

DRAFT

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

January 13, 2014

BOARD MEMBERS PRESENT

Keith Shoates	President
Laura Monahan	Vice-President
Topper Smith	Secretary
Kelly Glessner	Treasurer
Kevin Weltens	Member at Large (arrived 7:34pm)

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) The Dolars reported to the Board that their home was damaged by a rock through the window. They believe that an HLS mower is responsible for the damage; however, the landscaping company is denying any responsibility. Management will speak to HLS on the homeowner's behalf, asking them to pay for damages.

COMMITTEE REPORTS

- 1) Covenants Committee – Gary Griffin – Chairperson – Management provided for review the compliance notices sent during the last reporting cycles.
- 2) Parking Rules and Regulations –Community Enforcement Services (CES) continues to inspect the community and tagging those vehicles in violation of Association rules, particularly commercial vehicles. Seven (7) vehicles have been towed during the last reporting cycle (approximately 60 days). The Board would also like to have the landscape company remove their snow removal equipment from the property. Management has provided a draft amendment to the parking rules and regulations. Mr. Ellis has added “vehicles outfitted for business use” to the Prohibited Vehicles section of the policy. He recommends having the association counsel review this draft policy to assure that the association is current with respect to state laws. Management has also provided a spreadsheet

showing the commercial vehicle activity since the November meeting.

- 3) Website Committee – All current meeting minutes and the recent newsletter has been posted to the website.
- 4) Newsletter Committee – The next edition will be sent out in spring 2014.

APPROVAL OF THE NOVEMBER MEETING MINUTES

MOTION: Mr. Shoates, Ms. Monahan seconded, to approve the November 11, 2013 meeting minutes as submitted. The motion passed unanimously (4-0-0), with Mr. Weltens absent.

DECEMBER FINANCIAL REPORT

Mr. Ellis reported to the Board that the assets are currently at approximately \$980,000. There is still some work to be done on the balance sheet, as well as some accrual work. The financial report was included in the Board packet for review.

STATUS OF OPERATIONS – December 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 on October 1, 2014. It is likely the association will purchase additional CD(s) prior to that time.

AUDIT FY2013

Management has provided a notice from Goldklang Group CPA's advising of Virginia's requirement that the 2013 state tax return be filed electronically. Management will execute from VA-8879C to affect that filing. There will also be a nominal charge for this filing as well, but is undetermined at this time.

CONTRACT SERVICES

- 1) Grounds Maintenance – Mr. Ellis' inspections of the common areas in December/January found the following:
 - a. Litter has been a continuing issue, but difficult to deal with due to weather.
 - b. HLS refused to cut down the ornamental grasses, but management's appeal to their common sense resulted in this service being completed in mid-December
 - c. Leaf removal (and litter removal) was accomplished on December 17th.
- 2) Grounds Improvements – Kate Davidson has submitted a rendering of the south side of the main entrance and the estimated cost of material in two (2) sizes. This is a spring 2014 project. Kate is out of town this month and management hopes to have her proposals in February.
- 3) 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 ValleyCrest 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. The Board would like to see at least three (3) proposals for consideration and discussion. Management will bring in the possible vendors for the Board to interview and review their portfolio. Once a contractor has been chosen, the Board would like to see several drawings for consideration. The Board would like to see this work done, or at least started, within this calendar year.

- 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 – ValleyCrest has serviced the community on several occasions since we executed their agreement. Total billing so far is approximately \$7,600. The Board discussed their performance in the last snowfall and ways to improve it in the future.
- 6) Tot Lot Mulch and Tennis Court Maintenance – A contractor repaired the tennis court gate for proper closure. Management’s inspection of last week shows that repair to have been vandalized. The repair included a door closing hinge, which helps keep the door in the closed position, but the new latch is damaged. Management will solicit pricing information from All Recreation to “raise” the level of the tot lot benches.
- 7) Electric Services – CP Electric continues to repair non-functioning street lights.
- 8) Pool Management Services – US Aquatics will continue into 2014 as a three (3) year agreement is in place.
- 9) Trash Removal Services – Management has developed an RFP for soliciting trash and recycling removal services from local haulers. Mr. Ellis has provided a comparison matrix and proposals from AAA and CSI. It is important to execute a new agreement at the March 10th meeting for an April 1st start.
 - a. ADS, the current service provider, proposed no change to their current rate. They are the least costly rate in year one.
 - b. CSI proposes guaranteed rate for first three (3) years of agreement, which means in year 2 and 3, they would be the least costly rate if ADS escalates at 3%. ADS would be \$3,270 more expensive in the long term. Management spoke to ADS about holding their rate for years 2 and 3 and they were very hesitant, but didn’t decline.
 - c. CSI was on the sales block last year, which fell through (rumor was Potomac Disposal was contract purchaser).
 - d. AAA is the highest rate and may not make the cut.The Board would like to stay with their current service provider; however, they would like management to work on the deficit between ADS and CSI to bring the ADS contract down.

- 10) Legal Services – Management has given Patrick Via of Rees Broome law firm (association counsel) a general description of the findings as it relates to the large stone wall and metal railing systems and the possibility of a shared

agreement between the association and the affected owners. Management hopes to have a response back from Patrick Via so that they can begin preparation of a draft agreement.

- 11) General Maintenance and Capital Repair Projects – Nothing to report.
- 12) Asphalt Seal Coating and Repairs – Management has discussed the painting of approximately ten (10) parking stripes 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 stripes will be hand painted as soon as weather allows.

OLD BUSINESS

- 1) Bond Release/Road Acceptance – Section 4 – Loudoun Kline, LLC (Blossom Drive/Victoria Station Drive ROW) – No new information to report.
- 2) Section 8 & 9 – Batel Builders (Livingstone Station Terrace, Ladbroke Grove & Tottenham Hale) – Batel Builders has removed several trees and mailbox improvements that were placed in the ROW on Tottenham Hale Court and Livingstone Station Street. No other information to report.
- 3) Cascades Place Condominium – Ryland Homes – They currently have one-hundred and one (101) settlements with one hundred and sixteen (116) units (all units) recorded.

NEW BUSINESS

- 1) Management is looking at possibly hiring an additional person to help Mr. Ellis with covenants violations, website, etc...

ADJOURNMENT

MOTION: Mr. Shoates moved, Mr. Smith seconded, to adjourn the meeting at 8:34 p.m. The motion passed unanimously (5-0-0).