

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

**April 13, 2015**

**BOARD MEMBERS PRESENT**

Keith Shoates	President
Kelly Glessner	Treasurer
Kevin Weltens	Secretary
AJ Glascock	Director

**BOARD MEMBERS ABSENT**

Laura Monahan	Vice-President (resigned from Board)
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**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 7:01pm.

**VIOLATION HEARINGS**

There were four (4) hearings scheduled for this meeting.

- 1) 45652 Livingstone Station – The homeowners addressed the Board regarding a trash can violation. They feel that the trash cans are stored in a proper place, and have asked the Board for guidance on a better place to store the cans. Management will email information from the guidelines to the homeowner.
- 2) 45658 Waterloo Station – The homeowner addressed the Board regarding fence staining. He disagrees with the maintenance standard and feels that he is not in violation.
- 3) 21737 Tottenham Hale Court – The homeowner addressed the Board regarding a trash can violation. He asked for some guidance regarding where to store his trash cans. Management will provide feedback via email with recommendations.
- 4) 21845 Regents Park Circle – The homeowner addressed the Board regarding a trash can violation. He informed the Board that the violation has been corrected.

**OPEN FORUM**

- 1) A homeowner addressed the Board regarding her covenants application.
- 2) A homeowner had a concern regarding her smaller recycling bin being stolen from her property.
- 3) A homeowner made a comment regarding parking at Blossom and Magnolia.
- 4) A homeowner had a question regarding the maintenance of his privacy fence.
- 5) A homeowner addressed the Board regarding the state of the tennis court, as well as the issue of non-residents using the tennis courts.

## COMMITTEE REPORTS

- 1) Covenants Committee – Gary Griffin – Chairperson
  - a. Mr. Griffin has received a list of potential volunteers from management and will contact them.
  - b. The committee has received five (5) applications for review:
    - i. 45668 Livingstone Station Street – re: remove tree and replace with bushes, extend gutter pipes and fix driveway extension with stones – **#1 and #2 – APPROVED WITH COMMENTS and #3 – DENIED WITH COMMENTS.**
    - ii. 45688 Waterloo Station Square – re: remove shutters – **APPROVED AS IS**
    - iii. 21740 Blossom Drive – re: replace roof – **APPROVED AS IS**
    - iv. 21760 Brondesbury Park Terrace – re: roof replacement – **APPROVED AS IS**
    - v. 21770 Cypress Valley Terrace – re: shed – **APPROVED AS IS**
  - c. Management has completed the spring inspection of all homes and lots. Mr. Ellis provided a pie chart and a bar chart showing major category findings and street by street analysis of first violations noted. He will also provide a copy of the open records report for the Board.
- 2) Parking Rules and Regulations –Community Enforcement Services (CES) has towed two (2) vehicles from the community during the last reporting cycle, including a commercial vehicle.
- 3) Website Committee – All current meeting minutes have been provided to Frankie for posting.
- 4) Newsletter Committee – The Board discussed minimizing the newsletter so that it can be mailed out to the community on a case by case basis, as well as posting to the website. The Board also discussed pool pass registration, discussed below.

***MOTION: Mr. Shoates moved, Ms. Glessner seconded, to approve the mailing of the spring 2015 newsletter to all homeowners of record. The motion passed unanimously (4-0-0).***

## APPROVAL OF THE MARCH MEETING MINUTES

***MOTION: Mr. Shoates moved, Mr. Weltens seconded, to approve the March 2015 meeting minutes as submitted. The motion passed unanimously (4-0-0).***

## MARCH FINANCIAL REPORT

Mr. Ellis reported to the Board that the association is currently significantly over budget in snow removal. The Board will prep the amount of notice at the May Board meeting

for a special assessment; if that is the direction they decide to go in. They will make a final decision at the May Board meeting.

### **STATUS OF OPERATIONS – March 31, 2015**

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

### **AUDIT FY2014**

Management provided the Board with the year end 12/31/14 audit by Goldklang Group. The Board needs to adopt the audit. Management also provided the Board with Goldklang Group's 2015 and 2016 engagement letter.

***MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept management's recommendation to accept the 2014 audit as presented by Goldklang Group CPA's. The motion passed unanimously (4-0-0).***

***MOTION: Mr. Shoates moved, Mr. Weltens seconded, to accept management's recommendation for the Goldklang Group to provide audit and tax services for 2015 and 2016. The motion passed unanimously (4-0-0).***

### **CONTRACT SERVICES**

- 1) Grounds Maintenance – Mr. Ellis' inspections of the common areas in March/April found the following:
  - a. Litter collection remains a priority of the contractor
  - b. Valley Crest to apply fertilizer and pre-emergent weed controls on Thursday, April 16<sup>th</sup>. Chemical signs will be placed by the contractor, notifying owners of this application.
  - c. Street cleaning is scheduled for April 20<sup>th</sup>, weather permitting
  - d. Spring clean-up is ongoing with bed carving service completed.
  - e. Mowing schedule commences this week.
- 2) Irrigation Services – Aspect Irrigation has pulled wire and installed new zones for the repaired and improved system entry monument system. Re-grading of the front toe of the monument and frontage area is also evident.
- 3) Grounds Improvements – Renderings remain in the clubhouse for Board review. Ms. Davidson is anxious to select and begin plantings at the monument site.
- 4) Entry Monument – Management has provided entrance monument planting proposals from Genesis Landscapes (\$19,028), Shenandoah Landscape Services (\$19,790) and Palmer's Property Maintenance (\$23,480).

Warranties are generally similar, although Palmer's is more restrictive and they do not warrant several of the plants. Genesis is the best price and Ms. Davidson's email suggests Genesis be awarded the contract.

***MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept management's recommendation to approve Genesis Landscaping for landscaping improvement at the Cascades Park monument sign for a cost of \$19,028. The motion passed unanimously (4-0-0).***

- 5) Entrance Monument Lighting – Aspect Irrigation has pulled the wire necessary to provide service to the monument. Aspect will be installing lighting components for Board examination.
- 6) Pet Waste Station Services – Doody Calls continues to provide pet station and tot lot trashcan service.
- 7) Tot Lot and Tennis Court Maintenance – Management has provided a copy of the Request for Proposal (RFP), issued to four (4) local tennis court contractors, to rebuild the tennis court. These bids are due April 30<sup>th</sup> and the work should be done in about a week. Management is anticipating a cost of \$60,000-\$80,000.
- 8) Electric Services – CP Electric continues to repair non-functioning street lights. CP is also working to:
  - a. Replace the lights at the entrance to the clubhouse (vandalism)
  - b. Proposing a security light for the rear of the clubhouse (light up the pool during off hours, off season)
  - c. Repaired vandalized light at side of clubhouse, pool level.
- 9) Pool Management Services – Management provided the Board with the signed agreements for pool renovation and the new pool covering systems. Work is scheduled to begin on April 25<sup>th</sup>.
- 10) Pool Registration – In the matter of pool registration, management have identified three (3) primary ways that community associations, without on-site staff, handle pool registration. They are:
  - a. Volunteers hold a number of registration sessions, creating passes for resident users (current method at Cascades Park).
  - b. The Board of Directors mails four (4) passes and one (1) guest pass to all residents of the community. They rely on the pool management company to check passes (have patrons sign in) and take a hard line if passes are used in any manner other than intended.
  - c. Off-site management provides pool registration via mail and other methods, and charges a per pass fee (\$5 - \$10, depending on type of pass). Management believes that Cascades Park would use a simple hand-written pass (without pictures) that includes name and address.

The community association mails a simple registration application to the members and provides more details in the return mailing, if needed. This will help keep down printing costs.

Management is ready to provide pool registration if bullet #3 becomes the preferred method of registration. The Board would like to move forward with the mailing of four (4) passes and one (1) guest pass.

***MOTION: Mr. Shoates moved, Ms. Glessner seconded, to mail four (4) pool passes and one (1) guest pass to each resident of record for 2015 and it will be mailed with the newsletter. The motion passed unanimously (4-0-0).***

- 11) Trash Removal Services – There is nothing to report.
- 12) 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.
- 13) Engineering and Capital Repairs – John Simon of Thomas Downey LTD has been delayed in the start of the wall maintenance consultation project. Management has asked him to provide a reasonable start date, prior to the Board meeting.

## **OLD BUSINESS**

- 1) Bond Release/Road Acceptance – Regents Park Circle and Association Roads – Pulte Homes continues to satisfy Loudoun County performance requirements for this section. Pulte will be reaching out to the HOA for additional assistance for their various bond release efforts, to include renewed efforts to resolve unresolved matters in Phase 1, 2 & 3 (Shagbark, Mountain Pine, Cypress Valley and Smoketree areas). Early indications are that Pulte may need to schedule a special meeting (or equivalent) with the 142 lots owners in those sections (Cascades Park HOA) to address the common area dedication shortfall. All 142 lots have, however; been subjected to the PPI CCR's by supplemental declaration, meaning all lots must pay the annual assessment and comply with the CCR's.
- 2) Shred Event – Management has provided a list of items that can and cannot be shredded. Management will send a postcard out to the membership announcing this event with ShredAce.

## **NEW BUSINESS**

- 1) Cascades Place Condominium/HOA – Management has been discussing with his associate, Mary Lockhart, the possibility of having the Cascades Park and Cascades Place Board of Directors meet to 1) greet and 2) begin a discussion/relationship. The topics will no doubt include the monthly amenities fee. This fee remains in place for at least another four (4) years. Also, Mr. Mike Phillips, Treasurer,

Cascades Place HOA, is asking if they could use the pool for a community get-together. The Board discussed combining the annual pool party with Cascades Place.

## **EXECUTIVE SESSION**

***MOTION: Mr. Shoates moved, Ms. Glessner seconded, to adjourn Regular Session and enter into Executive Session at 9:17pm to discuss violation hearings. The motion passed unanimously (4-0-0).***

***MOTION: Mr. Shoates moved, Ms. Glessner seconded, to adjourn Executive Session and enter into Regular Session at 9:21pm. The motion passed unanimously (4-0-0).***

## **ACTIONS TAKEN IN EXECUTIVE SESSION**

***MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept management's recommendation to assess a \$50 one-time charge for trash can storage discrepancies for two (2) homeowners. The motion passed unanimously (4-0-0).***

## **ADJOURNMENT**

***MOTION: Mr. Shoates moved, Ms. Glessner seconded, to adjourn the April meeting at 9:22pm. The motion passed unanimously (4-0-0).***