

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

August 12, 2013

BOARD MEMBERS PRESENT

Keith Shoates	President
Kelly Glessner	Treasurer
Marcia Rugen	Member at Large

BOARD MEMBERS ABSENT

Laura Monahan	Vice-President
Kevin Weltens	Secretary

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 7:15 pm.

COMMITTEE REPORTS

- 1) Covenants Committee – Gary Griffin – Chairperson – The committee met and reviewed seven (7) applications.
 - a. 21781 Regents Park Circle – re: walkway on side of home (already completed) – **DENIED WITH COMMENTS**
 - b. 45699 Paddington Station Terrace – re: replace windows – **APPROVED AS IS**
 - c. 45681 Paddington Station Terrace – re: add lattice to deck – **APPROVED WITH COMMENTS**
 - d. 45771 Smoketree Terrace – re: driveway extension (already completed) – **APPROVED WITH COMMENTS**
 - e. 45795 Smoketree Terrace – re: driveway extension (already completed) – **APPROVED WITH COMMENTS**
 - f. 45628 Livingstone Station Street – re: patio – **APPROVED WITH COMMENTS**
 - g. 21798 Willesden Junction Terrace – re: fence, patio and walkway – **APPROVED WITH COMMENTS**

Management will re-inspect the community for Hearing Resolution and compliance issues follow up during this next cycle.

- 2) Parking Rules and Regulations –Community Enforcement Services (CES) continues to inspect the community and tagging those vehicles in violation of

Association rules.

- 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. There will be multiple updates coming soon regarding the seal coat of the townhome streets.
- 4) Newsletter Committee – The current edition is posted on the website.

APPROVAL OF THE JULY MEETING MINUTES

MOTION: Mr. Shoates, Ms. Rugen seconded, to approve the July 8, 2013 meeting minutes as submitted. The motion passed unanimously (3-0-0).

JULY FINANCIAL REPORT

Mr. Ellis reported to the Board that the assets are currently at approximately \$950,000. Management has a write off that needs a signature on something that was previously approved. 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 – July 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%, \$160,851

The next CD to mature is the Fulton Bank CD. In an effort to keep the balance below the \$250,000 FDIC insured limit, management recommends splitting the CD proceeds (\$160,851) as follows:

- a. \$100,000 to Virginia Heritage (24 month no penalty CD at .9%)
- b. \$61,000 to First Virginia (30 month no penalty CD at 1.35%)

After investing \$160,000, Cascades Park will still have \$200,000 combined in operating and money market account.

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 met with representatives of Becht Engineering during the week of April 29th 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. Becht has provided a component review worksheet, which management will review for comment. One concern is to firmly identify the owner of the large stone walls on the property (Batel Builders, Sections 8&9). In order to accomplish this task, management has solicited proposals from several surveyors to identify the boundaries between the stone walls and the adjacent private lots. Several engineering firms declined to bid;

however, management has received two (2) bids. They are from Lonnie Sturgeon of Paciulli Simmons Associations (\$3,400/\$4,900 with drawing) and Logan Associates (\$3,000, includes drawing).

MOTION: Mr. Shoates, Ms. Rugen seconded, to accept management's recommendation to hire Logan Associates to provide both report and drawings. The motion passed unanimously (3-0-0).

CONTRACT SERVICES

- 1) Grounds Maintenance – Mr. Ellis' inspections of the common areas in July/August found the following:
 - a. HLS continues to experience delays due to weather conditions.
 - b. HLS cleared vines and other debris from the metal railing along the stone wall behind Ladbrooke Grove.
 - c. HLS cleared overgrown vegetation from the common areas behind the Blossom Drive homes (missed by mowing crews during the growing season)
 - d. Premium Landscape to repair the old tree cup locations (site of former tree locations, removed as a result of the grounds improvements initiative) in the fall.

Management has provided an RFP for Board review for Grounds and Snow Plowing services for 2014-2016. This RFP has been sent to seven (7) local services providers. They are: Heritage Lawn Services (HLS), Genesis Landscape, Premium Lawn & Landscape, TruGreen Landcare, Valley Crest Landscape Maintenance, Lancaster Landscapes and Community Landscape Services. Management will meet with each service provider over the next week to acclimate them to the community. The bids are due at the end of August. Management will also contact Brickman and ask them to bid on the RFP.
- 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. Management spoke with Kate Davidson about our next landscape improvement initiative. She recommends planting in the newly irrigated (soon to be) areas along Victoria Station Drive and the monument area at main entrance.
- 3) Irrigation Improvements – Aspect completed the wet tap today. The water meter and backflow devices will be installed Wednesday. Aspect made the final street connection and is ready to pressurize system to check for leaks. The timer location is now determined (west of Shortleaf near existing electrical meter station). Aspect has removed most of the rocks dug up during the trenching phase of construction.
- 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 – Management will request HLS mulch the tot lots. The crack repair at the tennis court is opening up again; although the temporary repair has held up for almost two (2) years.
- 7) Electric Services – CP Electric continues to repair non-functioning street lights.
- 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...
- 9) Trash Removal Services – Nothing to report.
- 10) Legal Services – Nothing to report.
- 11) General Maintenance and Capital Repair Projects – J&F General Contracting was awarded the painting contract to paint the clubhouse. It appears they are finished; although management has noted that they missed the masonry foundation by the wading pool. Mr. Ellis has advised them of this condition and has requested a status report.
- 12) Asphalt Seal Coating and Repairs – Brothers Paving has completed the asphalt trail repairs and the general asphalt repairs to the common streets. Next up is the seal coating and is scheduled for August 27-30 and September 3-6.

OLD BUSINESS

- 1) Bond Release/Road Acceptance – Section 4 – Loudoun Kline, LLC (Blossom Drive ROW) – Loudoun Kline has walked the site with Loudoun County and VDOT to develop a current punch list. Most items are minor; although they do have a significant line-of-site issue with 21724 Regents Park Circle. Scott Brodbeck of Loudoun County advises that the Association will not need to enter into a three (3) party trail agreement for the trail along Blossom Drive. A perpetual easement agreement is already in place. Management will need to remove the towing signs from the street signs in order to avoid interference with state acceptance.
- 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 (70) settlements with eighty (80) units recorded. Construction is ongoing and brisk.

NEW BUSINESS

There was nothing new to report.

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ADJOURNMENT

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to adjourn the meeting at 8:27 p.m. The motion passed unanimously (3-0-0).