

**STOCKBRIDGE CONDOMINIUM ASSOCIATION (SCA)
VIRTUAL BOARD MEETING MINUTES
JULY 28, 2020**

BOARD MEMBERS PRESENT

BRENDA PURDY	STOCKBRIDGE PRESIDENT
SHELLEY HAVENER	STOCKBRIDGE VICE PRESIDENT
CARRIE SILLIMAN	STOCKBRIDGE SECRETARY
SUSAN WEBB	STOCKBRIDGE TREASURER
LOUIS WILLIAMS JR.	STOCKBRIDGE MEMBER AT LARGE

MANAGEMENT ATTENDEES

JAMES UVENA	CAVALIER MANAGEMENT GROUP PRESIDENT
JILLIAN CULLINANE	CAVALIER MANAGEMENT GROUP ADMINISTRATION
DAN CULLINANE	CAVALIER MANAGEMENT GROUP OPERATIONS

I. CALL TO ORDER

President, Brenda Purdy called the meeting to order at 7:13 p.m. The meeting was held virtually, using ZOOM. Notification of the virtual board meeting was posted on cavaliermanagementhoa.com per guidelines set by Virginia's 04/22/20 Emergency Legislation allowing virtual board meetings.

II. ESTABLISHMENT OF QUORUM

Five (5) board members present.

III. APPROVAL OF MINUTES

Review and approval of minutes of the SCA meeting on April 28, 2020 was postponed until a future meeting.

IV. RESIDENT FORUM

Five (5) residents in attendance. Each resident was give a 2minute limit per owner/resident.

Phyllis Dickerson: Did not have any comments to bring before the meeting.

Rudy W: Expressed concerns regards to the trash policy for the community. President Purdy explained that owner(s)/resident(s) will get a violation letter with ten (10) days to respond back to request a hearing of Cavalier Management Group, as detailed in the violation letter. A second violation letter will be sent to the owner(s)/resident(s) at fifteen (15) days. SCA cannot fine owner(s)/resident(s) as per of condominium documents.

Mrs. Morgan: Expressed concerns regards to the decks being completed. She was specifically concerned that SCA had no recourse to go after the contractor who completed the work on the decks without the proper Prince William County building permit(s). Cavalier Management Groups Operations Manager, Dan Cullinane, explained that only licensed and insured contractors will be working on SCA work from now and into the future. These contractors will be expected to follow Prince William County building permit guidelines. Additionally, two (2) permits have been obtained from Prince William County and proposals from J&L Affordable have been approved to complete that work. The availability of pressure treated wood has been found to be limited at this time.

Sandy Flatequel: Expressed agreement with Mrs. Morgan with regards to the deck work.

Susan Flynn and Jessie: Lives at 4205 and is awaiting roof repair work. The insurance company has gotten back to SCA with their decision on the requested repair work.

Ms. Venturi: Had difficulty with her connectivity to the ZOOM platform that did not allow her to participate as needed. She hopes to be able to connect in a future meeting.

V. MANAGEMENT REPORT

Financials for the month of June, 2020 were reported. James Uvena identified to the SCA BOD that a \$23,000.00 reclassification from the shared fund reserve fund to the operating fund is required for the Pool expenses. To date, \$14,750.00 has been expended to address the Prince William County inspection of several decks on the property. This expense will require a reclassification from the SCA reserve fund as this is over the budgeted amount for deck expenses.

The 2019 Tax Report are ready for President Purdy to sign.

The 2019 Audit is completed.

The January 31 through March 31 Transition Audit is complete and requires signature of the SCA BOD.

As a reminder, all work requests need to be submitted to Dan Cullinane's email at, operationscavaliermgmt@gmail.com.

Forms can be found on the Cavalier Management Group web site, under the SCA page, at cavaliermanagementhoa.com/stockbridge-condominium, in the Forms section.

As a reminder, for online payment service SCA will be charged a \$20.00 fee per month for QuickBooks. Residents should follow the PAYMENT INSTRUCTIONS to pay by credit card, debit card, or ACH transfer. All billing related inquiries should be sent to Jillian Cullinane's email at jilliancavaliermgmt@gmail.com.

VI. OLD BUSINESS

The 2020 Interim Audit, draft and Interim Audit Representation Letter are ready to be signed by President Purdy.

The repairs of decks identified by Prince William County as needing to be brought up to code continues. Two (2) are in process with twelve (12) in permit phase. No footings were required, only the flat boards and railings were required. Another owner/resident has requested deck work.

Following up with estimates provided to PMI, four (4) window repair/replacements were proposed and approved by the SCA Board.

VII. NEW BUSINESS

Two (2) proposals were presented from World Cleaning & Restoration. Susan Webb motioned to approve and Brenda Purdy seconded. The motion carried unanimously.

Several front wrought iron railings need to be repaired in the community. President Purdy and Cavalier Management Group are to walk the community property either Tuesday or Thursday of next week to identify a work list of items to be resolved.

The SCA parking spot numbers need to be repainted. President Purdy made a motion and Louis Williams, Jr. seconded the motion. The motion carried unanimously. Cavalier Management Group will bring a proposal to the SCA BOD to review in a future meeting.

President Purdy expressed concerns that community concerns were numerous and proposed that the BOD meet monthly, rather than quarterly. Cavalier Management Group agreed with that suggestion. For the foreseeable future, virtual meetings, using the ZOOM platform, will be used. The meeting schedule will be kept up to date on the SCA page on the Cavalier Management Group web page. Any questions should be addressed to Jillian Cullinane's email at jilliancavaliermgmt@gmail.com.

Both Mrs. Morgan and Ms. Dickerson expressed interest in being on a Covenants Committee for SCA. President Purdy explained that it has been a large challenge to engage the SCA owner(s)/resident(s) in support of the Covenants especially in management of costs associated with the monthly owner fees to be paid to the SCA. To date, the Covenants Committee has typically only included SCA BOD members and members of the Property Management team. At a future meeting, the naming of the members of the Covenants Committee will be discussed.

President, Brenda Purdy, adjourned open session at 8:00 p.m.

IX. EXECUTIVE SESSION

Executive session was called order at 8:01 p.m.

Executive session was adjourned at 8:45 p.m.

X. MEETING ADJOURNED

President Brenda Purdy motioned to adjourn the meeting at 8:45 p.m. Susan Webb seconded the motion. The motion carried unanimously.

XI. NEXT MEETING

The next meeting will be held on August 25, 2020 at 7 p.m. as a virtual board meeting. Please remember to register for the meeting as soon as possible so that you can receive the confirmation email to access the meeting.

Submitted by CARRIE SILLIMAN, Stockbridge Condominium Secretary

Motion to approve July 28, 2020 Board Meeting Minutes made by SUSAN WEBB.

Seconded by SHELLEY HAVENER.

Motion passed unanimously at the August 25, 2020 Virtual Board Meeting.