

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

June 12, 2013

BOARD MEMBERS PRESENT

Keith Shoates	President
Laura Monahan	Vice-President
Kelly Glessner	Treasurer
Kevin Weltens	Secretary (arrived at 7:15 p.m.)
Marcia Rugen	Member at Large

BOARD MEMBERS ABSENT

None

MANAGEMENT ATTENDEES

George Ellis Property Manager, SFMC, Inc.

VERIFICATION OF QUORUM AND CALL TO ORDER

Mr. Shoates verified quorum and called the meeting to order at 7:07 p.m.

OPEN FORUM

None.

COMMITTEE REPORTS

- 1) Covenants Committee – Gary Griffin – Chairperson – The committee met and reviewed two (2) applications.
 - a. 45550 Ruislip Manor Way re: replace roof shingles – **APPROVED WITH COMMENTS**
 - b. 45594 Victoria Station Drive – re: deck – **APPROVED WITH COMMENTS**

Weather prevented a full community inspection in time for Hearing notices to be mailed in time for this meeting. We have scheduled several hearings for tonight's meeting; however, and will have a full schedule of hearings at the July meeting.

In addition to the full community inspection coming up, we have completed two inspections specifically looking for grass and trash violations and will prepare compliance notices to 67 homes. Another full inspection of all homes will occur during the week of June 17, 2013.

- 2) Parking Rules and Regulations –Community Enforcement Services (CES) continues to inspect the community and tag those vehicles in violation of Association rules. The Board agreed that they will need to conduct inspections after hours to assist in the identification of commercial vehicles.
- 3) Website Committee – The website is now live. Management has issued postings and eBlasts on several occasions. The Board provided feedback on shortening

the eBlast messages and continues to recommend a file be established to archive old messages, or to delete old messages.

- 4) Newsletter Committee – The current edition is posted on the website.

APPROVAL OF THE MAY MEETING MINUTES

MOTION: Mr. Shoates moved, Ms. Rugen seconded, to approve the May 13, 2013 meeting minutes as submitted. The motion passed unanimously (5-0-0).

MAY FINANCIAL REPORT

Mr. Ellis reported to the Board that the operating budget will show a loss for the year. The financial report was included in the Board packet for review.

STATUS OF OPERATIONS – May 31, 2013

Financial statements for the current period were emailed to each Board member and are included in the Board packet for review.

INVESTMENTS – Fulton Bank CD, 7/23/13, 2.35%, \$157,134

The next CD to mature is the Fulton Bank CD.

TAX FILING AMENDMENT – FY2011

The amended 2011 Federal and State Tax Returns were filed and the majority of the refund received in this office. The IRS responded to our inquiry whereby they have withheld a \$600 penalty. The 2012 tax returns were signed by the Board President, for filing.

AUDIT – FY2012

The audit has been accepted by the Board and management has signed the acceptance representation. The final audit will be issued next week.

RESERVE STUDY

Management met with representatives of Becht Engineering during the week of April 29 to give them an in-depth tour of the community, all major components and to discuss all current initiatives as it pertains to their pending study of Capital Reserves. Their component review worksheet was provided to management, for review.

Management contacted Mr. Lonnie Sturgeon of Paciuli Simmons to discuss the location of property boundaries as it pertains to ownership of the large stone walls in Sections 8&9, Batal.

CONTRACT SERVICES

- 1) Grounds Maintenance – Mr. Ellis' inspections of the common areas in May/June found the following:
 - a. HLS significant delays due to weather conditions,
 - b. Dry ponds mowed; although with difficulty due to wet ground,
 - c. All dead trees removed,

- d. Contacted Loudoun Water, Dominion VA Power and Ryland Homes requesting repairs to various trenches, dug for service to both the pressure reducing valve, and Cascades Place residential property.

Grounds Improvements:

Premium Landscaping to repair tree cups scars in sections 2 & 3, no longer in use due to abandonment of original tree locations. Spoke with Kate Davidson and will meet her to discuss next improvements schedule.

Irrigation Improvements:

Weather has delayed work effort. We will need to arrange removal of several large rock piles, resulting from irrigation trenching operations.

Pet Waste Station Services:

Doody Calls continues to provide pet station and tot lot trashcan service. I reported the overflowing pet station on Blossom Drive (1800 366-3922). All other pet waste stations were in good observable condition.

Snow Plowing and Sanding:

Nothing to report.

Tot Lot and Tennis Court Maintenance:

Nothing to report.

Electrical Services

CP Electric continues to repair non-functioning street lights.

CP Electric notified of pending pool party and the possibility the temporary circuit will need to be placed in the common areas as in prior years.

Pool Management Services

US Aquatics have successfully opened for the pool season. Much of the new pool furniture was opened and assembled by management.

Trash Removal Services

Nothing to report.

Legal Services

Nothing to report.

General Maintenance and Capital Repairs

Management issued a request for proposal to repair and repaint the clubhouse exterior and the wood deck.

J&F Contractors cleaned the side vent to the clubhouse and removed the abandoned birds nest.

Asphalt Sealcoating and Repairs

An agreement to sealcoat the common roadways and replace the asphalt trail in Section 2&3 was presented by Brothers Paving. The agreement was drafted by management and is ready for signature by the Board of Directors.

Management will coordinate the asphalt and concrete repairs with Brothers, as agreed at the May meeting.

OLD BUSINESS

- 1) Bond Release/Road Acceptance – Victoria Station/Asphalt Trails (Farrar Site Consultants) – Carl Perdue of FSC advised that VDOT has approved Victoria Station Drive, from Cascades Parkway to the storm pond, for road acceptance. FSC has submitted paperwork to complete this process and the road should be in the state system sometime in the early spring. There is no update on the status of the roadway.
- 2) Section 4 – Loudoun Kline, LLC (Blossom Drive ROW) – Recent work includes new curb ramps at all intersections. The work has damaged the asphalt transition, signs and the irrigation system. Management has removed the leaning signs on Blossom.
- 3) Sections 8 & 9 – Batal Builders (Livingstone Station Terrace, Ladbrooke Grove & Tottenham Hale) – Batal Builders is currently working on asphalt road repairs on Livingstone Station Street, Ladbrooke Grove and Tottenham Hale Court, as per the county's inspection and punch list.
- 4) Cascades Place Condominium – Ryland Homes – They currently have 56 settlements. Phase 7 was recorded on March 7, 2013, triggering the 2nd and final payment of \$100,000 by Ryland Homes to Cascades Park (Amenities Agreement). This payment has been made.

NEW BUSINESS

- 1) The Board discussed when to hold the annual summer party. They would like to issue the call for candidates prior to the party, so that they can obtain proxies at the party. They have tentatively scheduled the party on Saturday, July 13th from 11:00 a.m. – 2:00 p.m.
- 2) The June Board meeting will be held on Wednesday, June 12th at 7:00 p.m.

DELINQUENCIES

Legal Counsel and management's collections status reports are included for Board review and consideration.

MOTION: Mr. Shoates moved, Ms. Rugen seconded, to accept Legal Counsel's recommendation to reject the owners' request for the release of a garnishment, filed by the Association in efforts to collect past due amounts. The motion passed unanimously (5-0-0).

MOTION: Mr. Shoates moved, Ms. Rugen seconded, to assess a monetary penalty of \$25.00 for persisting maintenance discrepancies for the nine (9)

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owners invited to Hearings at this meeting. The motion passed (4-1-0) with Glessner the dissenting vote.

ADJOURNMENT

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to adjourn the meeting at 9:15 p.m. The motion passed unanimously (5-0-0).