

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

October 13, 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.
Amy Daniels	Covenants Administrator, SFMC, Inc.
Bridgitt Morley	Recording Secretary, Minutes-by-Bridgitt Morley

VERIFICATION OF QUORUM AND CALL TO ORDER

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

PREMIER AQUATICS

Igor, the General Manager from Premier Aquatics, introduced himself to the Board and provided some background on his pool company. They have submitted a proposal for the 2015 pool season.

OPEN FORUM

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

COMMITTEE REPORTS

- 1) Covenants Committee – Gary Griffin – Chairperson
Management introduced Amy Daniels as the new Covenants Administrator. Mr. Ellis stated that SFMC will do at least four inspections during the year. Five applications were submitted to the committee. All were approved.
 - a. 21789 Regents Park Circle – re: removing tree – **APPROVED AS IS**
 - b. 21756 Brondesbury Park Terrace – re: fence – **APPROVED AS IS**
 - c. 21726 Ladbrooke Grove Ct. – re: deck – **APPROVED AS IS**
 - d. 21772 Brondesbury Park Terr. – re: roof replacement – **APPROVED AS IS**
 - e. 21960 Brondesbury Park Terr. – re: storm door – **APPROVED AS IS**

- 2) Parking Rules and Regulations –Community Enforcement Services (CES) has submitted the towing records for five vehicles towed from the community. All

were towed for expired tags or inspection. The Board will schedule an inspection tour to help identify commercial vehicle infractions. The Board discussed using Road Runner to inspect and tow commercial vehicles in violation. Ms. Monahan stated she does not like the idea of a tow truck company towing on a commission basis. Mr. Shoates suggested lowering the amount they are paying CES and have a test run with Road Runner. Mr. Shoates directed management to write up a letter of instruction for a trial period.

3) Website Committee – All current meeting minutes have been posted to the website, with the exception of the current minutes (August).

4) Newsletter Committee – The Board reviewed the fall 2014 newsletter.

APPROVAL OF THE AUGUST MEETING MINUTES

MOTION: Ms. Shoates moved, Ms. Glessner seconded, to approve the August 2014 meeting minutes as submitted. The motion passed unanimously (4-0-0).

SEPTEMBER FINANCIAL REPORT

Mr. Ellis reported to the Board that reserves are currently over one (1) million dollars.

STATUS OF OPERATIONS – September 30, 2014

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

INVESTMENTS

Management is prepared to open the new CD in the amount of \$202,020 at a rate of 1.1%. This is funded from the closed VA Heritage Bank CD and withdrawing \$100,000 from the CAB MMF account.

BUDGET FY2015

A revised draft of the 2015 operating budget was provided for the Board's review. Most line items are complete, although the entry monument project costs could change. The Budget will need to be adopted by the November 10th Board meeting. The Board discussed what to do if the income from the amenities agreement with Cascades Place is gone next year.

CONTRACT SERVICES

- 1) Grounds Maintenance – Mr. Ellis' inspections of the common areas in September/October found the following:
 - a. Conditions remain dry.
 - b. Management recommended approving the presented proposal to add lime to the common areas \$2,570.

MOTION: Mr. Shoates moved, Mr. Weltens seconded, to approve the proposal from Valley Crest for turf lime application to common areas at a cost of \$2,570. The motion passed (4-0-0).

- c. Litter collection remains a priority of the contractor. Mr. Ellis asked the Board to let him know when they see trash after Valley Crest has been in the community since they are supposed to be picking it up.
- 2) Irrigation Services – Aspect Irrigation will winterize the system the week of October 20th.
- 3) Grounds Improvements – As requested by Kate Davidson, Genesis has proposed the removal of the existing plant material at and behind the entrance wall at Cascades Parkway and Victoria Station Drive. The Board directed management to get additional bids.
- 4) Entry Monument – Management presented the approved agreement with TCM. Management and TCM are working on procuring a construction permit for the project.

MOTION: Mr. Shoates moved, Mr. Weltens seconded, to ratify the email vote from September 18th that unanimously approved the entry monument agreement with The Kings Masons for \$69,265.00. The motion passed (4-0-0).

- 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 have identified a short circuit, likely caused by irrigation repairs and/or exploration of the existing monument footer. Monument lighting has been disconnected in favor of the Shagbark Street lights.
- 8) Pool Management Services –US Aquatics reported that the pool has been winterized. The Board met the GM of Premier Aquatics at tonight's Board meeting. Management will seed two additional bids for comparison. Mr. Ellis asked the Board to consider getting a cover for the pool. It would cost approximately \$10,000. The Board suggested considering it for next fall since it will be getting a new white coat this spring.
- 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 is continuing his work to solicit competing bids for the engineering work for the stone facades and metal rails.

OLD BUSINESS

- 1) Bond Release/Road Acceptance – Section 4 – Loudoun Kline, LLC (Blossom Drive/Victoria Station Drive ROW) – It appears that VDOT has accepted these roads into the state system.
- 2) Regents Park Circle and Association Roads – Pulte Homes has completed the milling and paving of the single family roadways, west of Blossom Drive. This work included concrete sidewalk and curb and gutter repairs.
- 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 fifteen (115) settlements with one hundred and sixteen (116) units (all units) recorded.

NEW BUSINESS

Election of Officers –

MOTION: Mr. Shoates moved, Ms. Monahan seconded, to approve the following slate of officers for 2014-2015:

<i>Keith Shoates</i>	<i>President</i>
<i>Laura Monahan</i>	<i>Vice-President</i>
<i>Kelly Glessner</i>	<i>Treasurer</i>
<i>Kevin Weltens</i>	<i>Secretary</i>
<i>Vacant</i>	<i>Member at Large</i>

The motion passed by acclimation.

MOTON: Mr. Shoates moved, Ms. Monahan seconded to accept counsel's recommendation on account #1655194 to respond to a \$1,000 settlement offer with a counter-offer of \$2,292.56. The motion passed (4-0-0).

Temporary Parking – The Board gave verbal approval for an RV to park in the community through the end of October.

ADJOURNMENT

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to adjourn the meeting at 9:37 pm. The motion passed unanimously (4-0-0).