

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

**May 12, 2014**

**BOARD MEMBERS PRESENT**

Keith Shoates	President
Laura Monahan	Vice-President
Kelly Glessner	Treasurer
Topper Smith	Secretary
Kevin Weltens	Member at Large (arrived 7:09pm)

**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 7:05pm.

**OPEN FORUM**

- 1) A new resident to the community had a question regarding a violation he received regarding posts he installed in his yard. The covenants committee will respond to the submitted application once they have had a chance to review it.
- 2) A resident addressed the Board in regard to trash blowing all over the community, cars speeding in the neighborhood, beer bottles around the swimming pool, dog waste and residents with additional vehicles using the visitor parking spaces. The Board discussed options for dealing with these situations as a Board and options for dealing with them as a resident.

**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**

Spring inspection of all homes has been completed. Compliance and maintenance discrepancy letters were mailed on or about April 18<sup>th</sup>. Hearings will be scheduled for August 11<sup>th</sup>. Management will be performing grass inspections in the community on Tuesday, May 13<sup>th</sup>.

- 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. Another sweep of the community for commercial vehicles needs to be performed.
- 3) Website Committee – All current meeting minutes have been posted to the website. Frankie Bailey is now providing web services. A resident noted that there are currently two (2) copies of the handbook on the website. Management will look into this issue.
- 4) Newsletter Committee – The Board will review the Word document and then send the final Word draft to Frankie prior to her putting it in the newsletter template. The current newsletter is ready to be posted to the website.

## **APPROVAL OF THE APRIL MEETING MINUTES**

***MOTION: Mr. Shoates moved, Ms. Monahan seconded, to approve the April 2014 meeting minutes as submitted. The motion passed (4-0-0), with Ms. Monahan abstaining.***

## **APRIL FINANCIAL REPORT**

Mr. Ellis reported to the Board that the association is \$32,000 over budget in snow plowing and snow related charges. The Special Assessment Notice was mailed on April 25<sup>th</sup>. Management has fielded less than five (5) inquiries about the assessment. The Board discussed the option of setting up a snow reserve line item.

## **STATUS OF OPERATIONS – April 30, 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.

## **BUDGET FY2015**

A draft of the 2015 operating budget will be provided at the August meeting.

## **CONTRACT SERVICES**

- 1) Grounds Maintenance – Mr. Ellis' inspections of the common areas in April/May found the following:
  - a. Mowing has started, with the common area along Blossom Drive missed by the crew, but now added to the routine
  - b. Pruning and the first treatment of fertilizer and weed controls applied
  - c. Valley Crest has proposed a number of repairs that are listed below:

- i. Repair large rut (from directional boring) at Shagbark and Victoria Station Drive and excavate metal rail at Shagbark storm pond – \$525
- ii. Install carry-off line, right front of clubhouse, to control run-off threatening foundation and deck posts – \$1,205
- iii. Repair all turf damaged in last year's irrigation, boring and trail relocation projects – \$1,465

***MOTION: Mr. Shoates moved, Mr. Weltens seconded to authorize management to enter into a contract with Valley Crest in the amount of \$525 for repair of the rut at Loudoun Water Box at Shagbark and the buried rail at Shagbark. The motion passed unanimously (5-0-0).***

***MOTION: Mr. Shoates moved, Mr. Smith seconded to authorize management to enter into a contract with Valley Crest in the amount of \$1,205 to install carry off lines for two (2) downspouts at the clubhouse. The motion passed unanimously (5-0-0).***

***MOTION: Mr. Shoates moved, Ms. Glessner seconded to authorize management to enter into a contract with Valley Crest in the amount of \$1,465 for stump removal, seed, compost and general labor at Victoria Station and Blossom Drive. The motion passed unanimously (5-0-0).***

- 2) Grounds Improvements – Management has provided the approved grounds improvements proposal from Valley Crest to install tree and shrub improvements, tree and stump removals, seed and topsoil repairs at a total cost of \$17,270 (this work managed by Kate Davidson, selection, location, etc...)

***MOTION: Mr. Shoates moved, Mr. Smith seconded to accept management's recommendation to contract with Valley Crest in the amount of \$17,270 for the plantings and associated tree and stump removal. The motion passed unanimously (5-0-0).***

- 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 noted that the tot lot bench project has been completed.

- 6) Electric Services – CP Electric continues to repair non-functioning street lights.
- 7) Pool Management Services – US Aquatics to clean and fill pool on May 12<sup>th</sup> and 13<sup>th</sup>. County permit inspection scheduled for Thursday, May 15<sup>th</sup>.
- 8) Trash Removal Services – American Disposal is scheduled to deliver 64-gallon wheeled recycling carts on Tuesday, May 13<sup>th</sup> to all single family homes and to eighty-eight (88) townhomes.
- 9) Legal Services – Association counsel, Pat Via of Rees Broome law firm, recommends the association first hire an engineer to inspect the wall and advise of any short or long term maintenance concerns or recommendations. Management will begin the solicitation of engineering proposals for Board review shortly.
- 10) General Maintenance and Capital Repair Projects – Management met with Nathan of Reliable Contracting to begin an effort to address, correct and/or repair many items, including the following:
  - a. Paint mailbox pedestals
  - b. Paint one (1) section of metal rail at Ladbroke Grove retaining wall
  - c. Repair loose rails posts on the same wall
  - d. Examine and secure/repair missing fence boards and panel along common fence at Paddington to Victoria Station Drive storm pond
  - e. Cut large tree off same fence
  - f. Paint nine (9) parking stripes, Section 2&3, Cascades Park
  - g. Paint all speed bumps
  - h. Add ½ inch plywood to exposed walls in clubhouse pump room
  - i. Fix loose rails, pool vinyl fence
  - j. Repair three (3) sections of the decorative fence along Cascades Parkway and Cypress Valley Terrace
  - k. Repaint exposed section of metal fence at Shagbark pond (when excavated)
  - l. Replace clubhouse exhaust vent
  - m. Replace clubhouse HVAC filters, check system for condensate leaks
  - n. Replace horizontal safety brace at tennis court, over wading pool
  - o. Re-secure gate
  - p. Repair asphalt pot hole on Paddington Station Terrace with cold patch
  - q. Straighten stop sign at Redmond and Victoria Station Drive

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

#### **NEW BUSINESS**

- 1) Summer Pool Party – The Board discussed the annual pool party to be held on July 12<sup>th</sup> from 11am-2pm. Management will secure the two (2) additional lifeguards needed and they would like them there by 10am. Ms. Monahan will have the finalized list of vendors, food, etc...by the June meeting and management will ensure that the invitation is posted to the website and a postcard sent out the community.
- 2) Waiver Requests – Management provided the Board with waiver requests for late fees for their consideration.

***MOTION: Mr. Shoates moved, Ms. Glessner seconded to accept management's recommendation to waive the late fee of \$30 for an owner on Livingstone Station based on a history of on time payment. The motion passed unanimously (5-0-0).***

***MOTION: Mr. Shoates moved, Ms. Monahan seconded to accept counsel's recommendation to accept a \$200 payment per month on the condition that the owners sign a Confessed Judgment Promissory Note for account #1655175. The motion passed unanimously (5-0-0).***

***MOTION: Mr. Shoates moved, Mr. Smith seconded to accept management's recommendation to waive 50% of the \$900 sanction (\$450) against a homeowner on Turnham Green once they have come into full compliance. The motion passed unanimously (5-0-0).***

***MOTION: Mr. Shoates moved, Ms. Glessner seconded to accept management's recommendation to waive 50% of the \$900 sanction (\$450) against a homeowner on Tottenham Hale once they have come into full compliance. The motion passed unanimously (5-0-0).***

#### **ADJOURNMENT**

***MOTION: Mr. Shoates moved, Ms. Glessner seconded, to adjourn the meeting at 9:37pm. The motion passed unanimously (5-0-0).***