

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

**February 11, 2013**

**BOARD MEMBERS PRESENT**

Keith Shoates	President
Laura Monahan	Vice-President
Kelly Glessner	Treasurer
Kevin Weltens	Secretary

**BOARD MEMBERS ABSENT**

Marcia Rugen	Member at Large
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**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 that a quorum was present and called the Cascades Park Board meeting to order at 7:01 p.m.

**OPEN FORUM**

- 1) A resident addressed the Board regarding the community landscape plan and the current drainage issues.
- 2) A resident had a concern regarding the intersection at Blossom Drive. There were signs installed by the Association that have since been removed. Mr. Ellis discussed his meeting with the Loudoun County Sheriff's Department.
- 3) A resident expressed concern regarding some covenants violations that are taking place in his section of the neighborhood.

**COMMITTEE REPORTS**

- 1) Covenants Committee – Gary Griffin – Chairperson – The committee met and reviewed one (1) application.
  - a. 45640 Livingstone Station Street– re: replace shingles – **APPROVED AS IS.**Management has not yet completed an inspection of the full community, but will do so by the first week of March.
- 2) Parking Rules and Regulations –Community Enforcement Services (CES) continues to inspect the community and is tagging those vehicles in violation of Association rules. No vehicles were towed during the last reporting cycle. Management met with the Loudoun County Sheriff's Department on site, to discuss parking enforcement along the east side of Blossom Drive, between Magnolia and Iron Horse Court.

Sheriff Safford advised it was his opinion that the roadway was wide enough to allow for parking along this curb line and suggested that the Association contact VDOT and request a No Parking zone be identified for placement of appropriate signage.

- 3) Website Committee – The website is now live. Magnets were mailed to all owners of record for placement on refrigerators. Management is currently updating the site and will include items discussed at tonight's meeting, i.e., trash pickup, parking issues, etc... There was discussion regarding whether or not the pool pass registration can be done via the website.
- 4) Grounds Committee – There has been a lot of trash noted in the community.
- 5) Recreation/Facilities Committee – The facility has been winterized. The Board discussed the idea of hosting a pool opening party at the beginning of the season.
- 6) Newsletter Committee – The current newsletter edition has been posted on the community website. The next issue will be sent out in the spring, prior to the pool opening.

## **APPROVAL OF THE JANUARY MEETING MINUTES**

**MOTION: Ms. Glessner moved, Mr. Weltens seconded, to approve the January 14, 2013 meeting minutes as submitted. The motion passed (2-0-2) with Mr. Shoates and Ms. Monahan abstaining.**

## **JANUARY FINANCIAL REPORT**

Mr. Ellis reported to the Board that the current assets are \$977,012.41, just short of one million dollars (\$1,000,000). Significant variances exist in:

- Net Snow Removal Expense <\$2,600> under budget.
- General Maintenance and Repairs (\$1,169.86) due to tot lot repairs and removal of abandoned basketball hoop.

## **STATUS OF OPERATIONS – JANUARY 31, 2013**

Financial statements for the current period were emailed to each Board member.

## **INVESTMENTS – Acacia CD, 2/24/13, 1.35%, \$67,159.01**

The next investment to consider will be the Acacia CD, which matures on February 24<sup>th</sup>, and should be reinvested in a bank with the best available rate.

## **TAX FILING AMENDMENT – FY2011**

Goldklang Group, the Association's CPAs, have submitted a letter advising of their recommendation to amend the 2011 tax returns to capture back taxes, paid as a result of a large receipt from Ryland Homes, which they believe should be treated as non-taxable membership income. This would result in a large refund to the Association of over \$20,000.

## **AUDIT – FY2012**

Goldklang Group will likely begin the FY2012 audit in March. Management has asked the accounting department to help the Association get the audit done and adopted by the June meeting.

## **DELINQUENCIES**

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

## **CONTRACT SERVICES**

- 1) Grounds Maintenance – Mr. Ellis' inspections of the common areas in January/February found the following:
  - a. Loudoun Water and Dominion VA Power have disturbed the common areas at Shagbark and Victoria Station. Stabilization has been attempted, although will require additional work by the easement holder/subcontractors. Management has communicated with Susan Bour of Loudoun Water about the poor condition of the asphalt patch and requested it be replaced with an appropriate patch.
  - b. HLS has the signed agreement to apply lime to the common areas. This service has been delayed due to weather, but is scheduled for the week of February 25<sup>th</sup>.
  - c. HLS proposed a "Not to Exceed" \$1,500 to relocate and/or replant the grasses and trees, dug up for the above noted easement work. Premium agreed to replant the trees and shrubs at \$695 and scheduled the work for Monday, February 11, 2013, which has been delayed due to weather, but will be completed as soon as possible.
  - d. HLS has scheduled spring clean-up and mulching to start on March 12<sup>th</sup>.
- 2) Grounds Improvements – Management has provided the Board with a proposal to plant additional trees (6 – American Holly and 3 Red Cedar) along the Brondesbury house-side of the recently cleared wooded area at Wembley/Brondesbury. The wooded area was cleared of nuisance vegetation, reducing the visual attenuation for the nearby homes. Management was not able to determine this need until the area was cleared and suggest the above mentioned plantings. The total cost is \$1,695. Management has attached a sketch of the plantings for the open space in Sections 2 and 3. They are accepting feedback from nearby owners to help develop Phase 2 of this landscaping improvement.

**MOTION: Mr. Shoates moved, Ms. Monahan seconded, to accept management's recommendation to approve the proposal from Premium Lawn and Landscape to install additional trees along the recently cleared wooded area at Wembley Park and Brondesbury Terrace at cost of \$1,695. The motion passed unanimously (4-0-0).**

- 3) Irrigation Improvements – Management has provided the Board with a copy of the signed agreement with Valley Drilling Corporation of Virginia to drill the irrigation well. This vendor came as a result of 1) NOVA Drilling failing to contact management to move forward with the original agreement leaving no option but to find another company, and 2) being quietly recommended by representatives of the Loudoun County Health Department. Representatives of Valley Drilling, Aspect Irrigation, CP Electric and management will meet this week to finalize plans to drill this well. Management has delivered a memo to those homes with the “noise perimeter” of the well site and posted information on the website as well.
- 4) Pet Waste Station Services – Doody Calls continues to provide pet station and tot lot trashcan service. Management has reported the leaning pet waste station at the tennis court. All other pet waste stations were reported to be in good observable condition.
- 5) Snow Removal and Sanding – HLS serviced slopes and icy areas during the weather event of January 24<sup>th</sup> and 25<sup>th</sup>. Management has not received invoices for this work and the amounts shown in the financial statements are accruals.
- 6) Tot Lot Mulch and Maintenance – All Recreation was the only vendor to respond to the request for proposal to remove, repair and replace the tennis court nets and net posts and caps. Management recommends that the Board approve this reserve expense at \$1,332. The tot lot repair work from the 2012 audit has been completed by All Recreation. Management has locked the tennis courts and will post a small sign directing users to text Mr. Ellis for access.

**MOTION: Mr. Shoates moved, Ms. Monahan seconded, to accept management’s recommendation to approve the All Recreation proposal to remove, repair and replace the tennis court nets at a cost of \$1,332. The motion passed (3-0-1) with Mr. Weltens abstaining.**

- 7) Electric Services – CP Electric continues to repair non-functioning street lights.
- 8) Pool Management Services – Unfortunately, the county is requiring the Association to replace the white coat of the main pool prior to opening this May. US Aquatics proposes a new white coat at \$18,100. The previous vendor, High Sierra Pools, replaced the white coat 5 years ago at a cost of \$17,410. Management would like the Board to authorize a cost not to exceed \$17,500 to enter into a contract with US Aquatics to do the white coat work.

**MOTION: Mr. Shoates moved, Ms. Monahan seconded, to accept management’s recommendation to approve the contract with US Aquatics for an amount not to exceed \$17,500 to replace the white coat of the main pool. The motion passed unanimously (4-0-0).**

The Board also discussed the issue of new pool furniture and a more long term project of additional water features in the pool area.

- 9) Trash Removal Services – Nothing to report.
- 10) Legal Services – There was nothing to report.
- 11) General Maintenance and Capital Repair Projects – Camacho Construction has been directed to “cold patch” 2 sections of failing asphalt, 1 on Paddington and 1 on the trail behind Shagbark.

### **OLD BUSINESS**

- 1) Bond Release – Sections 2 & 3 – Landwright LLC (Mountain Pine Square, Smoketree Terrace, and Cypress Valley) and Victoria Station/Asphalt Trails – Carl Perdue of FSC advises 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.
- 2) Section 4 – Loudoun Kline, LLC (Blossom Drive ROW) – Management has provided for review the signed a Covenant of Perpetual Maintenance and Land Use Application for the HOA to maintain trees in the state right of way (ROW). The asphalt trail along the south side of Victoria Station Drive will be relocated soon after the irrigation well is drilled.
- 3) Section 8 & 9 – Representatives of the county and VDOT met on site to identify punch items for Sections 8 & 9. Management understands from talking with owners in these sections that concrete work is scheduled.
- 4) Cascades Place Condominium – Ryland Homes – They currently have forty-three (43) settlements. Phase 7 is scheduled for recordation in March 2013, triggering the 2<sup>nd</sup> and final payment of \$100,000 to Cascades Park (Amenities Agreement).

### **NEW BUSINESS**

There was nothing new to discuss.

### **EXECUTIVE SESSION**

**MOTION: Mr. Shoates moved, Ms. Monahan seconded, to recess the Regular Session and move into an Executive Session at 8:54 p.m. to discuss delinquencies and legal matters. The motion passed unanimously (4-0-0).**

**MOTION: Mr. Shoates moved, Ms. Monahan seconded, to adjourn the Executive Session and reconvene the Regular Session at 9:07 p.m. The motion passed unanimously (4-0-0).**

**ACTIONS TAKEN FOLLOWING EXECUTIVE SESSION**

**MOTION: Mr. Shoates moved, Ms. Monahan seconded, to waive the late fees for RB#16551116 in an amount of \$135.00. The motion passed unanimously (4-0-0).**

**MOTION: Mr. Shoates moved, Ms. Monahan seconded, to authorize Legal Counsel to perform a full asset search on RB#16551106. The motion passed unanimously (4-0-0).**

**ADJOURNMENT**

**MOTION: Mr. Shoates moved, Ms. Monahan seconded, to adjourn the meeting at 9:08 p.m. The motion passed unanimously (4-0-0).**