

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

May 13, 2013

BOARD MEMBERS PRESENT

Keith Shoates	President
Laura Monahan	Vice-President
Kelly Glessner	Treasurer (arrived at 7:15 p.m.)
Kevin Weltens	Secretary (arrived at 7:50 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 quorum and called the meeting to order at 7:00 p.m.

OPEN FORUM

There was a request to donate money toward Project Graduation for Potomac Falls High School.

MOTION: Mr. Shoates moved, Ms. Rugen seconded, to approve a donation of \$250 to Potomac Falls High School Project Graduation. The motion passed unanimously (3-0-0).

COMMITTEE REPORTS

- 1) Covenants Committee – Gary Griffin – Chairperson – The committee met and reviewed six (6) applications.
 - a. 21856 Regents Park Circle – re: deck – **APPROVED WITH COMMENTS**
 - b. 45629 Livingstone Station Street – re: fence – **APPROVED WITH COMMENTS**
 - c. 45699 Paddington Station Terrace – re: storm door – **APPROVED AS IS**
 - d. 45778 Mountain Pine Square – re: stain and seal deck to same color as fence – **APPROVED AS IS**
 - e. 45676 Livingstone Station Street – re: landscaping – **APPROVED AS IS**
 - f. 45613 Livingstone Station Street – re: remove current landscaping, replace with low maintenance plants, removed birth tree, replacing with crape myrtle, adding new top soil, seed and fertilizer – **APPROVED AS IS**

Management has completed a full inspection of the community. Re-inspection of all homes will occur during the week of May 20, 2013.

- 2) Parking Rules and Regulations –Community Enforcement Services (CES) continues to inspect the community and tag those vehicles in violation of Association rules. Three vehicles were towed during the last reporting cycle. There was 1 request for reimbursement of a towing charge, citing current registration. The Board has agreed to reimburse 50% of the charge, as long as the homeowner can present current registration that was dated prior to the tow date.

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to provide a 50% reduction in the towing charge provided that the resident produces a valid registration dated prior to the tow date. The motion passed unanimously (4-0-0).

- 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. They would also like to see a new subject line attached to new postings, not always the line “important message”, and would like to keep the notices short. There was also discussion regarding the future of the archiving capabilities on the website.
- 4) Newsletter Committee – The current edition is posted on the website.

APPROVAL OF THE APRIL MEETING MINUTES

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to approve the April 8, 2013 meeting minutes as submitted. The motion passed unanimously (4-0-0).

APRIL FINANCIAL REPORT

Mr. Ellis reported to the Board that the operating budget will show a loss for the year. The financial report was included in the Board packet for review.

STATUS OF OPERATIONS – April 30, 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.

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 \$24,507.92. The state of Virginia refunded \$6,000 on April 12th. The IRS refunded \$21,552.92 on May 3rd.

The balance in the account as of May 13, 2013 is \$2,955 (\$2,355 refund owed for FY2012 and a \$600 penalty, withheld by the IRS). Management does not agree with the penalty and has included the letter sent to the IRS in the Board packet.

AUDIT – FY2012

Goldklang Group has completed the FY2012 draft audit and management recommends adopting the audit. They have also provided a proposal for the 2013 audit for Board review.

MOTION: Mr. Shoates moved, Ms. Rugen seconded, to accept management’s recommendation to employ Goldklang Group to perform the yearly audit at a price of \$3,850 in 2013 and \$4,050 in 2014. The motion passed (3-0-1) with Ms. Monahan abstaining.

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 building components and to discuss all current initiatives as it pertains to their pending study of Capital Reserves. In the matter of the large stone walls and railing assemblies in Batal Sections 8&9, management discussed the condition of the wall and the typical maintenance protocol to keep the wall stable. Mr. Ellis discussed this wall with Becht, Loudoun County and the Batal representative, none of whom could give any confidence of ownership or how the county would normally treat such a large component. The continued concern is that these walls “may” have association obligations, although no one can point to any substantive documentation. Management recommends hiring a land surveyor to locate the rear property lines of approximately 15 lots in Sections 8 & 9 (behind Livingstone and Ladbroke). Management will discuss this project with several firms for discussion at the June meeting.

CONTRACT SERVICES

- 1) Grounds Maintenance – Mr. Ellis’ inspections of the common areas in April/May found the following:
 - a. HLS delayed mowing last week due to weather. Condition of site after service was “average”, with clumps of grass in various areas, uneven cutting heights along Victoria Station Drive.
 - b. Two of 4 storm ponds were mowed; there was access difficulty due to wet ground.
 - c. Slow response to requests for removal of dead trees.
 - d. Loudoun Water has repaired the asphalt patch on Shagbark
 - e. Dominion VA Power has not repaired trench alongside and rear of Shagbark.
- 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. The next area of attention is likely to be the open space near the new asphalt trail (Victoria Station and Brondesbury).

Management will speak with Kate Davidson during the next month to determine her thoughts and guidance.

- 3) Irrigation Improvements – Aspect Irrigation has been delayed by weather, but now is trenching for the main irrigation line down the south side of Victoria Station Drive. The contractor successfully bored under Victoria Station Drive, just west of Shagbark Terrace. Work will continue until finished, which is estimated at mid-June.
- 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 – Someone has knocked the tennis court gate off its hinges during the past month. The gate has been repaired. The story told to management is that an individual locked himself inside the court, panicked and broke the gate off the hinges to exit.
- 7) Electric Services – CP Electric continues to repair non-functioning street lights.
- 8) Pool Management Services – US Aquatics has completed the white coat replacement. Management has told US Aquatics NOT to move forward with a new tile selection as the proposed cost was over \$14,000. It appears the new pool furniture from Hadsell Sun & Shade was delivered to the pool deck last week. Management will have US Aquatics assemble it. Pool registration is ongoing.
- 9) Trash Removal Services – Nothing to report.
- 10) Legal Services – Nothing to report.
- 11) General Maintenance and Capital Repair Projects – HLS repaired some of the vandalism at the clubhouse. Vandals dug a hole along the right front side of the building, exposing irrigation water lines, and this has been repaired. Management has asked HLS to install downspout connectors and a carry-off line to redirect storm water away from the building. Clubhouse siding repairs were completed by Exterior Medics. Mr. Levecchi of Exterior Medics brought some concerns about the condition of the roof shingles to management, which was provided to Becht Engineering. J&F Contractors will clean out the side vent, which appears to have nesting birds.
- 12) Asphalt Seal Coating and Repairs – The Association has solicited proposals to seal coat the private roadways, repaint the fire lanes and space assignments, crack fill and perform various asphalt repairs. Management has provided proposals from Brothers Paving and Concrete Corporation, Fairfax Paving & Concrete, Inc., Finley Asphalt & Sealing and Dominion Paving & Sealing. Management will discuss a “not to exceed” for asphalt and concrete repairs, and crack filling linear footage.

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept management's recommendation to enter into negotiations with Brother's Paving & Concrete Corporation for a total cost not to exceed \$35,000. The motion passed unanimously (5-0-0).

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 the early spring. There is no update on the status of the roadway.
- 2) Section 4 – Loudoun Kline, LLC (Blossom Drive ROW) – Recent work includes new curb ramps at all intersections. The work has damaged the asphalt transition, signs and the irrigation system. Management has removed the leaning signs on Blossom.
- 3) Sections 8 & 9 – Batel Builders (Livingstone Station Terrace, Ladbrooke Grove & Tottenham Hale) – Batel Builders is currently working on asphalt road repairs on Livingstone Station Street, Ladbrooke Grove and Tottenham Hale Court, as per the county's inspection and punch list.
- 4) Cascades Place Condominium – Ryland Homes – They currently have 56 settlements. Phase 7 was recorded on March 7, 2013, triggering the 2nd and final payment of \$100,000 by Ryland Homes to Cascades Park (Amenities Agreement). This payment has been made.

NEW BUSINESS

- 1) The Board discussed when to hold the annual summer party. They would like to issue the call for candidates prior to the party, so that they can obtain proxies at the party. They have tentatively scheduled the party on Saturday, July 13th from 11:00 a.m. – 2:00 p.m.
- 2) The June Board meeting will be held on Wednesday, June 12th at 7:00 p.m.

DELINQUENCIES

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

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept Legal Counsel's recommendation to accept the owners' payment plan proposal on the condition that the owners sign a Confessed Judgment Promissory Note on account #1655108. The motion passed unanimously (5-0-0).

MOTION: Mr. Shoates moved, Ms. Rugen seconded, to accept Legal Counsel's recommendation to reject the owner's request and authorize Legal Counsel to proceed with the bank garnishment on account #16551106.001. The motion passed unanimously (5-0-0).

ADJOURNMENT

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to adjourn the meeting at 9:17 p.m. The motion passed unanimously (5-0-0).