

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

**November 11, 2013**

**BOARD MEMBERS PRESENT**

Keith Shoates	President
Laura Monahan	Vice-President
Topper Smith	Secretary
Kelly Glessner	Treasurer
Kevin Weltens	Member at Large

**BOARD MEMBERS ABSENT**

None

**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 7:00 pm.

**OPEN FORUM**

- 1) A resident had a comment regarding the landscaping along the roads in the community and asked to have some of the grasses and trees cut back in the fall to eliminate leaves blowing.
- 2) A Dominion Station resident had his commercial vehicle towed from the community. He addressed the Board asking for reimbursement of the towing fees. He noted that it is not a commercial vehicle and was borrowed from his friend.

**COMMITTEE REPORTS**

- 1) Covenants Committee – Gary Griffin – Chairperson – The committee met and reviewed one (1) application.
  - a. 21733 Tottenham Hale Court – re: fence – **APPROVED WITH COMMENTS**Management noted that they have re-inspected all the homes that were subject to hearings over the summer. All but six (6) homes have completed the work. The affected unites will be assessed \$900.
- 2) Parking Rules and Regulations –Community Enforcement Services (CES) continues to inspect the community and tagging those vehicles in violation of Association rules. One (1) vehicle has been towed during the last reporting cycle. The Board discussed how parking is getting progressively worse, and the best

way to report violations. The Board would like to add a standing agenda item regarding parking violations and management will provide a form noting who has received a violation notice for a parking violation.

- 3) Website Committee – Management continues to issue postings and e-blasts for items of community concern and/or issues coming up that could affect owners.
- 4) Newsletter Committee – The draft fall 2013 newsletter edition is included in the Board packet for review and discussion. The Board discussed the draft newsletter and made any necessary changes or deletions.

## **APPROVAL OF THE OCTOBER MEETING MINUTES**

***MOTION: Mr. Shoates, Ms. Glessner seconded, to approve the October 14, 2013 meeting minutes as submitted. The motion passed unanimously (4-0-0), with Ms. Monahan abstaining.***

## **OCTOBER FINANCIAL REPORT**

Mr. Ellis reported to the Board that the assets are currently at approximately \$932,393.65. 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 – October 31, 2013**

Financial statements for the current period were emailed to each Board member and are included in the Board packet for review.

## **INVESTMENTS – Virginia Heritage Bank NPCD, 12.9.13, 1.1%, \$104,828**

The next CD to mature is the VHB CD.

## **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. The IRS has responded, indicating the penalty will remain in place. The matter came up when the auditor was under the impression that they were going to recognize \$200,000 in income from the Cascades Place payments. Management prepared estimated tax payments based on the \$200,000 assumption, but when corrected, stopped payment on those payments and re-issued “the correct” payment. The IRS is charging \$600 for that “stop payment” (a percentage of the tax amount, \$30,000). Ironically, those taxed were refunded in a subsequent amended filing, but the \$600 remains. It is not in the Association’s best interest to continue to fight this excessive penalty and management will pay the penalty.

## **RESERVE STUDY**

**SURVEY** – The Board of Directors engaged Logan Associates to survey the property boundaries of thirteen (13) properties to determine ownership of the large stone adjacent to the property. Logan has completed the survey and provided scaled drawings for our review. Many of the involved Livingstone Station Street lots show the stone wall and railing as privately owned, approximately seven (7) or eight (8) lots. At

the Board's direction, management will consult with counsel about an agreement between the association and specific owners, to maintain the wall and to levy an additional assessment to the affected owners. The wall on Ladbroke Grove shows to be 99% on common area, with the exception of a small corner of one (1) lot.

### **BUDGET FY2014**

Management has provided a draft of the FY2014 operating budget. This budget recommends no increase and is ready for adoption. The Reserve Study takes some pressure off the recommended increase as Becht's report puts some downward pressure on the general portion of the annual contribution to reserves. The Board discussed any changes prior to approving the budget, to include the change in 7611 (revert back to original budget cost of \$7,000)

***MOTION: Mr. Shoates, Mr. Smith seconded, to accept management's recommendation to approve the 2014 draft budget as amended. The motion passed unanimously (5-0-0).***

### **CONTRACT SERVICES**

- 1) Grounds Maintenance – Mr. Ellis' inspections of the common areas in October/November found the following:
  - a. HLS has completed their mowing service for the year
  - b. Leaf removal still due for December

Included as separate enclosure is the final Landscape Management Agreement between Valley Crest and the Cascades Park HOA. This agreement is ready for adoption and signature by the Board President.

***MOTION: Mr. Shoates, Ms. Glessner seconded, to authorize management to enter into negotiations with Valley Crest at a cost not to exceed \$68,000. The motion passed unanimously (5-0-0).***

- 2) Grounds Improvements – Kate Davidson has submitted drawings for Board review, which shows a rendering of the south side of the main entrance and the estimated cost of material in two (2) sizes. This will be a spring 2014 project. In fall 2013, the wooded areas previously cleared and allowed to naturalize will be cleaned again and natural tree growth protected. Management will be meeting with Kate Davidson and Valley Crest to walk the site to address upcoming landscaping projects. In regard to the Entry Monument, the Board should begin developing a plan to repair, replace or repair and augment the existing masonry wall at Cascades Parkway and Victoria Station Drive. The Valley Crest basic rendering of that monument wall/sign was well received and could be a starting point to re-develop the main entrance into Cascades Park. Management will attempt to have something to present to the Board at the January meeting (or shortly thereafter) for discussion.

**MOTION: Mr. Shoates, Ms. Glessner seconded, to accept management's recommendation to enter into a landscaping contract with Valley Crest for 2014-2016 at a cost of \$60,840. The motion passed unanimously (5-0-0).**

- 3) 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.
- 4) Snow Removal and Sanding – Included as a separate enclosure is the final Snow and Ice Agreement between Valley Crest and the Cascades Park HOA. This agreement is ready for adoption and signature by the Board President.

**MOTION: Mr. Shoates, Mr. Smith seconded, to accept management's recommendation to enter into a contract with Valley Crest for the 2013-2016 snow and ice season. The motion passed unanimously (5-0-0).**

- 5) Tot Lot Mulch and Tennis Court Maintenance – Management has a minor fence repair to schedule for the tennis court and will schedule for the next month.
- 6) Electric Services – CP Electric continues to repair non-functioning street lights and repaired a street light on Smoketree/Cypress last week.
- 7) Pool Management Services – US Aquatics will continue into 2014 as a three (3) year agreement is in place.
- 8) Trash Removal Services – Management spoke with American Disposal and was advised that their agreement for services is up for consideration in February/March.
- 9) Legal Services – Management will discuss the possibility of a shared agreement between the association and the affected stone wall owners in Section 8 and 9 with counsel during the next several weeks. If plausible, Mr. Ellis will ask them to draft the agreement for Board review.
- 10) General Maintenance and Capital Repair Projects – Brothers Paving completed repairs to the asphalt trail along both Victoria Station Drive (west of Brondesbury Park Terrace) and Blossom Drive. The work looks good.
- 11) Asphalt Seal Coating and Repairs – Management have discussed the painting of approximately ten (10) parking strips on Smoketree, Cypress and Mountain Pine with a general handyman contractor. These stripes were left unpainted due to weather delays that were not the fault of Brothers Paving. These strips can be hand painted.

#### **OLD BUSINESS**

- 1) Bond Release/Road Acceptance – Section 4 – Loudoun Kline, LLC (Blossom Drive/Victoria Station Drive ROW) – Loudoun Kline reports the only thing needed to complete the release of the road bond is an approved Land Use Permit by the HOA to maintain irrigation in the right-of-way (ROW). In particular, the portion over the Blossom Drive concrete span (culvert). This will result in a VDOT

requirement to maintain a Surety Bond in the event of damage in the ROW due to the presence of the irrigation system.

- 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. Several trees and mailbox improvements that were placed in the ROW on Tottenham Hale Court and Livingstone Station Street have been removed by the developer.
- 3) Cascades Place Condominium – Ryland Homes – They currently have ninety (90) settlements with one hundred and four (104) units recorded. Construction is nearing completion.

### **NEW BUSINESS**

- 1) Wall outside of tennis court – There needs to be something planted either in front of the wall or on the wall to deter kids from climbing on it and jumping off.
- 2) Benches at tot lots – The benches at the clubhouse tot lot are currently too low and need to be fixed. As it stands, it is very difficult to sit on the benches.
- 3) Commercial Vehicles – The Board discussed the current guidelines for commercial vehicles and how to amend them to become more inclusive. They would like to change the rule to include any vehicle with signage, "H" plates, and ladders or otherwise outfitted for business use.

***MOTION: Mr. Shoates, Mr. Smith seconded, to amend the Policy Resolution No. 03-06 (Vehicular and Parking Regulations) Paragraph 3, insert bullet "a vehicle outfitted for business use" under existing 1<sup>st</sup> bullet. The motion passed unanimously (5-0-0).***

***MOTION: Mr. Shoates, Ms. Glessner seconded, to reimburse the towing cost of \$150 to the affected resident because of the ambiguity in the current parking rules and regulations. The motion passed (3-2-0), with Ms. Monahan and Ms. Glessner opposing.***

### **ADJOURNMENT**

***MOTION: Mr. Shoates moved, Mr. Smith seconded, to adjourn the meeting at 9:51 p.m. The motion passed unanimously (5-0-0).***