

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

**April 14, 2014**

**BOARD MEMBERS PRESENT**

Keith Shoates	President
Kelly Glessner	Treasurer (arrived at 7:22)
Kevin Weltens	Member at Large
Topper Smith	Secretary (via teleconference)

**BOARD MEMBERS ABSENT**

Laura Monahan	Vice-President
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**MANAGEMENT ATTENDEES**

George Ellis	Property Manager, SFMC, Inc.
Bridgitt Morley	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 one (1) application.
  - a. 45608 Livingstone Station Street – re: concrete walkway – **DENIED-WITH COMMENTS**  
Management reported that the spring inspection of all homes has been completed. Compliance and maintenance discrepancy letters are scheduled for mailing this week.
- 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. The Board reviewed the Rate Increase notice from Community Enforcement Services for the property patrol services. The new rate is \$28.80 per hour, up from \$25.00. This is their first rate increase since service started in July 2007.
- 3) Website Committee – All current meeting minutes have been posted to the website. The Board reviewed the agreement between Frankie Bailey and Cascades Park to help maintain the website and quarterly newsletter production.

***MOTION: Mr. Shoates moved, Mr. Weltens seconded to accept the proposal from Frankie's Folio New Media Design for website design and maintenance. The motion passed (3-0-0).***

- 4) Newsletter Committee – The Board reviewed the draft of the Spring 2014 newsletter. Mr. Shoates asked for a date for the Summer Pool Bash. Board members will review the newsletter, and management will send it to Frankie to put the newsletter in the webpage template for the Board to review before it is put on the website.

## **APPROVAL OF THE MARCH MEETING MINUTES**

***MOTION: Mr. Shoates moved, Mr. Weltens seconded, to approve the March 17, 2014 meeting minutes as submitted. The motion passed unanimously (4-0-0).***

## **MARCH FINANCIAL REPORT**

Mr. Ellis reported to the Board that the association is \$32,000 over budget in snow plowing. The Board reviewed the Special Assessment Notice, an excel spreadsheet showing the calculations for the assessment and the special assessment spreadsheet from 2010, for comparison. The Board can formally levy the special assessment and make any adjustments to due dates, etc.

***MOTION: Mr. Shoates moved, Ms. Glessner seconded to accept management's recommendation to levy a special assessment in the amount of \$32,037.50 for overages in the snow and ice removal budgets. Single family homes will pay a one-time amount of \$77.46, and town homes will pay a one-time amount of \$52.95. The assessment will be due July 1, 2014. The motion passed (4-0-0).***

## **STATUS OF OPERATIONS – March 31, 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 Board reviewed the 2013 Draft Audit as prepared by Goldklang Group, CPA's.

***MOTION: Mr. Shoates moved, Mr. Weltens seconded, to approve management's recommendation to accept the 2013 Draft Audit as prepared by Goldklang Group. The motion passed (4-0-0).***

## **CONTRACT SERVICES**

- 1) Grounds Maintenance – Mr. Ellis' inspections of the common areas in March/April found the following:
  - a. Significant amounts of wind-blown litter. VC placed a litter crew on site for two days last week to help, with some improvement.

- b. Valley Crest has mulched the site and has the first mowing scheduled for this week, weather pending.
- c. The Board reviewed proposals from Destiny Tree, Aspect Tree, and Valley Crest to cut down a large Ash Tree behind 21757 Tottenham Hale Court. Destiny Tree is the low bidder at \$1,350.

***MOTION: Mr. Shoates moved, Mr. Smith seconded to approve management's recommendation to accept the proposal from Destiny Tree for the removal of the Ash Tree in common area behind 21757 Tottenham Hale Court for \$1,350. The motion passed (4-0-0).***

- 2) Grounds Improvements –Kate Davidson is gathering bids for spring 2014 enhancements along Victoria Station Drive. She is waiting for final proposals from selected bidders.
- 3) Entry Monument – Kate Davidson will develop a new sign design, using the existing masonry monument and the stone color and size that exist on the pool and tennis court retention walls.
- 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) Tot Lot Mulch and Tennis Court Maintenance – Management presented a proposal from All Recreation to remove and reset the existing tot lot benches to normal (design) height. Total cost is \$1,300.00. Mr. Weltens suggested moving the trash cans away from the bench. Mr. Ellis will have the bench installed further away from the trash cans.

***MOTION: Mr. Shoates moved, Ms. Glessner seconded, to approve management's recommendation to accept the proposal from All Recreation of Virginia, Inc. to relocate and reset the height of the tot lot benches at a cost of \$1,300.00. The motion passed (3-0-1) with Mr. Weltens abstaining.***

- 6) Electric Services – CP Electric continues to repair non-functioning street lights.
- 7) Pool Management Services – US Aquatics began summarization this month. Health Department applications for the pool permit were filed on April 4<sup>th</sup>.
- 8) Trash Removal Services – Management presented a memo to all owners from American notifying them of the delivery, or an option for delivery, of one (1) 64-gallon wheeled recycling cart for resident. If owners don't want the big wheeled cart, management will have American pick them up from the driveways.
- 9) Legal Services – Management presented a memo from Patrick Via of Rees Broome Law discussing the stone wall and railing assemblies behind numerous homes on Livingstone Station Street, and the HOA's desire to assure proper maintenance of the component. Mr. Via is recommending hiring an engineer to inspect the wall and advise of any short or long term maintenance concerns or recommendations. Mr. Ellis will begin soliciting engineering proposals for the Board's review.
- 10) General Maintenance and Capital Repair Projects – Nothing to report.

- 11) 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. There are other small repairs (tennis court, signs, speed bumps, etc.), and management feels it would be efficient for the Board to authorize management a “not-to-exceed” \$1,500 to bring a handy-man to the site to take care of these items.

***MOTION: Mr. Shoates moved, Ms. Glessner seconded, to approve management's recommendation to approve up to \$3,000 to have a handy-man complete of punch list of needed repairs and painting throughout the property. The motion passed (4-0-0).***

#### **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 112 settlements with one hundred and sixteen (116) units (all units) recorded.

#### **NEW BUSINESS**

- 1) Pool Deck Expansion – Mr. Weltens suggested adding additional concrete space around the pool to allow more room for tables, tents, and space. The Board directed management to get bids and plans for the next Board meeting.

#### **ADJOURNMENT**

***MOTION: Mr. Shoates moved, Ms. Glessner seconded, to adjourn the meeting at 8:16 p.m. The motion passed unanimously (4-0-0).***