

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

February 10, 2014

BOARD MEMBERS PRESENT

Keith Shoates	President (arrived 7:14pm)
Laura Monahan	Vice-President
Topper Smith	Secretary
Kevin Weltens	Member at Large (arrived 7:40pm, left meeting at 8:45pm)

BOARD MEMBERS ABSENT

Kelly Glessner	Treasurer
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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 7:15 pm.

OPEN FORUM

- 1) A resident had a question regarding his architectural change form for a deck.
- 2) A resident on Tottenham addressed the Board regarding a violation he received for non-compliance of his basement stairs. He submitted an architectural application, following a violation hearing in June, which was denied and he addressed the Board on how to move forward.
- 3) A resident on Turnham Green addressed the Board regarding a violation he received for non-compliance with his siding. He noted that they are in the process of repairing the siding and had a question as to whether or not the violation fees will stand.

COMMITTEE REPORTS

- 1) Covenants Committee – Gary Griffin – Chairperson – The committee met and reviewed one (1) application. Management provided for review the compliance notices sent during the last reporting cycles.
 - a. 45558 Cheswick Park Court – re: fence – **APPROVED WITH COMMENTS**
- 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 infractions. Per the Board's request, management has forwarded a copy of the proposed parking rules revision to association counsel, Rees Broome, for review and comment. The

Board reviewed and discussed the proposed revision. Paragraph #4 of the proposed revision will now read "No repairs or mechanical service shall be undertaken on vehicles except in garages or private driveways. Vehicle(s) must be owned by resident of home and repairs must be completed in twenty-four (24) hours".

MOTION: Mr. Shoates, Mr. Smith seconded, to accept management and legal's recommended changes to the policy resolution 14-01, Vehicle and Parking Regulations. The motion passed unanimously (4-0-0), with Ms. Glessner absent.

- 3) Website Committee – All current meeting minutes and the recent newsletter has been posted to the website. Management has asked Frankie Bailey to help maintain the website and to help produce the newsletter. She is agreeable to both services and management hopes to have some additional feedback. The Board would like Frankie to submit a newsletter template(s) for review by the March meeting.
- 4) Newsletter Committee – The next edition will be sent out in spring 2014.

APPROVAL OF THE JANUARY MEETING MINUTES

MOTION: Mr. Shoates, Mr. Weltens seconded, to approve the January 13, 2014 meeting minutes as submitted. The motion passed unanimously (4-0-0), with Ms. Glessner absent.

JANUARY FINANCIAL REPORT

Year-end financial statements (December 2013) were completed and provided to the Board of Directors, electronically. Financial statements for the current period (January 2014) have been completed and provided electronically as well. Mr. Ellis reported to the Board that the association is currently at a \$4,400 deficit due to snow removal. The association is starting to get close to \$1 million in cash assets. The financial report was included in the Board packet for review.

STATUS OF OPERATIONS – January 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

No information to report.

CONTRACT SERVICES

- 1) Grounds Maintenance – Mr. Ellis' inspections of the common areas in January/February found the following:

- a. Significant amount of litter in entry and main road areas.
- b. Uprooted white pine in key buffer area between Smoketree Terrace and the Reston Bible Church. ValleyCrest proposes replacement with (10-12') Easter white pine at \$720. Management recommends this replacement. Previous attempts to "up-right" this large tree have failed and the owner of 45765 Smoketree is anxious for the association to re-establish and maintain this buffer. The cost of the installation will come out of the grounds improvements budget line item.

MOTION: Mr. Shoates, Mr. Smith seconded, to accept management's recommendation to approve the proposal with ValleyCrest to install an (10-12') Easter white pine at 45765 Smoketree for a cost \$720. The motion passed unanimously (4-0-0), with Ms. Glessner absent.

- c. Broken Window Issue, Dolar – 21755 Brondesbury Park Terrace – Management has reached out to owner Dolar requesting an update on their interactions with HLS insurance carrier as it pertains to a "rock through window and associated damages". Management hopes to hear from them shortly. HLS has advised that their insurance carrier is in contact with this owner and suggests this claim will cover the cost of repairs. The owner has reached out to management informing them that HLS' insurance carrier has agreed to cover the \$500 deductible.
- 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.
- 3) Entry Monument – Management contacted and met with possible entry monument repair/replacement vendors. They were Masonry Design and Metro Sign and Design. Management has also discussed this project with several masonry contractors. None of the companies provide "design services", suggesting the association hire an architect to provide a plan. Management will speak with Kate Davidson and Jason Cushman to inquire about the monument design. Additionally, it became clear that before association move forward, they should speak with Andrea Grove of Loudoun County permits to understand any limitations that may exist as it pertains to modifying this monument. Management has provided Ms. Grove with plat and tax map information to help identify the specific location of the monument. Management will report back to the Board with feedback from Ms. Grove.
- 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 the association executed their agreement. The service has been primarily ice treatments with plowing. ValleyCrest removed

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- the equipment (box loader previously staged at Paddington Station Terrace), as requested.
- 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 has requested All Recreation to propose elevating the tot lot benches or if not possible, replacing the tot lot benches. Management hopes to have this information by the March meeting.
 - 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 solicited bids from two (2) additional vendors to compete the services currently provided by American Disposal (AD). The Board reviewed the proposals and generally agreed to remain with AD, noting satisfactory service over the past years. Management suggested continuing discussion about the collection equipment and rates as well, if able. AD has not offered additional service or equipment and their proposal remains unchanged at \$6,881 monthly, plus 188 new wheeled recycling totes for the single family homes (town homes as well, but only if requested by resident). If the Board contracts with AD and the inflation rate is 3% annually, the cost over three (3) years will be: AD - \$765,697 and CSI - \$762,245 with the difference being \$3,452 in favor of CSI. Subsequent to the last meeting, CSI has come back to sweeten the deal by offering one (1) month free service. This makes the difference \$10,510 in favor of CSI. It is important to execute a new agreement at the March 17th meeting for an April 1st start. The Board discussed the current proposals and how they would like to move forward. They would like management to go back to American Disposal with the Board's request for a free month of trash service.
 - 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 seven (107) settlements with one hundred and sixteen (116) units (all units) recorded.

NEW BUSINESS

- 1) The Board discussed the current parameters for the single family mailboxes.

EXECUTIVE SESSION

The Board convened in Executive Session at 8:50pm to discuss write-off suggestions from counsel and homeowner violations.

ACTIONS TAKEN IN EXECUTIVE SESSION

MOTION: Mr. Shoates moved, Ms. Monahan seconded, to accept management and counsel's recommendation to write-off seven (7) accounts at a total of \$1,133.93 due to the homes being sold. The motion passed unanimously (3-0-0), with Ms. Glessner and Mr. Weltens absent.

ADJOURNMENT

MOTION: Mr. Shoates moved, Ms. Monahan seconded, to adjourn the meeting at 9:10 p.m. The motion passed unanimously (3-0-0), with Ms. Glessner and Mr. Weltens absent.