

**STOCKBRIDGE CONDOMINIUM ASSOCIATION (SCA)  
VIRTUAL BORAD MEETING MINUTES  
AUGUST 25, 2020**

**BOARD MEMBERS PRESENT**

BRENDA PURDY	STOCKBRIDGE PRESIDENT
SHELLEY HAVENER	STOCKBRIDGE VICE PRESIDENT
CARRIE SILLIMAN	STOCKBRIDGE SECRETARY
SUSAN WEBB	STOCKBRIDGE TREASURER

**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 7:03 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**

Four (4) board members present.

**III. APPROVAL OF MINUTES**

Shelley motioned to approve the meeting minutes from April 28, 2020 as written. Susan seconded. Susan motioned to approve the meeting minutes from July 28, 2020 as written. Shelley seconded. These motions carried unanimously.

**IV. RESIDENT FORUM**

Nine (9) residents in attendance. Several residents expressed appreciation at being included in the meeting and just listening in. Residents reminded Cavalier of maintenance requests made for their homes, including vent covers, deck maintenance, window replacement, and tree trimming.

**V. MANAGEMENT REPORT**

Operating Fund Balance \$62,362.50  
Reserve Association Balance \$240,243.81  
Shared Operating Balance \$119,239.87  
Shared Balance \$38,785.71

All work requests need to be submitted to Dan Cullinane's email at, [operationscavaliermgmt@gmail.com](mailto:operationscavaliermgmt@gmail.com).

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

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](mailto:jilliancavaliermgmt@gmail.com).

## **VII. NEW BUSINESS**

### **Committee Interest**

Covenants committee is three members, appointed by the Board of Directors for a one year term. The goal of the committee is to ensure visual harmony of the community.

Elections committee is one Board member and at least two members, appointed by the Board of Directors. Reach out to the community, 90 days prior to an election to nominate candidates.

Pool closing/winterization proposals were presented. The Board wanted additional time to review these.

Second Generation window replacement proposal was presented. Shelley motioned and Susan seconded the proposal. The vote was unanimous.

World Cleaning & Restoration proposal was presented. Shelley motioned and Susan seconded the proposal. The vote was unanimous.

J.L. Affordable proposal was presented. Shelley motioned and Susan seconded the proposal. The vote was unanimous.

The Carpet Store proposal was presented. Susan motioned and Carrie seconded the proposal. The vote was unanimous.

The association's FHA Certification will expire in October. Our lawyers offered to apply for the new certification. Susan motioned and Brenda seconded the proposal. The vote was unanimous.

Parking tags were discussed.

President, Brenda Purdy, adjourned open session at 8:23 p.m.

## **IX. EXECUTIVE SESSION**

Executive session was called to order at 8:25 p.m.

Executive session was adjourned at 8:47 p.m.

## **X. MEETING ADJOURNED**

Carrie Silliman motioned to adjourn the meeting at 8:49 p.m. Susan Webb seconded the motion. The motion carried unanimously.

## **XI. NEXT MEETING**

The next meeting will be held on September 29, 2020 at 7 p.m. location to be determined.

The Annual meeting will be held on October 27, 2020 location to be determined.

Submitted by CARRIE SILLIMAN, Stockbridge Condominium Secretary

Motion to approve August 25, 2020 Board Meeting Minutes made by BRENDA PURDY.  
Seconded by SHELLEY HAVENER.

Motion passed unanimously at the September 29, 2020 Virtual Board Meeting.