

**Silver Cup Estates HOA Board of Directors Meeting
Warrenton Police Dept – 333 Carriage House Lane
Warrenton, VA 20186
January 31, 2022**

CALL TO ORDER:

At 7:02 P.M. the meeting was called to order by Kim Acres. There were 10 homeowners from SCEHOA present (including board members) representing Lots 3, 5, 6, 13, 27, 32, 34, 48, 49, and 54.

The following board members were present:

Kim Acres - President
Rich Holland - Vice President
Travis Rogers - Secretary
Michelle Smiley - Treasurer
James Brown - Member at Large

No representative from FVCM was present.

MINUTES FROM PREVIOUS MEETING:

Minutes from the Board of Directors meetings for October 14, 2021, July 19, 2021, and August 7, 2019 and the Annual meeting for March 6, 2019 were presented for approval. Kim motioned to approve, and Michelle seconded.

Management Report:

FVCM Management Report dated January 31, 2022 was read by President Acres and can be reviewed at the bottom of these Minutes.

Financial Report:

The financial report ending December 31, 2021, was presented by Treasurer Smiley.

- There is \$803.03 in the Virginia National Bank checking account. The is \$770.88 in the Oak View National Bank checking account, and \$13,097.32 in the Oak View National Bank MMA. That gives us a total of \$14,671.23 combined the three accounts.

- There are 9 homeowners that owe dues for budget year 2021 totaling \$1,845.00 as reported on the “AR Aging Report”.
- There is \$3,690.00 in prepaids for CY2022 reported on the “Prepaid by Amount Report”

Rich motioned to approve, and Kim seconded. The motion carried unanimously.

Committee Reports:

ACC report was briefed by Eric Treworgy.

Unfinished Business:

- Rich Holland briefed the working session conducted at his house by the members of the Board. Board members initialed a certification stating no official business was conducted or any decisions made during the session.
- Reviewed status of insurance claim for damage incurred by fallen trees. No status update available.
- Discussed replacement of missing trees and removal of stumps. Emails were provided stating SYG has been removed from the bond that kept them responsible for replacing trees. SCE is no longer bound to any agreement to replace trees, though may do so at the discretion of the HOA.
- Reviewed previous claim that homeowners are only authorized to possess one proxy at the annual meeting. Since no documentation was able to be provided by FVCM stating this, it was determined that homeowners are not limited to the number of proxies they are allowed to possess.
- Reviewed Virginia law regarding late fees being assessed to homeowners. Reviewed law with homeowners in attendance and answered any questions posed.
- Addressed quarterly billing of HOA dues. FVCM was unable to provide evidence that 2/3 of homeowners approved the amendment to change billing to quarterly, vice semiannually. Due to lack of

evidence, billing shall be semiannually (i.e. twice a year, not quarterly).

- It was requested that FVCM contact VDOT about cracks in the road. No update was provided. A homeowner suggested that each homeowner contact the applicable county or VDOT representative in order to increase the voices being heard. No official decision was made, and communication is ongoing.
- Still awaiting FVCM records for ACC approval of fence that crosses onto the common area behind Lot 35.

New Business:

- FVCM has not yet responded to the official letter sent via Certified Mail by President Acres containing concerns about charges to the Association. Multiple emails have been sent requesting a response.
- A financial audit is required to be conducted every three years. Last audit was approved in March 2018. An audit will be performed as part of the transition to the new management company.
- Due to a change in Virginia Law, Association governing documents referencing Virginia Title 55, Chapter 26, are to be changed to Virginia Title 55.1, Chapter 18. In lieu of updating each individual document, an Administrative Resolution was adopted and signed by President Acres. Rich motioned to approve, and Kim seconded. The motion carried unanimously.
- Adopted corrected version of SCEHOA Policy Resolution 1 (Due Process Procedure). Corrections included removing an individual's name (from ARMI when it was initially drafted) and revised to be more generic in nature to allow for changes in personnel. Rich motioned to approve, and Kim seconded. All Board members signed resolution with unanimous vote in the affirmative.
- It was proposed that any homeowners who overpaid due to wrongfully assessed (i.e. not in accordance with our governing documents) late fees have the amount credited to their account. Kim motioned to approve, and Rich seconded. The motion carried unanimously. President Acres will send the Homeowner Activity Report to FVCmanagement, showing who should be credited for

wrongfully applied late fees. Once credit has been applied, a new report will be requested to serve as documented proof.

- Discussed proposed management company (Clark Simson Miller). Handout was provided that showed expensive fees from another management company and why they were no longer being considered. After due diligence in scouting prospective companies, Clark Simson Miller was presented to homeowners as hybrid manages/self-managed model. Further discussed process for ACC requests. CSM charges \$25 (assessed to homeowner) for each submitted ACC request. Self-managing ACC requests will avoid this fee. Board answered further questions from homeowners to include costs and processes. Rich motioned to begin contract with CSM on April 1, 2022 and Kim seconded. The motion carried unanimously.

- Tentative dates for future 2022 Board meetings were presented as May 2nd, August 8th, and November 14th.
NOTE: Due to scheduling conflicts, between conclusion of meeting and release of Minutes, actual dates were confirmed for April 25th, August 22nd, and October 24th. This note is not counted as official Minutes but is stated for clarification to the homeowner who may be reading this.

There being no other business, a motion was passed to adjourn the meeting at 8:47 P.M.

Silver Cup Estates Homeowners Association, Inc.

Board of Directors Meeting
January 31, 2022

Management Report

FINANCIAL

- December 2021 draft financial provided for Board review
- Pending Board approval, FVCM will contract for 2021 tax return preparation prior to termination,

VENDORS

- County Waste trash providing weekly service.
- A1 Lawn and Landscape providing annual landscape maintenance thru 2022.
- FVCM contract termination provided to Board. Termination date March 31, 2022.

GENERAL

- All files stored will be transferred at the direction of the Board.
- No pending ARC applications.
- No pending Disclosure requests.

First Virginia Community Management, Inc.
85 Garrett Street, Warrenton, Virginia 540-349-8220
www.FVCmanagement.com