

**STOCKBRIDGE CONDOMINIUM ASSOCIATION (SCA)
VIRTUAL BOARD MEETING MINUTES
JANUARY 26, 2021**

BOARD MEMBERS PRESENT

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

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

The meeting minutes for the September 29, 2020 and October 27, 2020 Board meetings were presented. MOTION TO APPROVE: CARRIE, 2ND: SUSAN, ALL IN FAVOR, MOTION PASSED UNANIMOUSLY.

IV. MEETING PROCEDURES

All attendees, except Board Members, will be required to be muted during the general meeting. If an attendee has a question on the topic being discussed, they must submit it through the "chat" feature.

V. MANAGEMENT REPORT

James Uvena presented the following

November, 2020 financial details:

Operating Fund Balance (Checking) \$75,706.74

Reserve Association Balance (Savings) \$277,440.54

Receivable \$65,007.94

Due to certified parking suspension hearings, nearly \$14,000.00 has been recovered in past dues.

Profit and Loss Statement remains in line with the 2020 budget, expected to be \$147,500.00 with the close of December, 2020 financials.

Proposed 2021 Budget:

The proposed 2021 budget was presented. MOTION TO APPROVE: SUSAN, 2ND: CARRIE, ALL IN FAVOR, MOTION PASSED UNANIMOUSLY.

VI. OLD BUSINESS

- 2021 Landscaping Contract with Guzman and Company was presented. MOTION TO APPROVE: SUSAN, 2ND: BRENDA, ALL IN FAVOR, MOTION PASSED UNANIMOUSLY.
- Deck repairs completed for all decks included in the report of concerns to Prince William County. Units include: 008A, 070A, 080B, 088A, 091B, 095A, 096A, 097E, 101D, 105B, 109D, 110D
- President Purdy added that we have discovered that SCA is identified as a Commercial Property with Prince William County. This designation can cause issues with getting permits for homeowners. Cavalier Management is working to correctly identify SCA as a Residential Property with Prince William County.
- President Purdy added that she has been in email communication with VDOT's Aleksandra Tuliszka regarding the progress of the approved traffic study for the Route 234 Corridor and Stockbridge Drive. Additional approval processing is required to see the actual study occur.

VII. NEW BUSINESS

- Reserve Advisors: Reserve Study Update proposal was presented. Last study was completed 5/6/16. MOTION TO APPROVE: CARRIE, 2ND: SUSAN, ALL IN FAVOR, MOTION PASSED UNANIMOUSLY.
- Action Without Meeting 11/10/2020 was presented. UNANIMOUSLY NO.
- ATS Service, LLC Quote 324 & 325 was presented. MOTION TO APPROVE: CARRIE, 2ND: SUSAN, ALL IN FAVOR, MOTION PASSED UNANIMOUSLY.
 - ❑ DAN CULLINANE expects the earliest state date to be March to mid April.
- Second Generation Home Improvement Company proposal was presented. MOTION TO APPROVE: SUSAN, 2ND: CARRIE, ALL IN FAVOR, MOTION PASSED UNANIMOUSLY.
 - ❑ DAN CULLINANE expects a 5 to 6 lag time after Second Generation Home Improvement is notified of approval of proposal to be able to schedule installation.
- J.L. Affordable proposals presented:
 - ❑ 16198 Taconic - MOTION TO APPROVE: SHELLEY, 2ND: CARRIE, ALL IN FAVOR, MOTION PASSED UNANIMOUSLY.
 - ❑ 16300 Taconic - Special Winter Price offered. MOTION TO APPROVE: BRENDA, 2ND: CARRIE, ALL IN FAVOR, MOTION PASSED UNANIMOUSLY.
 - ❑ 16301 Taconic - Special Winter Price offered. MOTION TO APPROVE: SUSAN, 2ND: CARRIE, ALL IN FAVOR, MOTION PASSED UNANIMOUSLY.
- Parking Resolution - Policy Resolution No, 7-2021 was presented.
 - ❑ Per Policy Resolution No. 2: Adopting Policy Resolutions
 - Hearing will be scheduled for February 9, 2021 at 7 PM on ZOOM. This will be the opportunity for talking about the resolution and asking questions.
 - ❑ Select style of parking passes. Several options were presented. The green and white hang tags were chosen. MOTION TO APPROVE: CARRIE, 2ND: SHELLEY, ALL IN FAVOR, MOTION PASSED UNANIMOUSLY.
- Executive Session - to discuss matters involving violations of the rules and regulations
 - ❑ MOTION TO GO INTO EXECUTIVE SESSION AT 7:35 PM BY: CARRIE, 2ND: SUSAN, ALL IN FAVOR, MOTION PASSED UNANIMOUSLY

- Return to Regular Session from Executive Session
- ❑ MOTION AT 8:16 PM BY: CARRIE, 2ND: SHELLEY, ALL IN FAVOR, MOTION PASSED UNANIMOUSLY
- ❑ JAMES UVENA provided a recap of the executive session actions by the Board:
 - Payment plan for one unit
 - HIMA to install handicap ramp on one unit
 - Water damage
 - Voted to fill remaining unexpired term for Member-At-Large Board member position, vacated by Louis Williams Jr., with Charles White from today until the next annual meeting. Mr. White needs to accept or reject the vote.
 - Charles White accepted the position.

VIII. HOME OWNER AND RESIDENT FORUM

Eight (8) residents in attendance and some residents had submitted questions to members of the Board of Directors prior to the meeting. Concerns about the 2021 budget having not been communicated to the SCA community prior to 2021. The budget for 2021 was approved in this meeting; the unit association dues will not be changing for 2021. Concerns were discussed regarding the vacancy on the Board not being communicated to the SCA community and tie breaking in voting decisions. Only three (3) Board members are required to vote positive. If that is not possible, the vote must be tabled until a Board member changes their vote or another Board member joins the Board. Ongoing ADA compliant communications with the SCA community.

X. ADJOURNMENT

MOTION @ 8:31PM BY: CARRIE, 2ND: SUSAN, ALL IN FAVOR, MOTION PASSED UNANIMOUSLY.

XI. NEXT MEETING

Parking Resolution No, 7-2021 meeting February 9, 2021 at 7PM on ZOOM.
The next Board meeting will be held on February 23, 2021 at 7PM on ZOOM.

Submitted by: Carrie Silliman – Stockbridge Secretary

Motion to approve January 26, 2021 Board Meeting Minutes made by Brenda Purdy.

Seconded by Shelley Havener.

Motion passed unanimously at the February 23, 2021 Board Meeting.