

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

June 9, 2014

BOARD MEMBERS PRESENT

Keith Shoates	President (arrived 8:18pm)
Laura Monahan	Vice-President (left meeting at 8:20pm)
Kelly Glessner	Treasurer
Topper Smith	Secretary
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

Ms. Monahan verified quorum and called the meeting to order at 7:07pm.

OPEN FORUM

There were no homeowners present who wished to address the Board.

COMMITTEE REPORTS

- 1) Covenants Committee – Gary Griffin – Chairperson – The committee met and reviewed five (5) applications.
 - a. 45734 Smoketree Terrace – re: fence – **DENIED-WITH COMMENTS**
 - b. 45697 Paddington Station Terrace – re: deck painting/staining – **APPROVED AS IS**
 - c. 45563 Ruislip Manor Way – re: shed – **APPROVED AS IS**
 - d. 45794 Mountain Pine Square – re: install lattice on deck – **APPROVED AS IS**
 - e. 45652 Livingstone Station Street – re: fence – **APPROVED WITH COMMENTS**

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

- 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 the last reporting cycle. The Board is to schedule an inspection tour to help identify commercial vehicle infractions.

- 3) Website Committee – All current meeting minutes have been posted to the website.
- 4) Newsletter Committee – The Spring 2014 newsletter has been posted. The Board will need to discuss the Summer 2014.
- 5) Annual Party – Management has printed 5X7 postcards for a total cost of \$281.08 for color copies and a postage cost of \$253.82. The postcards will be sent out this week. CP Electric is ready to place the temporary electrical circuit. US Aquatics has confirmed they will place three (3) extra guards. Management is making payments on contracts as directed.

APPROVAL OF THE MAY MEETING MINUTES

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

MAY FINANCIAL REPORT

Mr. Ellis reported to the Board that the association is approximately \$35,303 over budget due to legal fees and snow removal. The Special Assessment Notice was mailed on April 25th.

STATUS OF OPERATIONS – May 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.

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 May/June found the following:
 - a. Mowing service was unacceptable during early May. The site was poorly mowed and left in an unacceptable condition. Several site visits and a meeting with Valley Crest upper management seems to have corrected the "lack of quality control". Follow up inspection for the two (2) mowing since mid-May find the community to be in much better condition.

- b. Valley Crest has scheduled the approved repairs/improvements for next week, weather permitting. They are:
 - i. Repair large rut (from directional boring) at Shagbark and Victoria Station Drive and excavate metal rail at Shagbark storm pond.
 - ii. Install carry-off line, right front clubhouse, to control run-off threatening foundation and deck posts.
 - iii. Repair all turf damaged in last year's irrigation, boring and trail relocation projects.
 - iv. Brush clean up behind the Blossom Drive homes.
- 2) Irrigation Services – Management has received the an irrigation services proposal from Aspect Irrigation for the routine start up and close down of the new irrigation system. Mr. Ellis recommends the budget plan at \$3,450. The current budget is \$1,500. The system really was not completed until recently, resulting in a large variance in budget versus actual. Management suggests this be a one (1) year agreement and that he compete the agreement for 2015.

MOTION: Ms. Monahan moved, Ms. Glessner seconded to accept management's recommendation to contract with Aspect Irrigation Inc. for a one-year agreement for the routine start up and close down of the new irrigation system for a cost not to exceed \$3,450. The motion passed unanimously (5-0-0).

- 3) Grounds Improvements – Management has provided a proposal from Valley Crest, per Kate Davidson, to remove all brush, vines and excess growth from the two (2) wooded areas (one on Victoria at the end of Wembley, one along Blossom adjacent to the Livingstone Station pipe stem). These two (2) separate areas were cleared of excessive and noxious growth in 2012 and have partially re-grown. Kate has advised that we should now select which native trees to allow continued growth and remove the remaining unwanted trees. Wood chips would then be added for ground stabilization and an attractive appearance. The cost is \$1,965 (without wood chips). Management will ask Kate to compete this work for cost control.
- 4) Entry Monument – Kate Davidson has provided three (3) renderings for Board review and comment. Management suggests that the Board should meet with Kate separately to specifically discuss the renderings and try to come to a conclusion so contractors can begin take offs for pricing. The Board discussed the options presented to come up with an option they all agree on.
- 5) Pet Waste Station Services – Doody Calls continues to provide pet station and tot lot trashcan service. Mr. Ellis has added one (1) service per week to the existing schedule, for the Blossom Drive station, between Waterloo and

Paddington, due to heavy use. All other pet waste stations were in good observable condition.

- 6) Tot Lot Mulch and Tennis Court Maintenance – All Recreation has completed the tot lot bench height adjustment project. Reliable Contracting has painted the benches.
- 7) Electric Services – CP Electric continues to repair non-functioning street lights. They are scheduled to place the temporary circuit on the pool site as per the routine, prior to July 12th.
- 8) Pool Management Services – US Aquatics was able to get through county inspection relatively easily with no real issues. The association has made an adjustment to the wading pool fence at the county's request. Management has arranged to have the bathhouse cleaned the day before opening, and additionally, discovered and repaired a broken water line (water fountain) that flooded the woman's room, the guard room and was leaking onto the pool deck. Backflow Technology reported a successful "re-build" of the backflow prevention device. Management; however, found the device to be leaking and chattering (water hammer, severe) after such report and directed Backflow Technology to rebuild or replace (as necessary) this device. The bottom line is the defective backflow system affects the foot wash and main pool fill spout. That device is due to be repaired/replaced on Tuesday. The guard house telephone failed and was replaced last Friday. Significant pressure was placed on US Aquatics to perform to standards. Mr. Ellis informed them that further issues would result in the immediate termination of the guards. Problems continued and management directed US Aquatics to replace the guard staff, which was accomplished Saturday as the pool was opening late. Certain excuses were presented and all dismissed. Mr. Ellis had a very direct business discussion with Mr. Jeremy Fish about the noted deficiencies and his expectation that no further problems will surface as it pertains to pool operations, especially safety.
- 9) Trash Removal Services – American Disposal has collected the unused/unwanted 64-gallon wheeled recycling carts that were delivered on or about Tuesday, May 13th to the single family homes.
- 10) 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 has provided the legal memo and the site plans to John Simon of Thomas Downy LTD, a local engineering firm that he has recently used for structural and exterior building skin repairs. Mr. Simon and Mr. Ellis will walk the site this week to develop his proposal. Management will also ask one (1) or two (2) other firms to bid as well. The primary purpose of this effort is to develop a maintenance protocol for the wall and railing system.

- 11) General Maintenance and Capital Repair Projects – Management was authorized to spend \$3,000 to correct/repair a variety of general maintenance items in the community. Those items included the following:
- a. Paint mailbox pedestals
 - b. Paint one (1) section of metal rail at Ladbrooke 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

The fence repair (#4 & #5) was far more involved than originally anticipated and more costly. The fence repair cost specifically is unknown as this was invoiced in a group. Several repairs were not originally considered in the estimate and were handled as they occurred (pool items) and/ or as they surfaced (stop sign, street light, HVAC at clubhouse, painting the tot lot benches after height adjustment). Additionally, he has directed Nathan to install 5-6 hose hangers on the inside of the guard house to better organize the various garden and pool cleaning hoses. Management anticipates the total expense of having this handyman on site through the end of this month will be about \$6,000.

OLD BUSINESS

- 1) Bond Release/Road Acceptance – Section 4 – Loudoun Kline, LLC (Blossom Drive/Victoria Station Drive ROW) – No new information to report. Management is going to contact Pete Compton to get an update on Blossom Drive.
- 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, Ladbrooke Grove & Tottenham Hale) – No new information to report.

- 4) Cascades Place Condominium – Ryland Homes – They currently have 114 settlements with one hundred and sixteen (116) units (all units) recorded.

NEW BUSINESS

- 1) Change in Officers – Due to Mr. Smith's impending resignation effective June 26th, the Board will now name Mr. Weltens as Secretary and Topper Smith as a Director of the Board. The information will need to be posted to the website.

MOTION: Mr. Shoates moved, Ms. Monahan seconded to name Kevin Weltens as the new Board Secretary and name Topper Smith as a Director of the Board. The motion passed unanimously (5-0-0).

- 2) Sterling Elementary Summer Book Drive – Every Wednesday throughout the summer, 2-3 teachers will be bringing crates of books into the neighborhood in order for students to exchange books and have access to appropriate leveled books.

ADJOURNMENT

MOTION: Ms. Glessner moved, Mr. Shoates seconded, to adjourn the meeting at 8:48pm. The motion passed unanimously (4-0-0), with Ms. Monahan absent.