

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

August 11, 2014

BOARD MEMBERS PRESENT

Keith Shoates	President
Kelly Glessner	Treasurer
Kevin Weltens	Secretary
Nathan Sherrard	Member at Large

BOARD MEMBERS ABSENT

Laura Monahan	Vice-President
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MANAGEMENT ATTENDEES

George Ellis	Property Manager, SFMC, Inc.
Tricia Morton	Recording Secretary

VERIFICATION OF QUORUM AND CALL TO ORDER

Ms. Glessner verified quorum and called the meeting to order at 7:00 pm.

OPEN FORUM

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

HEARINGS 2014

Management presented the Board with the August 11th hearing schedule and current status by address. He noted that he is getting good response from the hearing notices and expects that most homeowners have either already addressed the issue, or are requesting either thirty (30) or ninety (90) day extensions. He also provided the Board with the status of homes from 2013 that were assessed monetary sanctions of \$900 for ongoing maintenance discrepancies, after notice and hearing.

COMMITTEE REPORTS

- 1) Covenants Committee – Gary Griffin – Chairperson – There was no representation for the committee. The committee met and reviewed seven (7) applications.
 - a. 45545 Turnham Green Court – re: sidewalk (already constructed) and request to rebuild sidewalk – **DENIED WITH COMMENTS**
 - b. 21741 Regents Park Circle – re: fence – **APPROVED WITH COMMENTS**
 - c. 45592 Livingstone Station Street – re: shed – **INCOMPLETE WITH COMMENTS**
 - d. 21773 Brondesbury Park Terrace – re: replace tree – **APPROVED AS IS**
 - e. 21797 Regents Park Circle – re: gutters and downspouts – **APPROVED**

AS IS

- f. 21797 Regents Park Circle – re: replace shingles – **APPROVED AS IS**
- g. 21781 Regents Park Circle – re: remove trees and replace with bush –
APPROVED AS IS

Management noted that Amy Daniels has been added to the inspection team at Cascades Park. The Board also discussed the issue trash can storage throughout the community.

- 2) Parking Rules and Regulations –Community Enforcement Services (CES) has been out of service due to a death in Daryl's family. The Board is to schedule an inspection tour to help identify commercial vehicle infractions. Management would like to discuss some options relative to this service. He would like to bring Eric from Road Runner in to meet with the Board at the October Board meeting.
- 3) Website Committee – All current meeting minutes have been posted to the website, with the exception of the current minutes (July).
- 4) Newsletter Committee – The Spring 2014 newsletter has been posted. The Board will need to discuss the Fall 2014 newsletter.

APPROVAL OF THE JULY MEETING MINUTES

MOTION: Ms. Glessner moved, Mr. Sherrard seconded, to approve the July 2014 meeting minutes as submitted. The motion passed unanimously (4-0-0), with Ms. Monahan absent.

JULY FINANCIAL REPORT

Mr. Ellis reported to the Board that reserves are currently over one (1) million dollars. Management discussed opening up a \$200,000 CD from the savings account to help with the payment of the entry monument and the paving schedule.

STATUS OF OPERATIONS – July 31, 2014

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

INVESTMENTS

Management suggests that the association open a \$200,000 CD from the savings account and take it out sixty (60) months at 2.3%. This will dovetail neatly with the paving schedule. It is the best rate for now. Management will take better rates if available this, but for now, the current rates for GE Capital Bank are as follows: 36 months – 1.35%, 48 months – 1.75% and 60 months – 2.3%. The next CD to mature is the VHB NPCD, maturing on October 1, 2014. It is likely that management will purchase additional CD(s) prior to that time.

BUDGET FY2015

A draft of the 2015 operating budget will be provided soon. Management was not able

to complete a draft for this meeting.

CONTRACT SERVICES

- 1) Grounds Maintenance – Mr. Ellis' inspections of the common areas in July/August found the following:
 - a. Conditions have become very dry
 - b. Litter collection remains a priority of the contractor
 - c. Following up on turf repairs to north side of Victoria Station, management is holding payment, Valley Crest was to have completed turf repairs to "both" sides of the road.

- 2) Irrigation Services – Aspect Irrigation is relatively confident that there is a leak in a main line at the recreation center irrigation system. Management has shut down several zones in an attempt to locate the leak this week.

- 3) Grounds Improvements – Valley Crest performed the non-selective weed treatment to the single family streets. Most of the growth has been treated, but some remains treatable. The size of the project is such that management is not surprised and will ask Valley Crest to re-visit and spot treat as necessary. The five (5) Ornamental Grasses have been planted at the Loudoun Water pressure reduction station at Shagbark and Victoria Station Drive.

- 4) Entry Monument – Kate Davidson has provided the proposed final rendering of the new entry monument wall. She is strongly advising the Board to consider using "The Kings Masons", a quality masonry contractor that has built over 100 entry monuments. Mr. Doubert of TKM has asked if the association could meet at the stone yard to select from two (2) specific types of stone veneer that they recommend for this wall, they are: Maryland Blend (a good range of color) and Chocolate Gray (mainly gray with some brown). If the Board can approve the wall profile and location, they can then select the stone and prepare the Loudoun County Permit application.

- 5) Pet Waste Station Services – Doody Calls continues to provide pet station and tot lot trashcan service.

- 6) Tot Lot Mulch and Tennis Court Maintenance – There is nothing to report from this cycle.

- 7) Electric Services – CP Electric continues to repair non-functioning street lights. They placed removed and stored the two (2) temporary circuits at the pool site. Management has directed Nathan Aliff of Reliable Contracting to install holders (similar to garden hose racks) to store this expensive electrical cabling and GFI boxes.

- 8) Pool Management Services – Management noted that US Aquatics is approaching the end of the 2014 pool season (20 days). After closing, management will prepare a Pool Services RFP and issue this solicitation to three (3) local pool management contractors. Management is to dispose of the defective blue and white umbrellas and will do so during the next meeting with the pool contractor. Management met with the owner of Backflow Technology to report continuing water hammer in the pump house. The problem is one of the designs and Mr. Ellis will discuss their suggested options. Until then, he has instructed the pool management company how to avoid this loud and potentially damaging condition.
- 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.
- 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. Mr. Ellis has been delayed, but will continue his effort to solicit competing bids for this engineering work.

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). Nathan Sherrard was appointed to serve the remainder of the term.

2) Homeowner Waivers

- a. The owner is requesting a payment plan and counsel recommends contingent approval for account #16551119.

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept management and general counsel's recommendation to accept homeowner's payment plan contingent upon their executive of a CJPN for legal account #16551119. The motion passed unanimously (4-0-0).

- b. A homeowner requests a payment plan and management recommends approving.

MOTION: Mr. Shoates moved, Mr. Weltens seconded, to accept management's recommendation to accept homeowner's payment plan to pay an extra \$45.39 each month over the next six (6) months for account #BROND21XXX. The motion passed unanimously (4-0-0).

- c. A homeowner requests a waiver of late fees and management recommends approving.

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept management's recommendation to waive late fees in the amount of \$30 for account #RUIS45XXX. The motion passed unanimously (4-0-0).

- 3) Tree Removal – Management recommends approving the proposal with Destiny Trees for a cost of \$1,200 to remove a dead pine behind 45741 Paddington Station Terrace.

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept management's recommendation to approve the proposal with Destiny Trees for a cost of \$1,200 to remove a dead pine behind 45741 Paddington Station Terrace. The motion passed unanimously (4-0-0).

- 4) Hearings Results – See attached

ADJOURNMENT

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to adjourn the meeting at 8:44 pm. The motion passed unanimously (4-0-0).

CASCADES PARK HOA - HEARING RESOLUTION REPORT, AUGUST 11, 2014

ADDRESS	DISCREPANCY	STATUS	RESOLUTIONS:	
			Thank you 30 days	90 days
1 Brondesbury Park Terrace	Unapproved deck color, need to re-stain/paint			X
2 Brondesbury Park Terrace	Replace/repair garage door, ladder storage rear			X
3 Brondesbury Park Terrace	Restain rear fence			X
4 Brondesbury Park Terrace	Scrape and paint metal railing, reset garden edging			X
5 Cheswick Park Court	Repair/replace mailbox pedestal	Mailbox replaced	X	
6 Cypress Valley Court	Relocate satellite cabling			X
8 Ladbroke Grove Court	Trash can, repaint masonry foundation, restain fence, driveway repair, garden edging	All items completed	X	
10 Livingstone Station Street	Trash can in public view on non-collection day			X
11 Mornington Crescent Terrace	Repair/replace loose and missing fence boards and fence post caps	Owner commitment to make relatively minor repairs	X	
12 Mornington Crescent Terrace	Remove holiday decorations garage and deck, replace missing lattice deck			X
13 Mornington Crescent Terrace	Repair garage door			X
14 Mornington Crescent Terrace	Pressure wash rear siding			X
15 Mountain Pine Square	Grass compliance	Owner commitment, will not attend		X
16 Paddington Station Terrace	Gate sign, restain gate, replace post caps	All items complete	X	
17 Paddington Station Terrace	Unapproved stone pathway front and side, restain fence, repair leaning fence posts, replace post caps	Most items completed, owner committed to complete last item (leaning fence post)	X	
18 Paddington Station Terrace	Repair masonry foundation, repair loose fence boards, repair fence gate, restain fence	All items complete	X	
19 Paddington Station Terrace	Replace missing shutter, restain fence and deck	All items completed, contractor delays	X	
20 Paddington Station Terrace	Reset garden edging, replace trim board to deck trim-joint, replace defective m-h-blinds	Spoke with owner, most items complete, some still need work. Owner committed to have completed this week.	X	
21 Paddington Station Terrace	Repair rake trim coil, restain fence and deck, replace missing fence post caps, repair loose and missing fence boards	Owner committed to make all repairs, needs one month to complete	X	
22 Paddington Station Terrace	Restain deck, rake and establish ground cover in rear yard	Owner committed to establishing ground cover	X	
23 Paddington Station Terrace	Restain deck, remove defective umbrella rear yard			X
24 Paddington Station Terrace	Hose on deck rail, remove unused satellite dish bracket, repaint exterior trim, repair downspout strap	Items complete	X	
25 Paddington Station Terrace	Pressure wash siding, side of home			X
26 Regents Park Circle	Pressure wash siding, right side	Siding cleaned, painting schedule for August 14	X	
27 Regents Park Circle	Replace missing shutter front, trash can stored in public view	Shutter replaced, will comply with trash can rules	X	
28 Regents Park Circle	Repair mailbox pedestal, repair window trim front upper right, trash can stored in public view	All items completed	X	
29 Regents Park Circle	Repair asphalt driveway and replace concrete sidewalk			X
30 Regents Park Circle	Repair/restain mailbox pedestal	Repairs complete	X	
31 Regents Park Circle	Repair/restain mailbox pedestal			X
32 Ruslip Manor Way	Unapproved paver walkway, tree plantings right side of lot			X
33 Smoketree Terrace	Repair/replace vents on upper side of home			X
34 Smoketree Terrace	Repair/remove low voltage landscape lighting, grass compliance, repair and restain fence	All items repaired	X	
35 Smoketree Terrace	Repair/replace vents on upper side of home			X
36 Tottenham Hale Court	Trash can stored in public view	Owner corrected condition and commits to adhering to rules	X	

CASCADES PARK HOA - HEARING RESOLUTION REPORT, AUGUST 11, 2014

ADDRESS	DISCREPANCY	STATUS	RESOLUTIONS:	
			Thank you 30 days	90 days
37 Tottenham Hale Court	Trash can stored in public view, define and plant front shrub bed, remove climbing vines, repair low voltage landscape lighting, remove cabling attached to front column, remove unused satellite dish bracket	Owner reports all items complete	X	
38 Tottenham Hale Court	Trash can stored in public view	Owner has corrected problem and commits to adhering to trash can rules	X	
39 Tottenham Hale Court	Trash can stored in public view	Owner committed to adhering to rules	X	
40 Tottenham Hale Court	Trash can stored in public view	Owner spoke with tenant, who commits to adhering to trash can rules	X	
41 Turnham Green Court	Repair roof damage, relocate cabling, repair PVC discharge connection, repair mailbox pedestal, weed compliance			X
42 Turnham Green Court	Trash can stored in public view			X
43 Victoria Station Drive	Repair rotted wood to garage door trim, repair metal roof over entry door, repaint masonry foundation			X
44 Victoria Station Drive	Remove rubble pile along front property boundary being used as garden edging to front tree	Rubble pile removed		X
45 Waterloo Station Square	Repaint masonry foundation, repaint exterior trim	Owner commitment, items now being repaired		X
46 Waterloo Station Square	Repaint masonry foundation, repaint entry door/kickboard	Owner commitment, will not attend, soliciting bids for masonry painting, mitigating personal circumstances caused delays		X
47 Waterloo Station Square	Repaint masonry foundation and main entry stoop, roof repair, front upper left	Owner commitment, will not attend		X
48 Waterloo Station Square	Repaint masonry foundation			X
49 Waterloo Station Square	Repaint masonry foundation, relocate excessive cabling, excess satellite dishes and unused satellite dish brackets			X
50 Waterloo Station Square	Repaint masonry foundation, repair rotted wood and repaint main entry door/kickboard and bay window			X
51 Waterloo Station Square	Repaint masonry foundation	All items completed	X	
52 Waterloo Station Square	Replace missing shingles, front roof	All items complete, roof replaced	X	
53 Wembley Central Terrace	Repaint exterior trim to original color, repair rotted wood bay window, clean and repair garage door	Owner committed to having items corrected within 90 days		X
54 Wembley Central Terrace	Repaint exterior trim to original color, repair soffit front gable, top level, repair garage door	All items to be completed in two weeks, difficulty finding contractor		X
55 Wembley Central Terrace	Repair exterior trim and main entry door with approved color, repair rotted exterior trim, repair loose gate boards rear crossheads, garage door and entry door, repair all rotted wood trim, repair garage door, repair rear gate and gate post, restrain gate and fence, replace missing fence post	Agrees with all items, contractor and owner started to make repairs and is committed to complete same		X
57 Wembley Central Terrace	Repaint exterior trim, repair any rotted wood, resealure loose fence post caps	All items complete	X	
58 Wilsden Junction Terrace	Remove window air conditioning unit, stain deck and fence, replace center trim coil between windows at front bay window assembly	Window AC unit removed, owner seeking proposals to stain deck and fence, window trim proving difficult, gave them Nathan Aliff's #		X