

**STOCKBRIDGE CONDOMINIUM ASSOCIATION (SCA)
VIRTUAL BOARD MEETING MINUTES
SEPTEMBER 28, 2021**

BOARD MEMBERS PRESENT

BRENDA PURDY	STOCKBRIDGE PRESIDENT
SHELLEY HAVENER	STOCKBRIDGE VICE PRESIDENT
CARRIE SILLIMAN	STOCKBRIDGE SECRETARY
CHARLES WHITE, JR.	STOCKBRIDGE MEMBER-AT-LARGE

MANAGEMENT ATTENDEES

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

CALL TO ORDER

President Brenda Purdy called the meeting to order at 7:07 p.m. The meeting was held virtually, using ZOOM, in accordance with Admin Resolution No. 04-2021. Notification of the virtual board meeting was posted on cavaliermanagementhoa.com.

ESTABLISHMENT OF QUORUM

Four (4) board members present.

APPROVAL OF MINUTES

The August 31, 2021 Board Meeting Minutes were reviewed. MOTION TO APPROVE: CARRIE, SECONDED: SHELLEY, MOTION PASSED UNANIMOUSLY.

FINANCIALS REPORT

Operating Fund Balance (Checking), as of 8/31/21: \$47,126.61

Reserve Association Balance (Savings), as of 8/31/21: \$379,656.76

As previously discussed, the snow removal line item is \$4325 over budget.

The Association also had an unbudgeted expense of \$7700.00 related to a water leak. The association attempted to file an insurance claim, however, the cost was under the \$10,000 deductible. The association is currently pursuing reimbursement from the unit owners.

OLD BUSINESS

Action Without Meeting 9/10/2021: Approval of 2022 proposed budgets, with an increase in dues (2%). The budget will be distributed to membership in compliance with the Bylaws.

NEW BUSINESS

- American Disposal Yard Debris Collection Rate Increase Notice: PWC is now requiring all trash haulers to collect yard waste in a special yard waste truck, therefore causing an increase in the service rate for many trash providers. Management is still in the process of obtaining proposals from several trash service providers. Will provide Board with proposals for review once received.
- Concrete Trip Hazard Proposals were reviewed: Brothers Paving, #21469-2, Total: \$18,103 and Dominion Paving & Sealing, April 15, 2021, \$15,420: 1st priority work, \$4,211: 2nd priority work, Total: \$19,631.00. Motion to approve Dominion Paving & Sealing, April 15, 2021, \$15,420: 1st priority work, \$4,211: 2nd priority work, Total: \$19,631.00: Carrie, Seconded: Brenda, Motion passed unanimously.
- J.L. Affordable, 9-17-21 proposal, 16287 Taconic Deck and Fence repairs, \$1895.00 Motion to approve: Carrie, Seconded: Shelley, Motion passed unanimously.
- K Bar Kontracting, Estimate#808****, 4220 Stockbridge Dr., \$6180.02: Windows are original and are in bad shape, replace 6. Motion to approve: Brenda, Seconded: Shelley, Motion passed unanimously.
- K Bar Kontracting, Estimate#807****, 16221 Taconic Circle, \$7033.40: Windows are original and are in bad shape, replace 8. Motion to approve: Brenda, Seconded: Shelley, Motion passed unanimously.
- Precision Tree proposal, \$4370.00: On the walk-through, Board/Management noticed at least 6 dead trees and in the rear of buildings the trees are reaching over retaining walls and hitting the rear of homes. Work

can be completed within 3 weeks from receiving signed proposal. Motion to approve: Brenda, Seconded: Shelley, Motion passed unanimously.

- World Cleaning & Restoration, 9/21/2021 Proposal, 4247, 4214, 16254, \$1950.00: Fix leak from window, remove/replace front door trim with PVC, and remove/replace storage door. Motion to approve: Shelley, Seconded: Brenda, Motion passed unanimously.
- World Cleaning & Restoration, 9/21/2021 Proposal, 16221 and 16209 Door proposal, \$3350.00. Motion to approve: Shelley, Seconded: Charles, Motion passed unanimously.
- World Cleaning & Restoration, 9/20/2021 Proposal, Power washing: Front and sides of buildings are included. Are the steps? Management to ask and let Board know.
- There was discussion regarding establishing the Elections Committee and setting the 2020/2021 Annual Meeting date.
 - The Elections Committee is to be formed 90 days prior to the Annual Meeting and shall consist of a member of the Board whose term is not then expiring and at least two other Unit Owners.
 - The Elections Committee shall develop election procedures and administer such procedures as are approved by the Board.
 - It was explained that due to several reasons (Covid-19, Delta variant, an inability to hold an in-person meeting until an Elections Committee was established per the guidelines, Shelley not being at the September board meeting to accept her position on the Elections Committee as the only board member whose term is not up for election), the Board is scheduling the 2020/2021 Annual Meeting for January 4, 2022 at 7pm at the Ferlazzo Building, with Zoom being a backup option if the Ferlazzo Building is unavailable.
 - The only Board Member whose term is not expiring is Shelley Havener, appointed as Chairman.
 - Members in attendance (7 total) were asked to volunteer to participate on the Elections Committee (5 member committee) with three members volunteering: Brenda Purdy, Carrie Silliman, and Samantha Sherman.
 - Management will send an email to the volunteers to set up a meeting to establish the election procedures.

Executive Session - to discuss matters involving violations of the rules and regulations

- MOTION TO GO INTO EXECUTIVE SESSION AT 7:57PM: BRENDA, SECONDED: CARRIE, MOTION PASSED UNANIMOUSLY.
- MOTION TO COME OUT OF EXECUTIVE @ 8:32PM: SHELLEY, SECONDED: BRENDA, MOTION PASSED UNANIMOUSLY.

Return to Regular Session from Executive Session

- UNIT 005F: Motion to approve repairs for Unit 005F, in the amount of \$1425.00: BRENDA, Seconded: CARRIE, Motion passed unanimously.
- Motion to deny tenant towing reimbursement: SHELLEY, Seconded: BRENDA, Motion passed unanimously.
- Motion to approve UNIT 008C leak repairs reimbursement, Totaling \$1500.00 contingent upon Lira Painting providing proof of mold remediation (\$550 & \$250) certification: Brenda, Seconded: Charles, Motion passed unanimously.
- Association Complaint - UNIT 096A was reviewed and discussed. The Board believes all concerns were addressed earlier in the meeting and a response will be provided by management to the complainant.

Homeowner and Resident Forum - 2 minute limit per owner/resident

- Seven (7) homeowners were in attendance, but only two (2) stayed until Homeowner Forum.
- Questions regarding the Elections Committee were brought up. Management will send homeowner requirements from Bylaws/Declaration regarding the Elections Committee.

Next Board Meeting date

- OCTOBER 26, 2021 @ 7PM ON ZOOM (BOARD MEETING)

Adjournment: MOTION TO ADJOURN @ 8:47PM BY SHELLEY, SECONDED: CARRIE, MOTION PASSED UNANIMOUSLY.

Submitted by JILLIAN CULLINANE, Property Manager, Cavalier Management

On behalf of the Stockbridge Condominium Secretary

Motion to approve September 28, 2021 Board Meeting Minutes made by BRENDA PURDY.

Seconded by CARRIE SILLIMAN.

Motion passed unanimously at the OCTOBER 26, 2021 Board Meeting.