

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

March 16, 2015

BOARD MEMBERS PRESENT

Keith Shoates	President (arrived at 7:30)
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

Mr. Ellis verified quorum and called the meeting to order at 7:05 pm.

OPEN FORUM

An owner stated that there are a number of outdoor cats that do not have a current owner and defecate and urinate in his yard and on his property. He asked if there is any way the Board can help since there is no county ordinance about cats. The Board will include a pet reminder in the newsletter and possibly send a letter to all residents on the street where the cat owner/caretaker lives.

BOARD MEMBER APPOINTMENT

Mr. Shoates introduced AJ Glascock as an interested candidate to fill the vacancy on the Board of Directors.

MOTION: Mr. Shoates moved, Mr. Weltens seconded, to appoint AJ Glascock to the director position vacated by Nathan Sherrard for a term to expire in September 2016. The motion passed (4-0-0).

COMMITTEE REPORTS

- 1) Covenants Committee – Gary Griffin – Chairperson
Mr. Griffin asked that the newsletter include a call for volunteers for the committee since one member has moved out of the neighborhood.
 - a) Ruislip Manor Way – re: storm door – **APPROVED AS IS**
 - b) Cheswick Park Court – re: basketball hoop – **APPROVED AS IS**

Covenants Administrator - Amy Daniels

Ms. Daniels stated that inspections have been put on hold due to the winter snow, but they will be back in the community on Monday conducting exterior 2015 spring inspections. Due to new technology, there is a very fast turn-around with violation letters going out to owners.

- 2) Parking Rules and Regulations – Community Enforcement Services (CES) reported that they had not been in the community much during the recent extreme cold and snowy weather. They are now in the community again at full force.
- 3) Website Committee – All current meeting minutes have been posted to the website, with the exception of the current minutes (February).
- 4) Newsletter Committee – The next newsletter draft will be emailed to Board members before the April meeting. The Board discussed how many people are getting the emailed newsletter and whether or not they should go back to a paper newsletter as well.

APPROVAL OF THE NOVEMBER MEETING MINUTES

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to approve the February 2014 meeting minutes as submitted. The motion passed unanimously (3-0-2) with Mr. Glascock and Ms. Monahan abstaining.

FEBRUARY FINANCIAL REPORT

STATUS OF OPERATIONS – February 2015

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

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept management's recommendation to waive a \$900 monetary sanction of a Regents Park Circle home. The motion passed (5-0-0).

INVESTMENTS

The next investments up for renewal are:

- Cardinal Bank NP CD 12/9/15 .09%, \$106,994

AUDIT 2014

The Goldklang Group began the audit this week.

CONTRACT SERVICES

- 1) Grounds Maintenance – Mr. Ellis's inspections of the common areas in February/March found the following:
 - a. Litter collection remains a priority of the contractor.

- b. Common areas are extremely wet, unstable, and not easily accessible
- c. Mr. Ellis removed one storm damaged tree resulting from windstorm.
- d. Spring clean-up is delayed until weather/access improves.
- e. First common area mowing is likely three weeks away.

- 2) Irrigation Services – Aspect Irrigation provided a proposal to repair irrigation zones in the entry monument construction zone. The total cost for the proposal is \$4,800.

MOTION Mr. Shoates moved, Ms. Glessner seconded, to approve management's recommendation to approve Aspect Irrigations proposal for repair and extension of the irrigation system package at a cost of \$4,800. The motion passed unanimously (5-0-0).

- 3) Entry Monument – Mr. Ellis explained to the Board why he feels they should move forward with Curt Cummins from finishing the monument himself rather than using three separate contractors for different jobs.

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept management's recommendation to pull the 12 gauge low voltage wiring from the irrigation clock on Victoria Station Drive to the monument for a cost of \$2,500. The motion passed unanimously (5-0-0).

- 4) Pet Waste Station Services – Doody Calls continues to provide pet station and tot lot trashcan service.
- 5) Tot Lot Mulch and Tennis Court Maintenance – Management will send out RFP's to repave the tennis court.
- 6) Electric Services – CP Electric continues to repair non-functioning street lights.
- 7) Pool Management Services – Management presented a proposal from Premier Aquatics to renovate the main and wading pools including a white coat, coping, and water line tiles. The Board selected a water line tile.

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to approve items #1, #2, #4, and #5 of the proposal for pool maintenance and pool covers from Premier Aquatics at a cost not to exceed of \$45,400. The motion passed unanimously (5-0-0).

- 8) Trash Removal Services – American Disposal has issued a notice of a 2% increase in the collection rate, due to an increase in cost. This number is in accordance with the service agreement.

OLD BUSINESS

Bond Release/Road Acceptance – Mr. Shoates moved, Ms. Monahan seconded, to sign the application to grant the storm water easement to Loudoun County on HOA Parcel C Section 1, Peace Plantation I on Regents Park. The motion passed (5-0-0).

NEW BUSINESS

Shredding – Mr. Ellis secured a company that would do a Saturday morning shredding. The Board decided to hold the event on May 16th. Mr. Ellis suggested having American Disposal bring a dumpster. Ms. Monahan suggested asking residents to bring food donations.

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to authorize management to contract with Pro-Shred for May 16th for three hours, at a cost not to exceed \$750. The motion passed (5-0-0).

The next meeting will be held on April 13th at 7:00 p.m.

ADJOURNMENT

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to adjourn the Open Session of the meeting at 9:57 p.m. and enter an Executive session to discuss homeowner violations and issues. The motion passed unanimously (5-0-0).
