

**Cascades Park Homeowners Association, Inc.
Board of Directors
Meeting Minutes**

October 9, 2017

BOARD MEMBERS PRESENT

Kevin Weltens	President
AJ Glascock	Vice-President
Stefan Giede	Secretary
Heidi Lathrop	Treasurer
Rajdeep Junnarkar	Member at Large

BOARD MEMBERS ABSENT

None

MANAGEMENT ATTENDEES

Larry Gilbert	Property Manager, SFMC, Inc.
Tammi Butler	Recording Secretary

VERIFICATION OF QUORUM AND CALL TO ORDER

Mr. Weltens verified quorum and called the meeting to order at 7:02 pm.

OPEN FORUM

There were no homeowners present.

COMMITTEE REPORTS

- 1) Covenants Committee – Stefan Giede – Chairperson – All applications have been processed. Mr. Giede has received standard applications for roofs, windows, and fences. The Board discussed a deck that was built without a submission of an application on 21752 Cypress Valley Terrace. Mr. Gilbert will send pictures of the deck to the Board. Mr. Giede stated that the handbook needs to be approved. Mr. Giede will resend the handbook to the Board members. The approval for the handbook was deferred until the next meeting. Mr. Weltens asked the Board members if they knew of anyone who might be interested in joining the covenants committee. Mr. Giede explained to the Board the responsibilities and expectations of the covenants committee.
- 2) Parking Rules and Regulations – Single 88 continues to perform random vehicle patrols and provide written reports. No vehicles have been towed since Signal 88 has been hired. Ms. Lathrop reported that there has been a moving truck on

Regents Park Cir for two weeks. Mr. Gilbert requested that Ms. Lathrop email a picture of the truck and to also include the location of the truck.

- 3) Website Committee – The current adopted minutes have been provided for posting.
- 4) Newsletter Committee – Discussion of items for inclusion in next newsletter.

APPROVAL OF THE MEETING MINUTES

MOTION: Mr. Giede moved, Mr. Glascock seconded, to approve the July 12, 2017 meeting minutes as submitted. The motion passed unanimously with Mr. Junnarkar and Ms. Lathrop abstaining (3-0-2).

STATUS OF OPERATIONS – August 31, 2017

Financial statements for the current period were emailed to all directors and will be available by hard copy at this meeting. The Board reviewed the financial report as presented in the Board packet. Mr. Gilbert reported that the investments were exceeding what was allocated for the reserve study by over \$200,000. The operating expenses year-to-date are under budget by \$52,000. The operating income is about \$1,600 under budget. The Total Operating expenses year-to-date is \$55,557.

INVESTMENTS

Mr. Gilbert stated there are no CD's up for renewal at this time. The next CD of \$169,000 is due in February.

INSURANCE

All policies are current. Nothing specific to report.

CONTRACT SERVICES

Grounds Maintenance – Genesis has been mowing on a regular schedule. Management has received no complaints related to landscaping.

Grounds and Snow – No specific issues to report at this time.

Tree Work – Some dead trees have recently been removed.

Irrigation Services – The irrigation system is functioning properly. The Associations continues to utilize the services of Aspect Irrigation.

Grounds Improvements – Plants located in VDOT right-of-way are scheduled to be moved in November.

Pet Waste Stations – Doody Calls continues to provide pet station and tot lot trash can service.

Tot Lot/Tennis Courts – New mulch has been added to the tot lot. The cracks in the tennis court asphalts have been repaired.

General Maintenance – Mr. Gilbert stated that the columns were rotting on the club house. Mr. Gilbert recommended having it replaced with round fiberglass columns. Mr. Gilbert will look into having the columns repaired.

Electrical Repairs – CP Electric continues to repair non-functioning street lights. Aspect Irrigation made minor repairs to landscape lighting at entrance monument. Mr. Weltens asked what the cost was for replacing the light. Mr. Gilbert will follow up with him about the price.

Pool Management Services – Pool is closed for the season and the cover is on. No issues to report.

Trash Removal Services – No service issues to report at this time. Management expressed the concerns of the Board to American Disposal regarding trash blowing out of the back of trucks during service days. Their Management is to bring this to the attention of the drivers.

Legal Services – No issues to report at this time.

Concrete repairs – No issues to report at this time.

Audit – Nothing to report at this time.

OLD BUSINESS

- 1) Petition for tree removal from HOA property – The owner of 21769 Cypress Valley Terrace is requesting the HOA remove pine trees adjacent to his home. The trees are shading the house. Genesis confirmed that the trees are not causing the algae and mold deposit. The Board is in favor of recommending that the owner inspect his gutters which may be contributing to the problem.

MOTION: Mr. Junnarkar moved, Mr. Glascock seconded, to respond to the owner regarding him inspecting his gutters. The motion passed unanimously (5-0-0).

RESIDENT & MISCELLANEOUS

- Maintenance/covenants inspections have been performed over the past couple of weeks. The report is to follow.

NEW BUSINESS

Fire Lane Painting – Mullen's Markings has provided a proposal for \$3,834.25.

Pool Management contract – Premier Aquatics has provided a renewal agreement. The cost for the previous year was \$31,095.

MOTION: Mr. Weltens moved, Mr. Glascock seconded, to gather two additional bids for the general maintenance of the fire lane curves and pool management contract. The motion passed unanimously (5-0-0).

Landscaping improvements – Kate Davidson & Genesis have presented proposals for landscape enhancements within the community. Mr. Weltens requested that Ms. Davidson and Genesis attend the next Board meeting to explain the overall vision of the community. The Board discussed having a message board. Mr. Gilbert will gather some design options and pricing for a message board.

Snow management proposal – GLM Services has provided a snow management proposal for the season. Mr. Gilbert will gather two additional bids, one specifically from Genesis.

FY2018 Draft Budget – SFMC has provided a draft budget for FY2018. Mr. Gilbert stated there is not an increase in fees with the proposed budget for 2018. Mr. Weltens was concerned about the amount allocated for snow removal. Mr. Glascock asked if additional funds were needed for social events. In addition, he inquired about having an insurance writer for having alcohol in the clubhouse. Mr. Gilbert will look into it. The Board discussed having the clubhouse as a rental.

Social Event – Mr. Weltens would like to have a shredding event in November. The Board discussed having a Halloween social event. Ms. Lathrop volunteered to organize the event. Mr. Gilbert will have the website updated and determine the web posting fee.

MOTION: Mr. Weltens moved, Mr. Junnarkar seconded, to approve the Halloween social party on October 29 from 3-5 pm, not to exceed \$750. The motion passed unanimously (5-0-0).

EXECUTIVE SESSION

MOTION: Mr. Weltens moved, Mr. Giede seconded, to adjourn the Regular Session at 9:05 p.m. and move into Executive Session to discuss owner accounts and other personnel information. The motion passed unanimously (5-0-0).

MOTION: Mr. Weltens moved, Mr. Giede seconded, to exit Executive Session at 9:09 p.m. and return to Regular Session. The motion passed unanimously (5-0-0).

ACTIONS TAKEN IN EXECUTIVE SESSION

None

ADJOURNMENT

MOTION: Mr. Glascock moved, Mr. Giede seconded, to adjourn the October 9, 2017 meeting at 9:12 p.m. The motion passed unanimously (5-0-0).