

Silver Cup Estates Homeowners Association

Board of Directors' Meeting

August 13, 2013

CALL TO ORDER:

At 7:05 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

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

Susan Helander introduced herself and Cynthia Gale as the owners of our new management company, First Virginia Community Management, Inc.

Owners Open Forum:

A resident reported that County Waste was not picking up both recycle bins. Upon further discussion it was learned the 2nd bin was not from County Waste. The board recommended the homeowner get with County Waste to get one of their recycle bins which should solve the problem.

Minutes from Previous Meeting:

The Minutes from the May 7, 2013, BoD meeting were reviewed. As there were no corrections, the minutes were accepted as written.

Management Report (Susan Helander, FVC Management Inc.):

Susan reported the transition from A.R.M.I. was complete as far as receipt of information and documents. She reported the financials do not reflect any verifiable information prior to June 1, 2013. As soon as the transition audit is completed they will be updated with audited beginning balances. Susan also reported all homeowners were mailed information on the management change along with statements with coupons for any outstanding dues.

Susan reported they still have not received an invoice from County Waste. The board reported that in April, A.R.M.I paid County Waste \$137.50 and in May \$962.50 which put us back on track with them. However in June, it is believed A.R.M.I. made two payments to them; one for \$1155.00 and another for \$962.50. At this point the board feels we should only have to pay \$770.00 for August and then start paying \$962.50 again from September through December. As soon as FVC Management gets the bank statements from A.R.M.I. they can resolve the dispute.

Secretary Holland asked Susan if there was any documentation from A.R.M.I. showing they contacted SYG asking for reimbursement for \$1,401.00 for the removal of the dead trees in the common areas. Trey Austin had reported they, A.R.M.I., sent the letter but had never heard back from SYG. Susan will check and if no record is found, once the audit is complete FVC Management, Inc. will send SYG a letter.

Financial Report:

There are two homeowners past due in paying the 2013 HOA dues. Of those, one is past due for all of 2012 and 2013. Additionally there are 5 other homeowners that owe all or part of their 2nd half dues.

Secretary Holland suggested that we refer to the association attorney the homeowners that are two years behind in their HOA dues so they can initiate collection proceedings. Susan recommended that we wait until the audit is complete and they can verify all collections from May through June from A.R.M.I. At that time letters will go out to all those who have been determined they still owe all or part of their dues.

Treasurer Nichole Brown reported that FVC Management opened a Money Market account for Silver Cup Homeowners' Association Inc. At the end of July 2013, there is \$2,839.26 in outstanding dues for 2012 and 2013. There is a month end balance in the checking account of \$17,678.40 plus \$14,028.81 in the MMDA. The total amount in both accounts as of July 31st 2013 is \$31,707.21.

President Anderson moved to accept the Financial Report as given. Vice President Cloutier seconded the motion and it carried unanimously.

Committee Reports:

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

Eric Treworgy was not able to attend the meeting but sent his report to the HOA secretary. His report indicated that there were five requests processed from the last meeting to the end of July. All were approved. One homeowner reported they were very please at the way their requests were handled. Susan reported that our ACC committee also did a great job as a site visit was necessary before the requests were approved.

Neighborhood Watch:

Secretary Holland reported he had one reported incident of two vehicles being egged on June 27th. The Sheriff's department took a report. A resident reported that we still have solicitors going thru our neighborhood. Secretary Holland said to ask them to leave and if they do not to call the Sheriff's office and they will make them leave.

In mid July a resident reported seeing a fox run across the street by their home on Iron Bit. Additionally it was reported that a fox was seen on a deck Silver Cup Drive. Be alert as this could pose a threat to small dogs and cats.

As a side note, please pick up after your pets when you are out walking them. We continue to get reports of not just children but adults not doing so.

A resident reported that they had called the police when they heard the vehicle making noise which was believed to make the circular tire tracks on Bear Wallow and Timber Fence. By the time the police came they were unable to locate the vehicle.

Old Business:

Sign Damage: Secretary Holland reported he repaired most of the loose / missing stones on the entranceway sign. He reported he spent \$16.65 for materials and still has enough mortar to repair a few more loose or missing stones. President Anderson moved to have the secretary reimbursed the \$16.65. Vice President Cloutier seconded the motion and it carried unanimously.

Secretary Holland advised the board that he and his wife had also trimmed up the hedges and cleaned up around the sign. He reported the hedges are getting so big that we may in the future need to pull them out and replace with something that does not grow so tall as to obstruct the view of the sign. He also reported he will pull up the solar lighting and see if it can be repaired. If not, we may need to purchase new lighting if we want the sign illuminated.

Audit Review: The Board approved a contract with Turner, Jones & Associates, P.L.L.C. to do the 2012 Annual Audit and the Transition Audit from January 1st, 2013 through June 30th 2013. The estimated cost of the audits is \$2,000.00.

New Business:

A homeowner requested that they be allowed at their expense to replace a dead tree that was removed last year in the common area behind their home. The secretary and president feel we do not need any more trees to care for in the community. Also, the president was concerned about the SYG Bond about the placement, number, and kind of trees that had to be in the common areas. Susan will be checking on the status of the SYG bond and report back to the board. If SYG has forfeited their bond she will let the board know what our options are.

Susan received a quote of \$250.00 for removal of dead tree behind lot 35 in the common area. The secretary went and looked at it and determined it was small enough and could be safely cut down so he and his wife cut the tree down below ground level and hauled it to the dump.

Susan and Cynthia discussed insurance coverage for the Association common areas and Board Members. They feel that the current coverage is inadequate. They will be providing an analysis of the current coverage and make recommendations to the type of coverage's we need.

Susan made two recommendations to change our current Registered Agent who had passed away and was never replaced by A.R.M.I. The board had a few questions and ultimately decided to choose Reese Broome, PC as they could also serve as our new attorney. Susan advised the fee was going to be \$175.00. President Anderson moved to accept Reese Broome, PC as our Registered Agent and to have them serve as our HOA attorney. Vice President Cloutier seconded the motion and it carried unanimously.

Susan said she would have Reese Broome, PC make recommendation to resolve the multiple names we have on our governing documents. The board wants to tie all the previous names to "**Silver Cup Estates Homeowners Association**" to be the recognized name going forward. President Anderson made the motion for the association to be recognized as "**Silver Cup Estates Homeowners Association**" going forward. Vice President Cloutier seconded the motion and it carried unanimously.

Susan recommended we also have Reese Broome, PC review our documents and provide guidance on collection Due Process document. She also recommended our attorney

review and make recommendation to our internal complaint procedures. President Anderson made the motion to have the attorney review our documents and make recommendations. Vice President Cloutier seconded the motion and it carried unanimously.

Susan informed the board of the new ACC application and the new email address residents can use in corresponding with FVC Management for all matters concerning the association. The address is SilverCupHOA@fvcmanagement.com. She also informed the board that the new Disclosure Packet Request form with the new fees allowed is posted on their website, www.FVCmanagement.com. She asked the secretary if he had posted the new documents on our Web Site and he confirmed he had.

The board scheduled a work session to discuss the CY 2014 budget to be held on October 8th at 7:00 PM. This will give FVC Management time to collect and review our contracts and expenditures so a new budget can be approved and presented to the HOA at the next Board of Directors meeting scheduled for November 12, 2013 at 7:00 PM at FVCmanagement - 59 Culpeper Street Warrenton, VA.

There being no more business, President Anderson moved, Pete Cloutier seconded to adjourn the meeting at 8:10 PM. The motion carried unanimously.