

# Silver Cup Estates HOA Board of Directors' Meeting May 7, 2013

## **CALL TO ORDER:**

At 7:20 P.M. the meeting was called to order. The board members present were:

Randy Anderson	- President
Pete Cloutier	- Vice President
Nichole Brown	- Treasurer
Rich Holland	- Secretary
Kim Acres	- Member at Large

There were 7 homeowners from SCEHOA present (including five board members) representing Lots 3, 13, 32, 47, 48, 54 and 55.

## **Minutes from Previous Meeting:**

The Minutes from the March 5, 2013, BoD meeting were reviewed. Randy had a correction to the Code of Virginia Section referenced under "Closed Session" in the minutes and the attached "Certification of Closed Meeting". The minutes were accepted as corrected.

## **Financial Report:**

The 2013 County Waste Contract dispute on charges has been resolved. Starting May running thru December the invoice will be \$962.50 per month.

The bill for \$1,401.00 for the removal of the dead trees in the common areas was sent to SYG to asking for reimbursement. Trey reported they, A.R.M.I., never heard back from SYG.

There are three homeowners past due in paying the first half of the 2013HOA dues. Of those, one is past due for all of 2012.

Treasurer Brown reported that at the end of April 2013, there is \$11,299.26 in outstanding dues for 2012 and 2013. There is a month end balance as of April 30<sup>th</sup> of \$22,167.92 plus \$8,322.24 in Cash Reserves. The total amount in the checking account as of April 30<sup>th</sup> is \$30,490.16.

The Financial Report was accepted as given.

## **Committee Reports:**

### **Architectural Control Committee (Eric Treworgy, Carl Liebel, Bryan Dutton):**

Eric Treworgy reported to the board that there were four requests processed from the last meeting to the end of April. All were approved.

### **Neighborhood Watch:**

Secretary Holland had nothing to report.

**Management Report (A.R.M.I.):**

Trey reported the 2013 County Waste Contract dispute has been resolved as discussed previously in the Financial Report.

Trey reported the Silver Cup Estates portion of the ad for the upcoming Yard Sale has been paid.

Trey reported A.R.M.I. made the changes to their new contract proposal that Randy Anderson proposed. The Board was sent a copy of the new contract proposal by Randy.

**Old Business:**

**Yard Sale:**

The annual Olde Gold Cup / Silver Cup Estates Yard sale is set for this Saturday, May 11<sup>th</sup>.

**Sign Damage:**

Carl Liebel volunteered to look at the sign damage and was to report his findings back to the board. No one has heard from him so Rich Holland said he would call Carl to find out the status.

**Resident Directory:**

Secretary Holland reported that Linda Saunders has finished putting together the Neighborhood Directory. He will get with Linda to get it printed and out to the residents.

**Delinquent payment of dues:**

A.R.M.I. sent a letter to the homeowner who was behind 2 years on their dues informing them they had 60 days to come current on their dues or they, A.R.M.I. would send the matter to our HOA attorneys. Rich Holland reported to the Board Members shortly after the last meeting that he had corresponded by email with the homeowners who said they were mailing part of what was owed with a promise to pay the balance. Just before this meeting Rich Holland again received an email from the homeowners who were concerned as their check had never been cashed. Rich called A.R.M.I. and spoke with Ainsley who said they no record of receiving a payment. Rich replied back to the homeowner and suggested they go to A.R.M.I. this week to resolve the matter. The homeowner responded they would go this Friday. The board agreed to give them an additional 30 days before additional action would be taken.

**Audit Review:**

A.R.M.I. was to get a contract from a CPA to have our three year review conducted. Trey reported A.R.M.I. asked Turner, Jones & Associates, P.L.L.C. and Goldklang Group CPAs, P.C. for a quote.

**Homeowner Concerns:**

A homeowner stated that he thought the Board was doing an awesome job.

The homeowner at the end of Iron Bit by the Trail stated that an ATV was using their yard to go from Iron bit to the Tail. A few members also stated that a dirt bike/moped was spotted on a few

occasions speeding through the neighborhood. It is believed that the operators are from Olde Gold Cup Subdivision. Randy Anderson said he would get with the President of their association to see if they can put a notice in their news letter. It was also noted that the County Police should be called when this happens to see if they can catch the operators.

**New Business:**

It was explained to those in attendance that the board would be moving into executive session, and would return to open session following a discussion on contract matters.

**Executive Session:**

At 7:40 PM a motion by Randy Anderson and seconded by Pete Cloutier was unanimously approved by the Board to move from the open session into executive session as permitted by the Virginia Property Owners Association Act to discuss contract proposals for management services."

At 8:30 PM a motion by Randy Anderson and seconded by Pete Cloutier was unanimously approved by the Board to close executive session and move into the open meeting.

**New Management Contract**

**Awarding of Contract** - Based on the Board's discussions in executive session, Randy Anderson motioned, and Rich Holland seconded, to enter into a 19 month management agreement with FVCmanagement for professional management services with transition to begin June 1, 2013 and full management on July 1, 2013. The motion was unanimously approved by the Board. The 19 month contract allows the association to have the contract end in December for budget reasons.

The board voted as follows to award the Management Contract to FVCmanagement:

**Ayes:** Randy Anderson, Rich Holland, Kim Acres, and Pete Cloutier

**Nays:** Nicole Brown

**Absent During Vote:** None

**Abstention:** None

**Books and Records** - Based on awarding the contract to FVCmanagement, Randy Anderson motioned, Kim Acres seconded, that Austin Realty Management & Investment, Inc. is to have all Association books and records excluding 2010 and January – June, 2013 financial records for the required audit and transition auditing purposes, available for pick-up by a representative/designee of FVCmanagement no later than close of business on **June 10, 2013** at their main office. The motion was unanimously approved by the Board.

**Operating Funds** – Randy Anderson motioned, Pete Cloutier seconded, to direct Austin Realty Management & Investment, Inc. to issue a check in the amount of \$15,000.00 for the purpose of opening a new operating account for the payment of invoices and deposit of association funds payable to **Silver Cup Homeowners Association, Inc.** to be delivered no later than **May 15<sup>th</sup>, 2013**. The remaining balance in the Operating Account will be used to pay anticipated expenses

received in June, 2013 and the balance will be issued by check and mailed no later than **July 15, 2013** to new management's office. The motion was unanimously approved by the Board.

The next Board meeting is tentatively scheduled for August 13, 2013 at 7:00 PM at FVCmanagement - 59 Culpepper Street Warrenton, VA.

There being no more business, President Anderson moved, Kim Acres seconded to adjourn the meeting at 8:45 PM. The motion carried unanimously.

**Taxes and Audits:**

At the end of the meeting, Trey was asked to include in the 2010-2012 Review contract being solicited as discussed in Old Business above, the January 1, to June 30, 2013 Transition Audit as part of the transition to FVCmanagement.

**Rich Holland**

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**From:** Rich Holland [rholland4@verizon.net]  
**Sent:** Friday, May 10, 2013 7:58 AM  
**To:** 'Randy & Deb Anderson'  
**Subject:** RE: Certification of Closed Meeting for May 7th 2013 BoD Mtg

*Richard C. Holland Jr.*  
Secretary, Silver Cup Estates HOA  
[www.Silver-Cup-Estates-HOA.org](http://www.Silver-Cup-Estates-HOA.org)  
7447 Silver Cup Dr.  
Warrenton, VA 20186

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**From:** Randy & Deb Anderson  
**Sent:** Friday, May 10, 2013 7:35 AM  
**To:** rholland4@verizon.net; 'Kim Acres'; 'Nichole Brown'; 'Pete Cloutier'  
**Subject:** Certification of Closed Meeting for May 7th 2013 BoD Mtg

Board members, please reply with your confirmation signifying your agreement or dissent with the following statement:

"The Board of Directors of Silver Cup Estates Homeowners Association convened a closed meeting on May 7, 2013 pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Property Owners Association Act.

As a member of the Board of Directors of Silver Cup Estates Homeowners Association I hereby certify that, to the best of my knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered."

Randy Anderson: Yes  
Rich Holland: Yes

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**Rich Holland**

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**Subject:** FW: Certification of Closed Meeting for May 7th 2013 BoD Mtg

**From:** Me

**To:** Randy & Deb Anderson

**Sent:** Friday, May 10, 2013 4:57 PM

**Subject:** Re: Certification of Closed Meeting for May 7th 2013 BoD Mtg

Kim acres yes

Sent from my iPhone

On May 10, 2013, at 7:35 AM, "Randy & Deb Anderson wrote:

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Randy Anderson: Yes

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**Rich Holland**

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**Subject:** FW: Certification of Closed Meeting for May 7th 2013 BoD Mtg

**From:** Pete Cloutier

**Sent:** Friday, May 10, 2013 4:56 PM

**Subject:** Re: Certification of Closed Meeting for May 7th 2013 BoD Mtg

Randy,

I agree with the statement.

Pete

Peter J. Cloutier

-----Original Message-----

From: Randy & Deb Anderson To: rholland4 'Kim Acres' ; 'Nichole Brown' ; 'Pete Cloutier'

Sent: Fri, May 10, 2013 7:35 am

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Randy Anderson: Yes

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**Rich Holland**

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**Subject:** FW: Certification of Closed Meeting for May 7th 2013 BoD Mtg

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**From:** Nichole Brown  
**Sent:** Friday, May 10, 2013 10:01 AM  
**To:** Randy & Deb Anderson; [rholland4@verizon.net](mailto:rholland4@verizon.net); 'Kim Acres'; 'Pete Cloutier'  
**Subject:** Re: Certification of Closed Meeting for May 7th 2013 BoD Mtg

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**From:** Randy & Deb Anderson

**To:** [rholland4@verizon.net](mailto:rholland4@verizon.net); 'Kim Acres' 'Nichole Brown' 'Pete Cloutier'  
**Sent:** Friday, May 10, 2013 7:35 AM  
**Subject:** Certification of Closed Meeting for May 7th 2013 BoD Mtg

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Randy Anderson: Yes

Nichole Brown: Yes

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