guillermo Garcia, Jr. made a motion to approve the following officer positions for 2025-2026:
 - President: John McCann
 - Vice President: Felicia Stephenson
 - Secretary: Don Collins II
 - Treasurer: Tyler Nealey
 - Member: Guillermo Garcia, Jr.
- Don Collins II seconded the motion. Motion passed unanimously.

APPROVAL OF AUGUST 20, 2025 MEETING MINUTES

- John McCann made a motion to approve the August 20, 2025 Board of Directors Meeting Minutes. Felicia Stephenson seconded the motion. Motion passed unanimously.

HOMEOWNERS FORUM

Discussion regarding the following took place:

- Home projects that require a PIR.
- Towing for expired tags/inspection. John McCann made a motion to approve the towing company to sticker vehicles with a 24-hour warning notice before towing. Don Collins II seconded the motion. Motion passed unanimously.
- Fire hydrant markers - two are missing. Board agrees to replace the 2 missing markers. Board also agrees to annually remove the markers by March 31, and re-install by December 1. Management to get pricing.
- Tree stumps at the end of Winding Creek at the woodline: Board would like the stumps ground. Management to get proposals.
- Fence around retaining walls were discussed. Management provided an update that they are in contact with the contractor, and no payment will be made until the work is complete.
- Privacy fences between properties: may be marking the property line or developer installed them.

MANAGER'S AND TREASURER'S REPORT

- September 2025 Financials were reviewed, noting a cash balance in all accounts as of 9/30/25 of \$1,105,429.10..
- Accounts Receivable as of 9/30/25 is \$43,364.80.
- As of 9/30/25, \$187,951.60 in dues have been collected.
- Management is in the process of closing out Truist-9779.
- John McCann made a motion to update all signature cards to have John McCann and Tyler Nealey, keeping Jim Uvena on the checking account. Felicia Stephenson seconded the motion. Motion passed unanimously.

OLD BUSINESS

- PIRS
 - Account#6123 - Limb trimming, patio/retaining wall, shed
 - Board confirmed the limb trimming does not require a PIR and owner may proceed.
 - Felicia Stephenson made a motion to approve the shed PIR and retaining wall/patio PIR as submitted. Don Collins II seconded the motion. Motion passed unanimously.
 - Owner, in attendance, also confirmed the correct mailing address for management to update.
 - Account#6146 - Fence, shed
 - Board denied the PIR for the fence and shed as submitted. Board also noted the PIR was missing neighbor signatures.

NEW BUSINESS

- Policy Resolution #2025-09-01 - Electric Vehicle Charging Station
 - Board agreed to table for now until the attorney can provide more information regarding insurance coverage.
 - Management will also contact insurance agent to find out if they have any guidelines/requirements.
- Columbia Gas of Virginia Easement Offer
 - Board would like attorney to review the offer, taking into account attorney fees/time to be included in counteroffer.

2026 Proposed Board Meeting Schedule

- Felicia Stephenson made a motion to approve the 2026 proposed board meeting schedule as presented. John McCann seconded the motion. Motion passed unanimously.
- Board would like management to provide a copy of the schedule to MPOA/Montclairion.

TIME, PLACE, AND LOCATION OF NEXT MEETING**2026 Board Meeting Schedule**

- January 7, 2026 @ 7pm, Zoom
- March 4, 2026 @ 7pm, Zoom
- May 6, 2026 @ 7pm, Zoom
- August 19, 2026 @ 7pm, Zoom (Budget Review)
- November 4, 2026 @ 7pm, Zoom (Annual Meeting with Board meeting immediately following)

ADJOURNMENT Board Member John McCann made a motion for adjournment at 8:31 p.m. Don Collins II 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 JANUARY 7, 2026 BOARD OF DIRECTORS MEETING.