

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

November 10, 2014

BOARD MEMBERS PRESENT

Keith Shoates	President (arrived 8:15pm)
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

Ms. Monahan verified quorum and called the meeting to order at 7:12 pm.

VIOLATION HEARINGS

There were seven (7) hearings scheduled for this meeting.

- 1) 45697 Waterloo Station – The homeowners addressed the Board regarding a trash can violation. They feel that they have corrected the issue.
- 2) 28786 Mornington Crescent – The homeowner addressed the Board regarding a trash can violation. They have corrected the issue and intend to do better in the future.

OPEN FORUM

- 1) A homeowner had a question regarding how often a covenants inspection is done. Management noted that it happens at least eight (8) times throughout the year and will probably be done more often in the future.
- 2) A homeowner on Tottenham Hale Court addressed the Board regarding a violation letter that he received regarding a trash can violation.
- 3) A homeowner on Livingstone Station St. addressed the Board regarding violation letters he's received and concern regarding other issues that he notices that aren't being addressed. He is also concerned with the tone of the violation letters that are sent out. He is also very disappointed with the management company.
- 4) A homeowner addressed the Board asking for a welcome committee to address the residents.
- 5) A homeowner addressed the Board concerning violation letters she's received

and the concern over the tone of the violation letters. There is also some concern regarding the tree save area behind Livingstone Station St. and the need for culling for safety reasons.

COMMITTEE REPORTS

- 1) Covenants Committee – Gary Griffin – Chairperson
- 2) Parking Rules and Regulations –Community Enforcement Services (CES) has not towed any vehicles from the community during the last reporting cycle. The Board needs to schedule an inspection tour to help identify commercial vehicle infractions. Management will ask Road Runner to meet with the Board in early 2015, as he was unable to arrange a visit this past month.
- 3) Website Committee – All current meeting minutes have been provided to Frankie for posting.
- 4) Newsletter Committee – The fall newsletter was sent out to the community.

APPROVAL OF THE OCTOBER MEETING MINUTES

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

OCTOBER FINANCIAL REPORT

Mr. Ellis reported to the Board that reserves are currently over one (1) million dollars. The income budget is currently approximately \$1,500 over budget and legal was under budget by approximately \$900. Management has received another water bill that includes both the pool and the irrigation system.

STATUS OF OPERATIONS – October 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 investment up for renewal is a Freedom Bank CD 12/18/14 at 1.1%.

BUDGET FY2015

A revised draft of the 2015 operating budget was provided for the Board's review. The Grounds Improvements (entrance monument), Water & Sewer and Pool Management Services line items have changed. Snow service to the single family homes is very likely to drop as VDOT takes over more of the single family streets for maintenance. The monthly townhome fee increases by 3.2%. The monthly single family fee remains unchanged (due to the change in snow service provider).

MOTION: Mr. Shoates moved, Ms. Monahan seconded, to approve the Budget FY2015 with a modification to adjust for an increase in Single Family dues and 3.2% increase in Townhome dues. The motion passed unanimously (4-0-0).

CONTRACT SERVICES

- 1) Grounds Maintenance – Mr. Ellis’ inspections of the common areas in October/November found the following:
 - a. Management has provided the soil test results as requested. Valley Crest advises that the preferred pH level is 6.5. They will test the pH level again.
 - b. Litter collection remains a priority of the contractor. Management has asked Matt to provide a schedule for litter pickup, for monitoring.
 - c. Final mowing was performed a little over a week ago.
 - d. Turf lime application delayed due to weather, but now going down today and tomorrow.
 - e. First leaf removal will take place toward the end of the month; second leaf removal will be scheduled toward the end of December in conjunction with grasses and perennial cutbacks.
- 2) Irrigation Services – Aspect Irrigation was asked by Kate Davidson to keep the irrigation going for watering during the dry periods. Curt advised that he will be winterizing the system this week.
- 3) Grounds Improvements – Kate Davidson is requesting competing bids for the tree removal work for the new monument. Monument changes have stalled this process. There is no work to be done until the permit is approved and in hand.
- 4) Entry Monument – Management have provided the revised monument design for Board review. As the Board is aware, they determined that the monument was in the LCSA easement, necessitating a revision to the sign design and location. TKM’s change order for this revision is \$9,865. The Board would like the contractor to spray paint the area that they are proposing to move the monument, to ensure that the original purpose is still met.
- 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 – The tennis court cracks have widened substantially since the advent of cool weather. It is now difficult to “band-aid” the court surface and management will recommend that the association begin the process of having an engineer develop a scope of work. Management intends to join the stone wall and tennis court projects into one (1) engineering project.

- 7) Electric Services – CP Electric continues to repair non-functioning street lights.
- 8) Pool Management Services –US Aquatics has notified management that the pool has been winterized. Management's follow up showed continued concerns, so Mr. Ellis looked around carefully and found several "charged" lines and closed and drained those lines. He has asked CP Electric to check and make sure that the association has adequate heat to the facility. In the event of hard freezes, management will probably shut off the building water, out of abundance of caution. Management has provided proposals from three (3) local pool management contractors. He has provided a comparison matrix for the three (3) pool management bidders. Once a contractor has been selected in principle, Mr. Ellis will prepare and negotiate a standard form agreement with the pool addendum.

MOTION: Mr. Shoates moved, Ms. Monahan seconded, subject to negotiations, to accept management's recommendation to approve the pool management contract with Premier Aquatics as reflected in the budget at a cost not to exceed \$32,649. The motion passed unanimously (3-0-0).

- 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 has 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. Management has been delayed, but will continue his effort to solicit competing bids for this engineering work. The tennis court surface failure should be inspected by an engineer and that firm should develop a scope of work to be issued to tennis court repair contractors. The cost of a new tennis court surface is around \$50,000.

OLD BUSINESS

- 1) Bond Release/Road Acceptance – Section 4 – Loudoun Kline, LLC (Blossom Drive/Victoria Station Drive ROW) – It appears that both Blossom Drive and Victoria Station Drive (from Cascades Parkway to Blossom Drive) have been accepted into the state system. That would mean that the association is no longer responsible for snow plowing and sanding service to those streets.
- 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, Ladbroke Grove & Tottenham Hale) – These sections also appear to have been accepted into the state system.
- 4) Cascades Place Condominium – Ryland Homes – They currently have one hundred and sixteen (116) settlements with one hundred and sixteen (116) units (all units) recorded.

NEW BUSINESS

- 1) ProShred – The Board discussed holding an event featuring ProShred, possibly in conjunction with Dominion Station. The Board discussed the best time of year to hold this community event. There was also discussion regarding adding an additional truck (i.e. junk truck, e-shred) to the event.

EXECUTIVE SESSION

MOTION: Mr. Shoates moved, Ms. Monahan seconded, to adjourn Regular Session and enter into Executive Session at 9:20pm to discuss violation hearings. The motion passed unanimously (4-0-0).

MOTION: Mr. Shoates moved, Ms. Monahan seconded, to adjourn Executive Session and enter into Regular Session at 9:32pm. The motion passed unanimously (4-0-0).

ACTIONS TAKEN IN EXECUTIVE SESSION

MOTION: Mr. Shoates moved, Ms. Monahan seconded, to accept management's recommendation to assess a \$10 a day charge effective November 11, 2014 for an owner for a failure to maintain recreation equipment and for five (5) homeowners a \$50 one-time charge for trash can storage discrepancies. The motion passed unanimously (3-0-0).

ADJOURNMENT

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to adjourn the November meeting at 9:33 pm. The motion passed unanimously (4-0-0).