

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

March 17, 2014

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 7:01 pm.

OPEN FORUM

There were no residents present.

COMMITTEE REPORTS

- 1) Covenants Committee – Gary Griffin – Chairperson – The committee met and reviewed four (4) applications.
 - a. 21793 Regents Park Circle – re: removal of tree – **APPROVED AS IS**
 - b. 45680 Waterloo Station Square – re: replacing windows and sliding glass door – **APPROVED AS IS**
 - c. 45760 Mountain Pine Square – re: replace front door and add storm door – **APPROVED WITH COMMENTS**
 - d. 45613 Livingstone Station Street – re: replace thirteen (13) windows – **APPROVED AS IS**

Management noted that a spring inspection of all homes, weather permitting, will be conducted March 24th through March 28th.

- 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. One (1) vehicle was towed during this past reporting cycle (a commercial vehicle). Per the Board's request, management has provided a copy of the revised Policy Resolution 14-01, Vehicle and Parking Regulations, for signature.
- 3) Website Committee – All current meeting minutes and the recent newsletter has

been posted to the website. Frankie Bailey has agreed to help maintain the website and to help produce the newsletter.

MOTION: Mr. Shoates, Ms. Glessner seconded, to accept management's recommendation, with a modification to put a condition on termination, including a prorated refund, to enter into a contract with Francescka Bailey of Frankie's Folio for a total amount of \$1,890 for a year, effective April 1, 2014. The motion passed unanimously (5-0-0).

Newsletter Committee – The next edition will be sent out in spring 2014. The Board discussed the summer pool party. The Board discussed the registration dates for pool sign up. They will be as follows:

- a. Wednesday, May 7th (7 – 8:30pm) Laura Monahan and Kevin Weltens
- b. Saturday, May 17th – (10am – noon) Keith Shoates and Topper Smith
- c. Sunday, May 18th – (2pm – 4pm) Keith Shoates and Kevin Weltens
- d. Wednesday, May 21st (7 – 8:30pm) Laura Monahan and Topper Smith

APPROVAL OF THE FEBRUARY MEETING MINUTES

MOTION: Mr. Shoates, Mr. Smith seconded, to approve the February 10, 2014 meeting minutes as submitted. The motion passed unanimously (4-0-0), with Ms. Glessner abstaining.

FEBRUARY FINANCIAL REPORT

Mr. Ellis reported to the Board that the association is currently significantly over budget in snow plowing and road treatment expenses through February 28th. There have been two (2) significant snow events in March and the negative variance will continue. Three (3) years ago when the association was faced with a similar overage, the Board levied a Special Assessment to the membership to recover the amount. Management will have an overage schedule available for Board review at the April meeting. The financial report was included in the Board packet for review.

RESERVE STUDY

MOTION: Mr. Shoates, Ms. Glessner seconded, to accept management's recommendation to approve the 2013 capital reserve study by Becht Engineering as reflected in the approved 2014 budget. The motion passed unanimously (5-0-0).

STATUS OF OPERATIONS – February 28, 2014

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

INVESTMENTS

The next CD to mature is the VHB NPCD, maturing on October 1, 2014. It is likely the association will purchase additional CD(s) prior to that time.

AUDIT FY2013

The Association has received a letter from Goldklang Group advising they will not charge additional processing or administrative charges to meet the new Virginia requirement that state returns be filed electronically. Additionally, field work for the 2013 audit is ongoing at the management office.

CONTRACT SERVICES

- 1) Grounds Maintenance – Mr. Ellis’ inspections of the common areas in February/March found the following:
 - a. Some wind-blown litter, but significantly improved.
 - b. Valley Crest has begun spring clean-up with pruning of common area shrubs.
- 2) Broken Window Issue, Dolar – 21755 Brondesbury Park Terrace – This matter is now closed. HLS reimbursed the owners \$500 for their deductible, satisfying the owners.
- 3) Grounds Improvements – Management met with Kate Davidson to discuss the spring 2014 enhancements, the ongoing maintenance of the tree save areas along both Victoria Station Drive and Blossom Drive, as well as her ability to propose a new design/re-design of the main entrance monument at Cascades Parkway and Victoria Station Drive. Ms. Davidson attended the March Board meeting to discuss.
- 4) Entry Monument – Andrea Grove, Zoning Permit Planner, Loudoun County Building & Development, has advised the primary constraint facing the Board’s desire to modify/replace the entrance monument at Cascades Parkway and Victoria Station drive is the five (5) foot height limit. Ms. Davidson will propose a re-design of this monument, keeping the height at or below five (5) feet. Management believes the monument is currently about four (4) feet in height. She will also look to propose both brick masonry and stone (using existing stone as a guide). Ms. Davidson provided the Board with a drawing of her recommendation for the entry monument for review and discussion. The Board discussed the particulars of the monument, particularly the lettering and inlay. The hope is that the entry work can be begun as a fall 2014 project, with the permitting, drawings and measurements done in the meantime. The Board would like to have their approval by the May/June Board meeting. Ms. Davidson will provide the Board with pricing and materials for review prior to the May/June decision timeframe.
- 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 (1.800.366.3922). All other pet waste stations were in good observable condition.
- 6) Snow Removal and Sanding – ValleyCrest continues to service the community during inclement weather. There have been two (2) significant snow fall events in March.

- 7) Tot Lot Mulch and Tennis Court Maintenance – Management had arranged for a contractor to repair the tennis court gate. It was almost immediately vandalized. When weather permits, management will arrange for a more permanent repair. Management has also requested All Recreation to propose elevating the tot lot benches or if not possible, replacing the tot lot benches. Mike Slifer no longer works for All Rec and Mr. Ellis has now discussed this initiative with the new representative, Chance Coleman. Management hopes to have this information at the April meeting.
- 8) Electric Services – CP Electric continues to repair non-functioning street lights.
- 9) Pool Management Services – US Aquatics will begin summarization in April. The Association is now entering year three (3) of the three (3) year contract.
- 10) 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. CSI made it tough on AD as they 1) held their rates steady for the first two (2) years of the agreement, and 2) offered one (1) month free service. Management met with John Kamenik of AD. Mr. Ellis proposed they hold their rate steady in this first year of the agreement (saving about 3%) and then agree to limit their annual escalation in year two (2) and three (3) of the agreement to two (2) percent. In doing so, we close the delta between the competing agreements to about \$2,557 (or about \$.13 per home). Management provided a proposed five (5) year agreement with a convenient termination clause in year two (2) through five (5). This agreement is ready for adoption by the Board and signature by the authorized signor.

MOTION: Mr. Shoates, Ms. Glessner seconded, to accept management's recommendation to approve the five (5) year trash agreement with American Disposal. The motion passed unanimously (5-0-0).

- 11) 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 spoke with Patrick and he should have his response and recommendation for the April Board meeting.
- 12) General Maintenance and Capital Repair Projects – Nothing to report.
- 13) 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) Regents Park Circle and Association Roads – Management has noticed concrete break and replace markings along the curbs and driveway aprons.
- 3) Section 8 & 9 – Batel Builders (Livingstone Station Terrace, Ladbroke Grove & Tottenham Hale) – No new information to report.
- 4) Cascades Place Condominium – Ryland Homes – They currently have one-hundred and eight (108) settlements with one hundred and sixteen (116) units (all units) recorded.

NEW BUSINESS

There was nothing new to discuss.

ADJOURNMENT

MOTION: Mr. Shoates moved, Mr. Smith seconded, to adjourn the meeting at 9:08 p.m. The motion passed unanimously (5-0-0).