

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

May 11, 2015

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

None

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 7:03 pm.

OPEN FORUM

- 1) Mike Phillips, representative from Cascades Place, addressed the Board regarding a summer party at the pool. The Board has invited Cascades Place to attend the Cascades Park summer event and combine the two (2) events. The Board discussed the date for the community summer party. They have decided to hold the party on Saturday, July 18th from 11am-2pm.
- 2) A homeowner had a question regarding whether or not she has been approved for the painting of her deck. Management will check the application and report back to the homeowner.

COMMITTEE REPORTS

- 1) Covenants Committee – Gary Griffin – Chairperson
 - a. Management is performing follow up inspections during this current month. Mr. Ellis will schedule hearings for the June Board meeting. Twenty-two (22) lawn/grass compliance letters were mailed on May 6th as a result of management inspections.
- 2) Parking Rules and Regulations –Community Enforcement Services (CES) noted that there were no vehicles towed from the community during the last reporting cycle.
- 3) Website Committee – All current meeting minutes have been provided to Frankie

for posting.

- 4) Newsletter Committee – The spring newsletter has been posted on the website and mailed to all owners and residents.

APPROVAL OF THE APRIL MEETING MINUTES

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

APRIL FINANCIAL REPORT

Mr. Ellis reported to the Board that the association is currently under budget in a lot of areas, but are significantly over budget in snow removal. In the matter of a possible Special Assessment for overage in Snow Removal Expenses, management provided documentation that shows the assessment if charged to the specific house types, calculated using the net overage in snow service, including the cost of coupons.

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to approve a one-time special assessment of \$30.10 for single families and \$32.25 for townhomes due July 1, 2015. The motion passed unanimously (4-0-0).

STATUS OF OPERATIONS – April 30, 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. A review of the April 30 Balance Sheet will show a new three (3) year CD for \$200,000 at 1.36%.

BUDGET FY2016

Management will begin drafting the 2016 budget in August.

CONTRACT SERVICES

- 1) Grounds Maintenance – Mr. Ellis' inspections of the common areas in April/May found the following:
 - a. Litter collection remains a priority of the contractor, with a large amount of trash in the Shagbark storm pond.
 - b. The Victoria Station Drive storm pond gates have been left open several times. Management has requested that Valley Crest make sure it is closed.
 - c. Valley Crest missed several hundred feet of open space along Cascades Parkway, north of Victoria Station Drive
 - d. Fertilizer and pre-emergent weed controls applied April 16-17. Chemical signs were placed by the contractor, notifying owners of this application

- e. Street cleaning completed
 - f. Spring clean-up completed
 - g. Mowing schedule has commenced
 - h. Advised Kate Davidson that two (2) of three (3) Willow Oaks planted on the Smoketree island did not survive and require replacement. These are NOT warranty replacements. Tree species will be changed to Zelcovas due to the apparent poor/compacted soils that make up this open space
 - i. Management has marked several areas of asphalt defect for cold patching
 - j. Management has measured the Shagbark/Victoria Station asphalt trail for RFP. This trail is in poor shape, runs behind Shagbark Terrace and connects to the county/state ROW at the entrance monument.
- 2) Irrigation Services – Aspect Irrigation has completed the installation of irrigation components to the extent they can and await planting.
- 3) Entry Monument – The possession arrow for the monument work is pointing at Genesis and Kate Davidson. The agreement for plant material has been accepted and executed. Plant selection is ongoing with a rejection of certain plants thus far. Aspect has ordered the lighting and management is hoping the plant material will be installed in the next two (2) weeks.
- 4) Entrance Monument Lighting – Aspect Irrigation has the signed agreement to order the lighting components for the monument. The Board selection option two (2) at \$11,200. The Board should ratify this decision. Additionally, management has determined that there is a need for additional topsoil to enhance the re-grading of the site and a truckload will be ordered. Aspect Irrigation has pulled the wire necessary to provide service to the monument.

MOTION: Mr. Shoates moved, Mr. Weltens seconded, to approve management's recommendation for Aspect Irrigation option 2 (color option) for \$11,200. The motion passed unanimously (4-0-0).

- 5) Pet Waste Station Services – Doody Calls continues to provide pet station and tot lot trashcan service.
- 6) Tot Lot and Tennis Court Maintenance – Management has provided proposals from Sports Systems and Bishops Tennis for tennis court renovations. Tennis Courts, Inc. has declined the invitation to bid, so Mr. Ellis has gone to a back-up contractor, Finley Asphalt. The repair work will take approximately one (1) week.
- 7) Electric Services – CP Electric continues to repair non-functioning street lights. CP Electric proposes to replace the vandalized clubhouse lights at \$600. They also propose the installation of a security light at the rear of the

clubhouse building. Management is trying to get a cost proposal by Monday. He will also go to Kolb Electric for a competing bid.

- 8) Pool Management Services – Management provided the Board with a signed agreement to install new returns as a part of the pool renovation. Renovation work is ongoing with the new tile and coping stones already installed.

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to approve the expenditure of \$3,600 to Premier Aquatics to remove and replace all pool returns in main and wading pools. The motion passed unanimously (4-0-0).

- 9) Pool Registration – In the matter of pool registration, management has mailed four (4) passes and one (1) guest pass to all residents of the Cascades Park and Cascades Place community.
- 10) Trash Removal Services – There is nothing to report.
- 11) 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.
- 12) Engineering and Capital Repairs – John Simon of Thomas Downey LTD has completed field work for the stone wall consult, and will have a written report by the June meeting. Management intends to bring back The Kings Masons to consult on the wall repairs, once the Thomas Downey LTD report is furnished and reviewed.

OLD BUSINESS

- 1) Bond Release/Road Acceptance – Regents Park Circle and Association Roads – Pulte Homes continues efforts 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. Pulte has received information from the county and will probably reach out to the association shortly with an update.
- 2) Shred Event – The event will be held on Saturday, May 16th from 9am to noon.

NEW BUSINESS

- 1) Cascades Place Condominium/HOA – Discussed under Homeowner Forum.
- 2) Street Light Painting – Management has provided an RFP that was issued to several local painting contractors to re-paint the streetlights to black. He has also provided a proposal from Capital Painting to repaint forty-five (45) street lights to black at a cost of \$6,900 (\$153.33 per light). Mr. Ellis has requested proposals from NOVA Painting (\$6,995) and Reston Painting Company (management to receive shortly).

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to authorize management, at a price not to exceed \$6,995, to enter into a contract to paint the street lights. The motion passed unanimously (4-0-0).

ADJOURNMENT

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to adjourn the May meeting at 8:32pm. The motion passed unanimously (4-0-0).