

**STOCKBRIDGE CONDOMINIUM ASSOCIATION (SCA)  
VIRTUAL BOARD MEETING MINUTES  
SEPTEMBER 29, 2020**

**BOARD MEMBERS PRESENT**

BRENDA PURDY	STOCKBRIDGE PRESIDENT
SHELLEY HAVENER	STOCKBRIDGE VICE PRESIDENT
CARRIE SILLIMAN	STOCKBRIDGE SECRETARY
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 7:01 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**

Brenda motioned to approve the meeting minutes from August 25, 2020 as written. Shelley seconded. The motion carried unanimously.

**IV. RESIDENT FORUM**

Eleven (11) residents in attendance. Several residents expressed appreciation at being included in the meeting and just listening in. A resident expressed concerns about ensuring the community knows of the board meeting details. Jillian reminded the community that the Cavalier web site communicates the details of the meetings.

**V. MANAGEMENT REPORT**

Operating Fund Balance (Checking) \$82,713.78  
Reserve Association Balance (Savings) \$240,243.81  
Receivable \$64,412.34  
Shared Operating Balance \$130,394.93  
Shared Balance \$38,785.71

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.

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. OLD BUSINESS

Water bills for the pool for July - August, 2020. The high usage amount cause(s) were not identified. The bills were approved for payment.

- PWCSA Water Bills
  - A/C#: 3028275, \$3133.15 for 7/10/20-8/10/20
  - A/C#: 3028276, \$4809.50 for 7/10/20-8/10/20
  - Motion to approve both bills for payment: Brenda, 2nd: Shelley, all in favor, motion passed unanimously

Guzman bill for leak repair was presented.

- Guzman and Company, Inv. 08262020, \$365.00: Motion to approve for payment: Brenda, 2nd: Carrie, all in favor, motion passed unanimously

Shelley's reimbursement for \$39.67 was presented.

- Shelley's reimbursement for \$39.67 (repairs to unit on 9/3/20), Motion to approve: Brenda, 2nd: Louis, all in favor, motion passed unanimously

Pool closing/winterization proposals were presented.

- Commonwealth Aquatics, Quote#: 119571, \$922.17
- MGN Pools, Proposal#1, \$750.00
- Sunset Pool Management, Proposal#29114, \$1150.00
- HA Pools will winterize for free if we select HA Pools' 2021 contract
- Motion to accept HA Pools for winterization as long as they will to write winterizing into their 2021 contract, if not, select Commonwealth for winterization: Shelley, 2nd: Brenda, all in favor, motion passed unanimously

## VIII. NEW BUSINESS

Guzman proposal for 2020-2021 snow removal was presented.

- Motion to accept: Shelley, 2nd: Brenda, all in favor, motion passed unanimously

World Cleaning & Restoration proposals for several projects were presented.

- World Cleaning & Restoration proposal
  - 9/2/20 proposal, Total: \$8720.00
    - TABLE FOR NOW
  - 9/22/20 proposal, Total: \$750.00
    - Leak in awning: Motion to accept: Brenda, 2nd: Shelley, all in favor, motion passed unanimously
  - 9/22/20 proposal, Total: \$2,850.00 - ***POOL COMMITTEE***
    - Lighting at pool parking lot: Motion to approve: Brenda, 2nd: Shelley, all in favor, motion passed unanimously
  - 9/24/20 proposal, Total: \$11,375.00
    - Railings repairs - Cavalier will be getting 2 more proposals
    - 16266 railing is completely broken - Cavalier will get price to repair this asap

Parking lot painting/stripping proposals were presented from two companies.

Community pool management proposals for the 2021 season were presented from four companies. - **POOL COMMITTEE**

- Commonwealth Aquatics: \$38,171
- HA Pools, \$35,339
- MGN Pools Management, \$29,700 - no
- Sunset Pool: \$36,846
- Motion to accept HA pools 2021 contract: Shelley, 2nd: Brenda, all in favor, motion passed unanimously

President, Brenda Purdy, adjourned open session at 7:56 p.m.

#### **IX. EXECUTIVE SESSION**

Executive session was called to order at 7:58 p.m.

Return to Regular Session from Executive Session. Executive session was adjourned at 8:48 p.m.

Motion to return to regular session: Brenda, 2nd: Shelley, all in favor, motion passed unanimously

#### **X. NEXT MEETING**

The Annual meeting for 2020 has been postponed due to COVID.

- Annual Meeting, October 27, 2020
  - All board members' terms are effective 2019 per the Jan 2020 Annual (2019 rescheduled)
  - Motion to postpone Annual Meeting to 2021: Carrie, 2nd: Brenda, all in favor, motion passed unanimously

The next Hearing date will be October 20, 2020 at 7pm on Zoom, and the next Board Meeting will be October 27, 2020 at 7 p.m. on Zoom.

#### **XI. MEETING ADJOURNED**

Carrie Silliman motioned to adjourn the meeting at 8:51 p.m. Louis Williams, Jr. seconded the motion. The motion carried unanimously.

Submitted by CARRIE SILLIMAN, Stockbridge Condominium Secretary

Motion to approve September 29, 2020 Board Meeting Minutes made by CARRIE SILLIMAN. Seconded by SUSAN WEBB.

Motion passed unanimously at the January 26, 2021 Virtual Board Meeting.