

Cascades Park Homeowners Association, Inc.  
**Board of Directors**  
**Meeting Minutes**  
**April 8, 2013**

**BOARD MEMBERS PRESENT**

Keith Shoates	President
Laura Monahan	Vice-President
Kelly Glessner	Treasurer
Kevin Weltens	Secretary (arrived at 7:28 p.m.)
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 7:00 p.m.

**OPEN FORUM**

There were no residents wishing to speak during open forum.

**COMMITTEE REPORTS**

- 1) Covenants Committee – Gary Griffin – Chairperson – The committee met and reviewed one (1) application.

- a. 45777 Mountain Pine Square – re: rear deck – **APPROVED WITH COMMENTS**

Management has completed a full inspection of the community. They are currently working with several owners on clarifications and special requests. There was a homeowner present from 45595 Victoria Station Drive wishing to appeal their deck application denial.

- 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 were towed during the last reporting cycle. CES has been aggressive in seeking out commercial vehicles. The Loudoun County Sheriff's Department has been pressuring Battlefield Towing to make sure the community had proper signage placed at visible corners. Management has installed eleven (11) additional signs and has now resumed towing. The Board also discussed the safety concern at the 4-way intersection and would like to have signage placed noting that cross traffic does not stop. Management will order signage to be installed on the stop signs.

- 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. The Board would like to ensure that all approved meeting minutes are posted on the website.
- 4) Newsletter Committee – The current edition is included for Board review.

## **APPROVAL OF THE MARCH MEETING MINUTES**

**MOTION: Mr. Shoates moved, Ms. Rugen seconded, to approve the March 11, 2013 meeting minutes as submitted. The motion passed unanimously (4-0-0).**

## **MARCH FINANCIAL REPORT**

Mr. Ellis reported to the Board that the \$100,000 payment from Ryland was accrued in the March financials. The Association is currently standing at a surplus of approximately \$76,000.

## **STATUS OF OPERATIONS – MARCH 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%, \$157,134**

The next CD to mature is the Fulton Bank CD. Management has prepared a check in the amount of \$117,000 payable to Loudoun Water for the tap fee. This check was prepared in the first week of April.

## **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 has completed the FY2012 draft audit and will have the file to management by this week. Management will include the draft in the May management report.

## **DELINQUENCIES**

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

## **RESERVE STUDY**

Management has issued an RFP soliciting bids from six (6) engineering and/or reserve analysts to perform a reserve study of the Association's common components. Responding firms and their proposed fees are listed below in alphabetical order:

- a. Becht Engineering - \$2,600
- b. Engineering & Tech/Consulting - \$5,900
- c. Mason & Mason - \$3,600
- d. Miller Dotson - \$3,190
- e. Thomas Downey LTD - \$6,000
- f. Reserve Advisors - \$3,950

**MOTION: Mr. Shoates moved, Ms. Rugen seconded, to accept management's recommendation to employ Becht Engineering to perform the reserve study at a price of \$2,600. The motion passed unanimously (5-0-0).**

### **CONTRACT SERVICES**

- 1) Grounds Maintenance – Mr. Ellis' inspections of the common areas in March/April 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. Loudoun Water deemed the project complete at which time management showed deficits in the trench and asphalt repair. They anticipate additional work by both Loudoun Water and Dominion VA Power.
  - b. HLS is to begin carving and mulching common areas this week.
  - c. Pre-emergent weed control is scheduled for the first week of April (signs posted).
  - d. Plant fertilization to occur in late April.
  - e. First mowing estimated in mid-April.
  - f. Litter pick up is ongoing.
  - g. HLS, Aspect Tree and Destiny Tree have been asked to submit a proposal for the removal of a large limb which is hung up in a common area tree behind 21777 Regents Park Circle. Destiny Tree is the low bidder at \$275.

**MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept management's recommendation to approve the proposal from Destiny Tree to remove a large limb in the common area behind 21777 Regents Park Circle for a cost of \$275. The motion passed unanimously (5-0-0).**

- 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 the Wembley Central tree save area. The next area of attention is likely to be the open space near the new asphalt trail (Victoria Station and Brondesbury).

- 3) Irrigation Improvements – Valley Drilling’s final invoice was less than \$9,000. This includes the drilling effort and the abandonment. Management has included the 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.

**MOTION: Mr. Shoates moved, Mr. Weltens seconded, to accept management’s recommendation to approve the contract with Aspect Irrigation to extend the irrigation system from the recreation area to Cascades Parkway and back for a cost of \$72,300. The motion passed unanimously (5-0-0).**

- 4) Loudoun Water Tap Fee – Management has prepared a check and will deliver the tap fee to Loudoun Water.
- 5) 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. All other pet waste stations were in good observable condition.
- 6) Snow Removal and Sanding – HLS serviced the roadways on March 6<sup>th</sup> due to a heavy wet snow. Icing was a minimal problem, but all roadways required plowing.
- 7) Tot Lot Mulch and Tennis Court Maintenance – All Rec has replaced the tennis court nets as scheduled. Management has unlocked the tennis courts for general use.
- 8) Electric Services – CP Electric continues to repair non-functioning street lights.
- 9) Pool Management Services – US Aquatics has drained the pool in preparation for the white coat replacement. US Aquatics has provided a repair and supply proposal at a cost of \$5,371.06. Management will be meeting with them to go over the list. Some of these items are reserve expenses. The Board should select a tile color (via website [www.daltile.com](http://www.daltile.com)). Hadsell Sun & Shade has provided a pool furniture proposal for \$4,998.64.

**MOTION: Mr. Shoates moved, Ms. Rugen seconded, to accept management’s recommendation to approve the proposal with Hadsell Sun & Shade for the purchase of pool furniture for a cost of \$4,998.64. The motion passed unanimously (5-0-0).**

- 10) Trash Removal Services – There was nothing to report.
- 11) Legal Services – There was nothing to report.
- 12) General Maintenance and Capital Repair Projects – HLS was asked to repair vandalism at the clubhouse. Vandals dug a hole along the right side in the front of the buildings, exposing irrigation water lines. Also, numerous rocks were thrown into the pools and pool area. HLS has been instructed to prune the Laurel bushes in front down to the level of the window sills. The vandals

were able to hide behind the bushes while digging. Management has solicited an RFP to four (4) different contractors for seal coating, crack filling, street painting and asphalt/concrete repairs. The Board should be able to select a contractor at the next meeting.

## **OLD BUSINESS**

- 1) Bond Release/Road Acceptance – Victoria Station/Asphalt Trails (Farrar Site Consultants) – Carl Perdue of FSC advised 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 asphalt trail along the south side of Victoria Station Drive was relocated by the developer.
- 3) Section 8 & 9 – Batel Builders (Livingstone Station Terrace, Ladbrooke Grove & Tottenham Hale) – Batel Builders will be arranging asphalt road repairs on Livingstone Station Street, Ladbrooke Grove and Tottenham Hale Court, as per the county's inspection and punch list. Representatives of the county and VDOT met on site to identify punch list items from Sections 8 & 9. Management met with Scott Brodbeck of Loudoun County and Scott McCarthy of VDOT to discuss the ADA ramp cut into the corner lot's private property.
- 4) Cascades Place Condominium – Ryland Homes – They currently have fifty (50) settlements. Phase 7 was recorded on March 7, 2013, triggering the 2<sup>nd</sup> and final payment of \$100,000 by Ryland Homes to Cascades Park (Amenities Agreement).

## **NEW BUSINESS**

The Board discussed the idea of holding a community sanctioned yard sale. They would like to hold it on the same day as Dominion Station if possible, but there was also a recommendation of June 1<sup>st</sup>, with a rain date of June 8<sup>th</sup> and will pass out a flyer informing the community, during the pool pass registrations in May.

## **EXECUTIVE SESSION**

**MOTION: Mr. Shoates moved, Ms. Monahan seconded, to enter into an Executive Session at 8:38 p.m. to discuss covenants issues, delinquencies and legal matters. The motion passed unanimously (5-0-0).**

## **ACTIONS TAKEN FOLLOWING EXECUTIVE SESSION**

**MOTION: Mr. Shoates moved, Ms. Monahan seconded, to accept the covenant's appeal of the homeowner with the caveat that all aluminum pieces are black. The motion passed unanimously (5-0-0).**

Cascades Park HOA

April 8, 2013

Page 6 of 6

**MOTION: Mr. Shoates moved, Mr. Weltens seconded, to accept Legal Counsel's recommendation to halt further legal action and close account #16551115. The motion passed unanimously (5-0-0).**

#### **ADJOURNMENT**

**MOTION: Mr. Shoates moved, Ms. Glessner seconded, to adjourn the meeting at 8:55 p.m. The motion passed unanimously (5-0-0).**