

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

**July 14, 2014**

**BOARD MEMBERS PRESENT**

Keith Shoates	President
Laura Monahan	Vice-President
Kelly Glessner	Treasurer
Kevin Weltens	Secretary

**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 7:02 pm.

**OPEN FORUM**

- 1) A homeowner noted that there are still stripes that need to be repainted. Also, he had a question regarding parking on Blossom and Magnolia.
- 2) A homeowner had a question regarding the trees that need to be planted at Smoketree. Ms. Davidson stated that they will definitely be planted in the fall.

**COMMITTEE REPORTS**

- 1) Covenants Committee – Gary Griffin – Chairperson – The committee met and reviewed two (2) applications.
  - a. 45809 Mountain Pine Square – re: deck and replace fence – **APPROVED WITH COMMENTS**
  - b. 21781 Regents Park Circle – re: fence – **APPROVED WITH COMMENTS**  
Hearings will be scheduled for August 11<sup>th</sup>. Follow up inspection for the hearings will occur July 21<sup>st</sup> through July 24<sup>th</sup>. A resident attended the meeting to ask the Board to reconsider the sanction that has been placed on the property. She noted that all four (4) items outstanding have been taken care of.
- 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. No vehicles were towed during the last reporting cycle. The Board is to schedule an inspection tour to help identify commercial vehicle infractions in the next couple of weeks.

- 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 – The Board discussed the need for a larger tent and different tables next year. They would also like to see more juice boxes and smaller sized soda. There was feedback that the community liked that that all vendors were local, not national. There was a small issue with the right amount of guards not being in the chair and patrolling, but that was resolved during the event. The total cost so far is approximately \$6,400 out of a \$7,000 budget. There was discussion whether or not they would like to add an another event (kid-friendly or adult only) in the future.

### **APPROVAL OF THE JUNE MEETING MINUTES**

***MOTION: Mr. Shoates moved, Ms. Glessner seconded, to approve the June 2014 meeting minutes as submitted. The motion passed unanimously (3-0-0), with Mr. Shoates abstaining.***

### **JUNE FINANCIAL REPORT**

Mr. Ellis reported to the Board that the association is approximately \$34,329.04 over budget due to snow removal. Reserves are currently at \$999,299.

### **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. Management has asked the accounting department to provide rates for 2 and 3 (longer?) year CD's and will look to open a CD of approximately \$150,000-\$200,000.

### **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 June/July found the following:
  - a. Mowing service has improved and the site presentation is acceptable
  - b. One (1) area on Tottenham Hale Court was missed again, but corrected when so advised

- c. Valley Crest asked to remove any bandit or sales signs placed on common area without authorization
- d. Litter collection remains a priority of the contractor
- e. Valley Crest was to have completed the following schedule:
  - 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 homesManagement will follow up with and do inspection of these areas next week.

- 2) Irrigation Services – Management is investigating a standing pool of water on the common grassy area inside the recreation boundary. Aspect Irrigation turned off the recreation zones to see if the water is coming from the mainline irrigation system. This standing water is very close to the pool, so it is possibly a pool leak. However; the asphalt trail that bridges Mornington Crescent and Blossom Drive continues to show discharge. Management is pressing Curt to fully check the system.
- 3) Grounds Improvements – Management has provided a proposal from Valley Crest to provide non-selective weed treatment to the single family streets. Grass and weeds are becoming more prevalent along the curb lines and sidewalks and it is unlikely owners will provide such treatment. The total cost is \$800 per treatment. Mr. Ellis has also provided a proposal to replace five (5) Ornamental Grasses at the Loudoun Water pressure reduction station at Shagbark and Victoria Station Drive. The total cost is \$290. This site has been disturbed several times, most recently by the association's direction boring under Victoria Station Drive. The grasses did not come back as hoped. The Valley Crest proposal 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) is being competed with other contractors due to the size of proposed work.

***MOTION: Mr. Shoates moved, Ms. Monahan seconded, to approve the proposal with Valley Crest to provide non-selective weed treatment to the single family streets for a cost of \$800 per treatment. The motion passed unanimously (4-0-0).***

***MOTION: Mr. Shoates moved, Ms. Monahan seconded, to approve the proposal with Valley Crest to install five (5) ornamental grasses at the Loudoun Water pressure reduction station at Shagbark and Victoria Station Drive at a cost of \$290. The motion passed unanimously (4-0-0).***

- 4) Entry Monument – The Board discussed their desire for the entrance sign with Kate Davidson. They discussed Kate’s vision for the sign with the input from the Board. She would like to see a sign with a curved top and stone veneer and brick coping. Ms. Davidson will meet with contractors in the next week and will then provide shop drawings by a week from Wednesday (July 22<sup>nd</sup>). She will have bids for Board review and discussion by the August 11<sup>th</sup> Board meeting.
- 5) Pet Waste Station Services – Doody Calls continues to provide pet station and tot lot trashcan service. The clubhouse tot lot trash can was overflowing with firework debris and the contractor responded immediately and resolved the overflow.
- 6) Tot Lot Mulch and Tennis Court Maintenance – Reliable Contracting has replaced two (2) missing bolts on the climbing apparatus.
- 7) Electric Services – CP Electric continues to repair non-functioning street lights. They placed two (2) temporary circuits at the pool site for the annual party and will store them in the guard house this week.
- 8) Pool Management Services – US Aquatics let the association down last week by allowing the chlorinator to go unchecked and Loudoun County closed the pool. Re-inspection the next morning found adequate chlorine levels and the pool was re-opened. Backflow Technology reported a successful “check” of the backflow prevention device in the chemical room; however, management found the problem persisting (backflow discharged water, severe water hammer, etc...). Backflow Technology has agreed to meet on site this week to determine a resolution. Once done, management will have Nathan secure the pipes best to the structure to minimize excessive noise. The bottom line is the defective backflow system affects the foot wash and main pool fill spout.
- 9) Trash Removal Services – There is nothing to report.
- 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. 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) Engineering and Capital Repairs – Management met with John Simon, PE, of Thomas Downey Ltd, to discuss counsel’s recommendation to develop a

repair and maintenance scope of work for the lots with the stone façade and metal rails. Ms. Ellis will compete this work with Engineering & Technical Consultants (ETC) and possibly one other.

### 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, Ladbrooke Grove & Tottenham Hale) – No new information to report.
- 4) Cascades Place Condominium – Ryland Homes – They currently have one hundred and fourteen (114) settlements with one hundred and sixteen (116) units (all units) recorded.

### NEW BUSINESS

- 1) 2014 Annual Meeting – There are three (3) Board seats up for election:
  - a. Laura Monahan – elected in 2011 (up for election September 2014)
  - b. Kelly Glessner – elected in 2011 (up for election September 2014)
  - c. Keith Shoates – elected in 2012
  - d. Kevin Weltens – elected in 2013
  - e. Topper Smith – elected in 2013 (vacant effective 6/14, appointed person serves remainder of term)

Management will send out the call for candidates and proxies by July 20<sup>th</sup>. The Board discussed ways to ensure that they have enough proxies and attendance for quorum. They would also like to revisit the layout of the proxy to determine if it needs to be changed.

- 2) Homeowner Waivers
  - a. Legal counsel has submitted a waiver request for account #16551118.

***MOTION: Mr. Shoates moved, Ms. Monahan seconded, to waive the late fees on the account, but deny the owner's request to waive the legal fees on account #16551118. The motion passed unanimously (4-0-0).***

- b. A homeowner has addressed the Board and asked to have the other half of a \$900 sanction placed on their property.

***MOTION: Mr. Shoates moved, Mr. Weltens seconded, to adjust the sanction down from \$450 to \$350. The motion failed (1-3-0), with Ms. Monahan, Ms. Glessner and Ms. Weltens opposing.***

***MOTION: Mr. Weltens moved, Ms. Glessner seconded, to adjust the sanction down from \$450 to \$0. The motion failed (2-2-0), with Mr. Shoates and Ms. Monahan opposing.***

***MOTION: Ms. Monahan moved, Ms. Glessner seconded, to adjust the sanction down from \$450 to \$100. The motion passed (3-1-0), with Mr. Weltens opposing.***

- 3) Open Board Position – There is currently one (1) Board position that has been left vacant by Topper Smith.

***MOTION: Mr. Shoates moved, Ms. Monahan seconded, to appoint Nathan Sherrard to fill the open Board position left vacant by Topper Smith. The motion passed unanimously (4-0-0).***

## **ADJOURNMENT**

***MOTION: Mr. Shoates moved, Ms. Monahan seconded, to adjourn the meeting at 8:51 pm. The motion passed unanimously (4-0-0).***