

**Silver Cup Estates HOA Board of Directors Meeting**  
**7447 Silver Cup Dr**  
**Warrenton, VA 20186**  
**February 17, 2026**

**CALL TO ORDER:**

At 7:02 P.M. the meeting was called to order by President Holland. There were 5 homeowners from SCEHOA present (including board members) representing Lots 26, 27, 32, 48, and 49.

The following board members were present:

Richard Holland	- President
Steve Toske	- Vice President
Michelle Smiley	- Treasurer
Travis Rogers	- Secretary
James Brown	- Member at Large

**OPEN FORUM:**

- There was no open forum business to discuss.

**MINUTES FROM PREVIOUS MEETING:**

- Minutes from the Annual Meeting and Board of Directors' meeting on November 18, 2025, were presented for approval. There being no corrections, the Minutes were accepted by President Holland as written.

**FINANCIAL REPORT:**

The financials ending January 31, 2026, were presented by Treasurer Smiley.

- As of January 31, 2026, there is \$25,437.79 in the Association checking account. \$2,203.08 of this balance is for 2026 assessments paid in advance. As of February 11, 2026, there is \$25,383.03 in the Association checking account.
- There is \$990 of Prepays as of February 11, 2026.
- There are 11 homeowners that owe part of their 1st half of assessments as of February 11, 2026. One of the 11 homeowners also owes 2nd half of 2025 assessment and late fees.

- There is \$3,450.50 in Accounts Receivable as of February 11, 2026.

#### **MANAGEMENT REPORT:**

- CSM sent out the 1st half of the 2026 Association's Assessment around December 1, 2025. The Assessment had a Due Date and Late Date of January 1, 2026. President Holland notified CSM that this was incorrect and was told that our collections policy would be followed. An email was sent to the homeowners giving the correct information our Collections Policy attached stating the late First Past Due Statements will be mailed out on or about March 3rd and will include the CSM processing fee.
- CSM sent out 1st Past Due Notices on February 5th, a month early, on 14 homeowners that hadn't paid their 1st half Assessment. President Holland emailed and called our account manager and requested they pull the notices from going out. Otherwise, if the homeowner pays on or before March 3rd, they should not receive or be charged a 1st past due notice and fee of \$10.00 and will have to be credited on their account. On February 10, 2026, President Holland received confirmation that the assessed late fees were reversed and the 1st Past Due statements did not go out.
- President Holland sent an email reminder February 11, 2026, to all the homeowners that had not yet paid the first half of the HOA 2026 assessment. If there are any homeowners that have not paid on or about March 3, 2026, the 1st Past Due Statements will go out with a CSM processing fee.
- On February 6, 2026, CSM sent a "FINAL NOTICE OF DELINQUENCY" to the homeowner that had not paid the 2nd half 2025 assessment and the 1st half 2026 assessment. The homeowner was given 30 days to come current. If they do not become current, legal action will be taken. All fees charged to the Association to settle the account will be charged back to the unit owner's account according to the Associations Governing Documents, the Commonwealth of Virginia Statute, and CSM "Standard Collection Policy."
- CSM retired the old VINE portal in January 2026.

#### **COMMITTEE REPORT:**

##### **ACC Report:**

- No ACC Requests were reported.

##### **Neighborhood Watch Report:**

- No Neighborhood Watch incidents reported.

#### **UNFINISHED BUSINESS:**

- CSM sent out 2026 Assessments in December 2025.
- The Annual 2026 and BoD meeting has been scheduled for November 17, 2026.
- A homeowner requested we look into the option to transfer money to a Money Market Account. We ended the year with \$19,711.97. Of that, \$8,205.08 was from homeowners who paid part or all their 2026 assessment. Therefore, we actually ended the year with \$11,506.89 in our operating account. It was determined this does not provide enough of a cushion for unforeseen expenses if we were to move money to a MMSA.

#### **NEW BUSINESS:**

- The Virginia Department of Professional and Occupational Regulations (DPOR) license is expiring April 2026. President Holland will renew the license next month and requested reimbursement of \$50.00 for the renewal fee.
- President Holland coordinated with CSM to do our 2025 Taxes.
- The next BoD meeting will be on May 5, 2026. WPD is unavailable due to AC being replaced. The meeting will take place at President Holland's house.
- President Holland will schedule February 2nd, or 9th, 2027, for a BoD Meeting with WPD.

There being no other business, a motion was passed to adjourn the meeting at 7:30 P.M.