

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

**July 8, 2013**

**BOARD MEMBERS PRESENT**

Keith Shoates	President
Laura Monahan	Vice-President
Kelly Glessner	Treasurer
Kevin Weltens	Secretary
Marcia Rugen	Member at Large

**BOARD MEMBERS ABSENT**

None

**MANAGEMENT ATTENDEES**

George Ellis	Property Manager, SFMC, Inc.
Tricia Morton	Recording Secretary, Minute-by-Minute

**VERIFICATION OF QUORUM AND CALL TO ORDER**

Mr. Shoates verified quorum and called the meeting to order at 7:05 p.m.

**HOMEOWNER HEARINGS**

The Board met with homeowners to discuss violation notices they have received. Of the fifty-six (56) hearings scheduled for tonight, thirty-seven (37) owners have responded. A complete list of the Hearing Resolutions is attached.

**COMMITTEE REPORTS**

- 1) Covenants Committee – Gary Griffin – Chairperson – The committee met and reviewed four (4) applications.
  - a. 21722 Ladbrooke Grove Court – re: decorative star – **APPROVED AS IS**
  - b. 21828 Regents Park Circle – re: brick paver walkway driveway edge and flowerbed – **APPROVED WITH COMMENTS**
  - c. 21748 Regents Park Circle – re: replace dead tree – **APPROVED AS IS**
  - d. 21737 Tottenham Hale Court – re: wood stairs in rear yard (already installed) – **DENIED WITH COMMENTS**

In addition to the full community inspection, management has re-inspected the community again for additional discrepancies.

- 2) Parking Rules and Regulations –Community Enforcement Services (CES) continues to inspect the community and is tagging those vehicles in violation of Association rules. One (1) vehicle was towed during the last reporting cycle. Management met with CES to further convey the Association’s concern that commercial vehicle infractions continue without effective impact from their inspections.
- 3) Website Committee – The website is now live. Management continues to issue postings and e-blasts for items of community concern and/or issues coming up that could affect owners.
- 4) Newsletter Committee – The current edition is posted on the website.

## **APPROVAL OF THE JUNE MEETING MINUTES**

**MOTION: Mr. Shoates moved, Ms. Rugen seconded, to approve the June 10, 2013 meeting minutes as submitted. The motion passed unanimously (5-0-0).**

## **JUNE FINANCIAL REPORT**

Mr. Ellis reported to the Board that line item #8610 (Electricity – TH and General) have accrued entries due to the fact that the invoices have not yet been received. The financial report was included in the Board packet for review.

## **STATUS OF OPERATIONS – June 30, 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 Association does not agree with a \$600 penalty assessed by the IRS for reasons unknown. Management has requested a re-imbursement and is awaiting their response.

## **RESERVE STUDY**

Management met with representatives of Becht Engineering during the week of April 29<sup>th</sup> to give them an in-depth tour of the community, all of its major components and to discuss all current initiatives as it pertains to their pending study of Capital Reserves. Becht has provided a component review worksheet, which management will review for comment. Mr. Ellis has provided Lonnie Sturgeon of Pacuili Simmons a list of homes that are adjacent to the large stone walls in Sections 8&9, Batal Builders.

## CONTRACT SERVICES

- 1) Grounds Maintenance – Mr. Ellis’ inspections of the common areas in June/July found the following:
  - a. HLS has had significant delays due to weather conditions.
  - b. HLS has not been mowing the common area behind the Blossom Drive units. HLS reports this has been resolved.
  - c. HLS to clear wooded area behind the Ladbroke Grove homes to access stone wall.
  - d. Premium Landscape has been requested to repair the old tree cup locations (site of former tree locations, removed as a result of the grounds improvements initiative).
  - e. 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. Ryland agrees to dress up the area for the summer and perform more permanent repairs in the fall.
- 2) Grounds Improvements – Premium Landscaping will repair the tree cup scars in Sections 2&3, no longer in use due to abandonment of original tree locations. This work has still not been completed. Management spoke with Kate Davidson and will meet her to discuss the schedule for the next list of improvements.
- 3) Irrigation Improvements – Aspect Irrigation has been delayed by weather, but has completed ½ of Shagbark and has started the other side of the entrance and hopes to complete the area down to the new intersection. Work will continue until finished, which is estimated to be in mid-June. Management will need to arrange the removal of several large rock piles, resulting from irrigation trenching operations.
- 4) Pet Waste Station Services – Doody Calls continues to provide pet station and tot lot trashcan service. Management has reported the overflowing pet station on Blossom Drive (1.800.366.3922). All other pet waste stations were in good observable condition.
- 5) Snow Removal and Sanding – Nothing to report.
- 6) Tot Lot Mulch and Tennis Court Maintenance – Nothing to report.
- 7) Electric Services – CP Electric continues to repair non-functioning street lights. CP Electric has placed the temporary circuit out for use with electrical components for the upcoming pool party.
- 8) Pool Management Services – US Aquatics is performing “minimally”. There have been issues with opening on time, maintenance of the facilities, no guards in the guard chairs, etc... Management has and will continue to have discussions with them to improve services.
- 9) Trash Removal Services – Nothing to report.
- 10) Legal Services – Nothing to report.

- 11) General Maintenance and Capital Repair Projects – Management has received proposals from J&F General Contracting (\$1,850) and Kolas Contracting (\$2,850) to repaint the clubhouse. The 3<sup>rd</sup> bidder, Middledorf Property Services, declined to bid due to a health crisis in their company. None of the work includes the deck repairs and sealing (deck helmet); however, management feels that the Association can move forward with the clubhouse painting and repairs, with the low bidder.

**MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept management's recommendation to approve the proposal with J&F General Contracting to repaint the clubhouse and make repairs for a cost of \$1,850. The motion passed unanimously (5-0-0).**

- 12) Asphalt Seal Coating and Repairs – Management has received a proposal from Brothers Paving to perform necessary asphalt repairs throughout the community. Brothers and Management inspected and marked all failed areas (primarily draw seams and intersections) and felt it appropriate to make these repairs now. Management recommends that the Board approve and schedule this work. Mr. Ellis had originally received a “not to exceed” of \$15,000. This work is almost twice that estimate and is a result of careful examination of the surfaces, especially the intersections that take the most stress of vehicle traffic. The Board would like to delay the work until next week (July 17<sup>th</sup> or 18<sup>th</sup>). The work is currently scheduled to begin on Thursday, July 11<sup>th</sup>.

**MOTION: Mr. Shoates moved, Ms. Monahan seconded, to accept management's recommendation to approve the proposal from Brother's Paving & Concrete Corporation to repair asphalt throughout the community, including designated intersections, for a total cost of \$29,450. The motion passed unanimously (5-0-0).**

#### **OLD BUSINESS**

- 1) Bond Release/Road Acceptance – Section 4 – Loudoun Kline, LLC (Blossom Drive ROW) – Recent work includes new curb ramps at all intersections. The asphalt transition to the new ramps has been repaired.
- 2) Section 8 & 9 – Batel Builders (Livingstone Station Terrace, Ladbroke Grove & Tottenham Hale) – Batel Builders has repaved sections of Livingstone Station Street, Ladbroke Grove and Tottenham Hale Court, as per the county's inspection and punch list. Also, the Board will need to discuss agreements to maintain parts of the ROW that may be damaged by existing trees planted in that ROW. Management was under the impression that the trees could stay in place without such an agreement, but the county again asked for the Association to execute an agreement regarding affected parts of the ROW. The Board will leave this issue up to the county as it is not the Association's responsibility.

- 3) Cascades Place Condominium –Ryland Homes – They currently have sixty-three (63) settlements. Ryland will allow the Association to cut their roadways for irrigation lines. Construction is ongoing and brisk.

### **NEW BUSINESS**

- 1) The Board discussed the upcoming community party that will take place on Saturday, July 13<sup>th</sup>.
- 2) The Board discussed the best way to move forward with those homeowners who attended the hearings and instructed management on how to proceed. Management will communicate with those homeowners within seven (7) days.

### **ADJOURNMENT**

**MOTION: Mr. Shoates moved, Ms. Glessner seconded, to adjourn the meeting at 9:52 p.m. The motion passed unanimously (5-0-0).**

CASCADES PARK HOA  
 JUNE 17 AND 19 2013 inspection  
 HEARINGS, July 8, 2013

STREET NUMBER	STREET	comment
1	45691 Waterloo Station Square	weeds severe, front shrub bed
2	21789 Regents Park Circle	paint address placard
3	21785 Regents Park Circle	paint address placard
4	21781 Regents Park Circle	must seek approval for paver walkway, right side of home
5	21773 Regents Park Circle	need to paint masonry foundation
6	21769 Regents Park Circle	need to paint masonry foundation, power wash siding
7	21761 Regents Park Circle	need to paint masonry foundation, power wash siding
8	21757 Regents Park Circle	need to paint masonry foundation
9	21753 Regents Park Circle	need to repair/replace vent, upper left side of home
10	21741 Regents Park Circle	all items noted on spring 2013 inspection
11	21729 Regents Park Circle	all items noted on spring 2013 inspection
12	21724 Regents Park Circle	need to clean oil stain from driveway
13	21788 Regents Park Circle	all items noted on spring 2013 inspection, inspection notes metal roof repainted; however must remove paint from siding and gutter
14	21836 Regents Park Circle	all items noted on spring 2013 inspection
15	45552 Turnham Green Court	all items noted on spring 2013 inspection
16	45557 Turnham Green Court	need to paint masonry foundation
17	45549 Turnham Green Court	need to restrain mailbox, remove stump front shrub bed
18	45571 Ruislip Manor Way	all items noted on spring 2013 inspection
19	45567 Ruislip Manor Way	all items noted on spring 2013 inspection
20	45551 Ruislip Manor Way	need to paint masonry foundation of entry stoop
21	none Cheswick Park Court	none
22	45610 Victoria Station Drive	all items noted on spring 2013 inspection
23	45599 Victoria Station Drive	all items noted on spring 2013 inspection
24	none Blossom Drive	none
25	45592 Livingstone Station Street	all items noted on spring 2013 inspection
26	45601 Livingstone Station Street	all items noted on spring 2013 inspection
27	45605 Livingstone Station Street	all items noted on spring 2013 inspection
28	45616 Livingstone Station Street	all items noted on spring 2013 inspection, except address number discrepancy

CASCADES PARK HOA  
 JUNE 17 AND 19 2013 inspection  
 HEARINGS, July 8, 2013

STREET NUMBER	STREET	comment
29	45628 Livingstone Station Street	remove holiday decorations
30	45640 Livingstone Station Street	all items noted on spring 2013 inspection
31	45656 Livingstone Station Street	all items noted on spring 2013 inspection
32	45660 Livingstone Station Street	replace leadwalk and correct settlement, remove or substantially cover/blend poorly repaired concrete stoop
33	21715 Ladbroke Grove Court	need to paint masonry foundation
34	21722 Ladbroke Grove Court	all items noted on spring 2013 inspection
35	21731 Ladbroke Grove Court	all items noted on spring 2013 inspection
36	21746 Ladbroke Grove Court	all items noted on spring 2013 inspection
37	21750 Ladbroke Grove Court	all items noted on spring 2013 inspection
38	21751 Ladbroke Grove Court	all items noted on spring 2013 inspection
39	21754 Ladbroke Grove Court	need to remove stump at right side main entry door
40	21733 Tottenham Hale Court	need to repair garage panels
41	21737 Tottenham Hale Court	all items noted on spring 2013 inspection
42	21740 Tottenham Hale Court	all items noted on spring 2013 inspection
43	21741 Tottenham Hale Court	all items noted on spring 2013 inspection
44	21744 Tottenham Hale Court	all items noted on spring 2013 inspection
45	21745 Tottenham Hale Court	all items noted on spring 2013 inspection
46	21780 Tottenham Hale Court	all items noted on spring 2013 inspection
47	21774 Brondesbury Park Terrace	all items noted on spring 2013 inspection
48	45702 Wembley Central Terrace	all items noted on spring 2013 inspection
49	45739 Paddington Station Terrace	all items noted on spring 2013 inspection
50	21784 Mornington Crescent Terrace	replace missing shutter
51	21790 Mornington Crescent Terrace	replace missing shutter
52	21794 Mornington Crescent Terrace	all items noted on spring 2013 inspection
53	21776 Willesden Junction Terrace	replace missing shutter
54	21780 Willesden Junction Terrace	replace missing shutters
55	21794 Willesden Junction Terrace	repair missing or damaged center trim cap, front window
56	none Shagbark Terrace	none
57	45808 Mountain Pine Square	all items noted on spring 2013 inspection
58	21781 Cypress Valley Terrace	remove holiday lights, rear deck
59	45749 Smoketree Terrace	repair/replace vents upper left side of home