

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

October 14, 2013

BOARD MEMBERS PRESENT

Keith Shoates	President
Topper Smith	Secretary
Kelly Glessner	Treasurer
Kevin Weltens	Member at Large

BOARD MEMBERS ABSENT

Laura Monahan	Vice-President
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MANAGEMENT ATTENDEES

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

VERIFICATION OF QUORUM AND CALL TO ORDER

Mr. Shoates verified quorum and called the meeting to order at 7:00 pm.

GROUNDS CONTRACTOR PRESENTATIONS

- 1) Lancaster Landscapes – Joel Owen, President – Management noted that Lancaster has come highly recommended from the irrigation company. Mr. Owen spoke to the company's history and informed the Board that the manager who would oversee the property would have a total of thirty (30) properties. He noted the hierarchy of the company and how the chain of command works. He also discussed tree care throughout the community and how tree removal would work. He noted that he can include "tree days" in the contract and recommends that Board include that in their scope of work. The Board had questions regarding trash pickup and how they warn the community before putting down chemicals. He made a number of drive thru's through the community and made recommendations to the Board.
- 2) Valley Crest – Rob Harris and Sean Burnett – Management noted that all references have come back stellar. They spoke to their desire to provide a seamless transition and job start-up. Mr. Harris noted that their people and interaction with the community are their main focus. They are a nationwide company, but they hire everyone locally. They want to be proactive and not reactive and offer in-house design services. Their main focus is sustainability and water conservation/use. The Chantilly office will handle approximately one hundred (100) properties. They have provided some ideas of improvements that they envision for the community, including the entrance signs. They have eight

(8) on site arborists and keep their tree work local and on site. They are very sensitive to applying chemicals and provide at least forty-eight (48) hours notice to the community before application.

- 3) Genesis Landscaping – Matt O'Donnell, Part-Owner – Management noted that Genesis comes highly recommended and is the current landscaper for Dominion and Reston Bible Church. They are located on Green Oak Way, right behind the Sterling Best Buy. They handle maintenance, landscape improvement and snow removal. Mr. O'Donnell noted that they are primarily a landscape company and not a snow removal company. They do have their own trucks, however; if there is a large snow, they can subcontract out to Virginia Groundcovers. Since they are located locally, there will be many eyes on site on a daily basis. He made some recommendations for community improvement throughout the community. Mr. O'Donnell noted that the entire property could be mowed in a day, and they schedule approximately twenty-four (24) mowings per year. Genesis can remove trees in the community as long as they are not too large. For any large tree removal they recommend using a separate tree company, such as Thrive.

COMMITTEE REPORTS

- 1) Covenants Committee – Gary Griffin – Chairperson – The committee met and reviewed four (4) applications.
- a. 45796 Mountain Pine Square – re: storm door and fence – **APPROVED WITH COMMENTS**
 - b. 21752 Tottenham Hale Court – re: shed – **APPROVED AS IS**
 - c. 45553 Turnham Green Court – re: awning – **APPROVED AS IS**
 - d. 45772 Smoketree Terrace – re: remove tree in front yard and replace tree with Cleveland Select pear tree – **APPROVED AS IS**

Management provided compliance notices sent during the last reporting cycle for Board review.

- 2) Parking Rules and Regulations –Community Enforcement Services (CES) continues to inspect the community and tagging those vehicles in violation of Association rules. Four (4) vehicles have been towed during the last reporting cycle, one (1) for a commercial vehicle violation.
- 3) Website Committee – 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 AUGUST MEETING MINUTES

MOTION: Mr. Shoates, Ms. Glessner seconded, to approve the August 12, 2013 meeting minutes as submitted. The motion passed unanimously (4-0-0), with Ms. Monahan absent.

APPROVAL OF THE ANNUAL MEETING MINUTES

MOTION: Mr. Shoates, Ms. Glessner seconded, to approve the September 9, 2013 annual meeting minutes as amended. The motion passed unanimously (4-0-0), with Ms. Monahan absent.

SEPTEMBER FINANCIAL REPORT

Mr. Ellis reported to the Board that the assets are currently at approximately \$911,185.96. On the income side, the Association is currently under budget. The total budget is currently running at a deficit, due primarily to irrigation. The financial report was included in the Board packet for review.

STATUS OF OPERATIONS – September 30, 2013

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

INVESTMENTS – Virginia Heritage Bank NPCD, 12.9.13, 1.1%, \$104,828

The next CD to mature is the VHB 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-imbusement and is awaiting their response.

RESERVE STUDY

Management has provided the Board with documents from Becht Engineering Capital Reserve Studies. The Board of Directors engaged Logan Associates to survey the property boundaries of thirteen (13) properties to determine ownership of the large stone adjacent to the property. Logan has completed the survey and provided scaled drawings for our review. The walls appear to be on both common and private property. Management and the Board discussed proposing an agreement with the affected homes that will allow the HOA to maintain the wall, to be developed by counsel. The affected homeowners will then have to pay an additional assessment to maintain the wall.

BUDGET FY2014

Management has provided a draft of the FY2014 operating budget. This budget recommends an increase of 3.5%-4.0%. The Reserve Study takes some pressure off the recommended increase as Becht's report puts some downward pressure on the general portion of the annual contribution to reserves. Management believes that in the end there will not be an increase in homeowner dues.

CONTRACT SERVICES

- 1) Grounds Maintenance – Mr. Ellis' inspections of the common areas in September/October found the following:

- a. HLS has experienced delays due to both extremely dry and then wet weather.
- b. Premium Landscape repaired the old tree cup locations (site of former tree locations, removed as a result of the grounds improvements initiative)
- c. Seeding of the irrigation improvement disturbed areas has been completed.

Eight (8) grounds/snow contractors have responded to the RFP for services. The top three (3), based on price, were invited to meet the Board and discuss their particular services. Once the Board has selected a contractor, management will work out a standard form contract for Board signature at the November meeting.

MOTION: Mr. Shoates, Ms. Glessner seconded, to authorize management to enter into negotiations with Valley Crest at a cost not to exceed \$68,000. The motion passed unanimously (4-0-0), with Ms. Monahan absent.

- 2) Grounds Improvements – Management has spoken with Kate Davidson about the next landscape improvement initiative. She will have a proposal ready for discussion at the next meeting.
- 3) Irrigation Improvements – Management has received an email from Curt Cummins noting that the irrigation is complete and running as expected. They will backfill the holes next week and will probably winterize in the next couple of weeks.
- 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.
- 8) Pool Management Services – US Aquatics is performed “minimally” in summer 2013. There is one (1) year remaining on the pool contract. Management wants to know if the Board would like them to seek services from an alternative contractor.
- 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 Brothers Paving and Aspect Irrigation to repair the twenty (20) or so cracks to the asphalt trails along Blossom Drive and a portion of Victoria Station Drive. Brother Paving is the best price at \$2,000 and management recommends approving their proposal.

MOTION: Mr. Shoates, Mr. Smith seconded, to accept management’s recommendation to authorize Brothers Paving to repair cracks on the asphalt trail

along Blossom Drive and Victoria Station Drive for a cost of \$2,000. The motion passed unanimously (4-0-0), with Ms. Monahan absent.

- 12) Asphalt Seal Coating and Repairs – Brothers Paving has completed the asphalt/concrete repairs, seal coating and the striping of the fire lanes and parking spaces. There are several stripes remaining at Smoketree Terrace that were not painted due to weather delays that management will have completed by a handy-man.

OLD BUSINESS

- 1) Bond Release/Road Acceptance – Section 4 – Loudoun Kline, LLC (Blossom Drive/Victoria Station Drive ROW) – Loudoun Kline reports the only thing needed to complete the release of the road bond is an approved Land Use Permit by the HOA to maintain irrigation in the right-of-way (ROW). In particular, the portion over the Blossom Drive concrete span (culvert).
- 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. Management has advised Batel that the Board is unwilling to take on any responsibility for road damage/tree replacement in the state ROW.
- 3) Cascades Place Condominium – Ryland Homes – They currently have seventy-nine (79) settlements with eighty-eight (88) units recorded. Construction is ongoing and brisk.

NEW BUSINESS

- 1) Counsel Recommended Write-Offs

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept counsel's recommendation to reject the owner's settlement offer and agrees to accept payment in the amount of \$2,193.14 to payoff the balance on the account. If the owner cannot submit payment in full, the owner can submit one (1) payment in the amount of \$1,000.00 and then submit payment in the amount of \$100.00 per month for twelve (12) months until it is paid on RB account #16551106.001. The motion passed unanimously (4-0-0), with Ms. Monahan absent.

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept counsel's recommendation to deny the owner's request to waive the court costs and legal fees and the Board agrees to remove the accelerated assessments and waive the violation charges and late fees on the condition that the owner submit payment in full on RB account #16551117. The motion passed unanimously (4-0-0), with Ms. Monahan absent.

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ADJOURNMENT

MOTION: Ms. Glessner moved, Mr. Smith seconded, to adjourn the meeting at 9:49 p.m. The motion passed unanimously (4-0-0), with Ms. Monahan absent.