

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

March 11, 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 the presence of a quorum and called the Board meeting to order at 7:03 p.m.

OPEN FORUM

- 1) A resident addressed the Board regarding allowing pet waste on private property. She would like to have a note included in the monthly newsletter.
- 2) A resident stated that he is very happy with all the tree work that has been going on in the community.

COMMITTEE REPORTS

- 1) Covenants Committee – Gary Griffin – Chairperson – The committee met and reviewed five (5) applications.
 - a. 21783 Brondesbury Park Terrace – re: paver stone patio – **APPROVED WITH COMMENTS**
 - b. 21853 Regents Park Circle – re: deck – **APPROVED AS IS**
 - c. 21775 Cypress Valley Terrace – re: deck – **APPROVED WITH COMMENTS**
 - d. 21775 Cypress Valley Terrace – re: fence – **INCOMPLETE WITH COMMENTS**
 - e. 45595 Victoria Station Drive – re: deck addition and rebuild – **APPROVED WITH COMMENTS**

Management has completed a full inspection of the community. They are transcribing the inspection report now and will be sending out correspondence to the affected owners this week.

- 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. CES has been aggressive in seeking out commercial vehicles and vehicles blocking drive lanes. Management met with Daryl and re-affirmed their priority for commercial vehicle enforcement.
- 3) Website Committee – The website is now live. Management has issued postings and eBlasts on several occasions. They are becoming comfortable using the system and its communications features. Management will ensure that the issue of commercial vehicles being towed will be addressed in the next update.
- 4) Recreation/Facilities Committee – The Board discussed the pool registration dates. Management will put out the community sign, post the document on the website and mail postcards to the community informing them of the pool registration dates.
 - a. Saturday, May 11th – Marcia Rugen
 - b. Wednesday, May 15th – Kevin Weltens and Kelly Glessner
 - c. Sunday, May 19th – Keith Shoates and Laura Monahan
 - d. Monday, May 20th – Keith Shoates and Kevin Weltens
 - e. Thursday, May 23rd – Laura Monahan, Kelly Glessner and Marcia Rugen

APPROVAL OF THE FEBRUARY MEETING MINUTES

MOTION: Mr. Shoates moved, Mr. Weltens seconded, to approve the February 11, 2013 meeting minutes as submitted. The motion passed unanimously (5-0-0).

FEBRUARY FINANCIAL REPORT

Mr. Ellis reported to the Board that the current assets are now over \$1 million (\$1,011,031.52). Negative variances exist in:

- General Maintenance and Repairs (\$1,067.59) due to tot lot repairs, smoke alarm repairs in the clubhouse and removal of the abandoned basketball hoop.

STATUS OF OPERATIONS – JANUARY 31, 2013

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

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

The next investment to consider will be the Fulton Bank CD, which matures on July 23, 2013. The Acacia CD was allowed to mature and has been deposited into the checking account and Management has opened a new CD at BathStBank – CDAR for \$64,600. Decisions regarding cash management moving forward are dependent on the Loudoun Water tap fee and irrigation improvements discussion.

TAX FILING AMENDMENT – FY2011

The amended 2011 Federal and State Tax Returns have been properly filed. The balance sheet shows account 1460 Income Tax Refund Receivable totaling \$28,152.92, the amount anticipated being refunded to the Association.

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

RESERVE STUDY

Management has provided an RFP soliciting bids from six (6) engineering and/or reserve analysts to perform a reserve study of the Association's common components. The bids are due prior to the April meeting, giving the Board an opportunity to approve an agreement and start the work. The final report will help set future annual contributions to reserves.

CONTRACT SERVICES

- 1) Grounds Maintenance – Mr. Ellis' inspections of the common areas in February/March found the following:
 - a. Loudoun Water and Dominion VA Power have disturbed the common areas at Shagbark and Victoria Station and Management has asked them to address that matter, specifically the asphalt patch, damage to a private lot and settlement along walks and trenches
 - b. HLS has completed the lime application to the common areas
 - c. HLS has started spring clean-up and will soon begin bed definition (carving) and leaf and debris clean-up
 - d. Pre-emergent weed control is scheduled for the first week of April
 - e. Plant fertilization, to occur in late April
 - f. First mowing estimated in early April
 - g. Litter pick-up is ongoing
 - h. HLS, Aspect Tree and Destiny Tree have been asked to propose the removal of a large limb, hung up in a common area tree behind 21777 Regents Park Circle
- 2) Grounds Improvements – Premium Landscaping has completed the wood line cleaning/clearing along Blossom, Victoria Station at the Brondesbury/Wembley save area and along both sides of the fence separating Paddington and the Victoria Station Drive storm pond. Premium has planted the tree improvements in Section 2&3 (Mountain Pine/Smoketree/Cypress) and needs to complete the planting (disrupted by snow).

Kate Davidson, after inspecting the results of wood line pruning and clearing, recommends planting three (3) Virginia Red Cedars in the save area. The total cost is \$930.

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept management's recommendation to approve the proposal from Premium Lawn and Landscape to install three (3) Virginia Red Cedars in the save area for a total cost of \$930. The motion passed unanimously (5-0-0).

- 3) Irrigation Improvements – Valley Drilling hit solid rock at an 11 foot depth a small fracture zone at a 115 foot depth (supplying two (2) gallons per minute) and nothing more to a 470 foot depth. Given the experience with adverse conditions when attempting to bore under Waterloo at Blossom (solid rock); Management made the decision to cease drilling. Valley Drilling will abandon the well in accordance with Loudoun County code (\$1,000) and will clean up the site (\$1,900). Both costs should be approved by the Board. The total cost of the well effort is unknown; given the Association did not move forward beyond drilling.

MOTION: Mr. Shoates moved, Ms. Rugen seconded, to accept management's recommendation to hire Valley Drilling to abandon the well for a cost of \$1,000. The motion passed unanimously (5-0-0).

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept management's recommendation to hire Valley Drilling for site clean up at a cost of \$1,900. The motion passed unanimously (5-0-0).

Management has provided an irrigation proposal from Aspect Irrigation to extend the system from the recreation area to Cascades Parkway and back. The cost is approximately \$72,000, but could change a little as key decisions are made by the Board. The Board should discuss the option of paying the Loudoun Water tap fee, the only option of moving forward with irrigation improvements. The Board discussed the necessity for multiple projects, such as the main entrance sign and landscaping, to be done in conjunction with the irrigation project.

MOTION: Mr. Shoates moved, Ms. Rugen seconded, to authorize management, at a cost not to exceed \$120,000, to pay the Loudoun Water tap fee. The motion passed unanimously (5-0-0).

- 4) Pet Waste Station Services – Doody Calls continues to provide pet station and tot lot trashcan service. Management has reported the leaning pet station at the tennis court. All other pet waste stations were in good observable condition.

- 5) Snow Removal and Sanding – HLS serviced the roadways on March 6th due to a heavy wet snow. Icing was a minimal problem, but all roadways required plowing.
- 6) Tot Lot Mulch and Tennis Court Maintenance – All Rec has replaced the tennis court nets as scheduled. Management has locked the tennis courts and will post a small sign directing users to text him for access. Mr. Ellis was able to track down several regular tennis players by email who had previously requested the code.
- 7) Electric Services – CP Electric continues to repair non-functioning street lights.
- 8) Pool Management Services – The signed agreement to replace the white coat has been forwarded to US Aquatics. The vendor agreed to a lower proposed price of \$17,500, as authorized. The Board should also select a tile color. Health Department Permits for 2013 pool use have been arranged with US Aquatics. There is a draft pool package for Board review and comment.
- 9) Trash Removal Services – There was nothing to report.
- 10) Legal Services – There was nothing to report.
- 11) General Maintenance and Capital Repair Projects – Camacho Construction successfully repaired, by cold patch, two (2) sections of failing asphalt, one on Paddington and one on the trail behind Shagbark.

OLD BUSINESS

- 1) Bond Release/Road Acceptance – Victoria Station/Asphalt Trails (Farrar Site Consultants) – Carl Perdue of FSC reported 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 early spring.
- 2) Section 4 – Loudoun Kline, LLC (Blossom Drive ROW) – The signed Covenant of Perpetual Maintenance and Land Use Application for the HOA to maintain trees in the state right of way (ROW) were forwarded to Loudoun County. The asphalt trail along the south side of Victoria Station Drive will be relocated by the developer. Management has notified all interested parties that the well effort has been abandoned, site clean-up and well abandonment scheduled and that they should be offsite within a week.
- 3) Section 8 & 9 – Batel Builders (Livingstone Station Terrace, Ladbrooke Grove & Tottenham Hale) – 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-five (45) settlements. Phase 7 is scheduled for recordation in March 2013, triggering the 2nd and final payment of \$100,000 to Cascades Park (Amenities Agreement).

NEW BUSINESS

There was nothing new to discuss.

ADJOURNMENT

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to adjourn the meeting at 9:02 p.m. The motion passed unanimously (5-0-0).