

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

**June 8, 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.

**OPEN FORUM**

- 1) A resident addressed the Board regarding residents kicking balls onto roofs and general disruptive behavior.
- 2) A resident had a concern regarding the special assessment for snow removal for single family homes.

**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 July Board meeting. There was discussion regarding a Covenants Handbook review, with a target completion date of EOY 2015.
  - b. There were seven (7) applications reviewed this month.
    - i. 21805 Mornington Crescent Terrace – re: replace roof shingles – **APPROVED AS IS**
    - ii. 21788 Cypress Valley Terrace – re: tree trimming and removal – **RETURNED/INCOMPLETE**
    - iii. 45656 Livingstone Station Square – re: fence relocation – **APPROVED WITH COMMENTS**
    - iv. 45567 Ruislip Manor Way – re: walkway, add porch over front door, add addition for extra storage to rear of home – walkway – **DENIED WITH COMMENTS**, storage – **RETURNED/INCOMPLETE**, porch –

**APPROVED WITH COMMENTS**

- v. 21729 Regents Park Circle – re: replace all windows – **APPROVED AS IS**
  - vi. 45762 Smoketree Terrace – re: paint shutters and front door – **RETURNED/INCOMPLETE**
  - vii. 45656 Livingstone Station Square – re: relocate fence (reviewed again at BOD meeting) – **APPROVED WITH COMMENTS**
- 2) Parking Rules and Regulations –Community Enforcement Services (CES) noted that there were two (2) vehicles towed from the community during the last reporting cycle. There has been an increase in commercial vehicles associated with renters. The Board will advise management when schedule an inspection tour to help identify commercial vehicle infractions.
- 3) Website Committee – All current meeting minutes have been provided to Frankie for posting. Information regarding the special assessment will be posted to the website.
- 4) Newsletter Committee – The spring newsletter has been posted on the website and mailed to all owners and residents. The summer newsletter will include information regarding the pool party and the upcoming annual meeting. The Board will discuss whether or not to mail out the newsletter at the July meeting.

**APPROVAL OF THE MAY MEETING MINUTES**

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

**ANNUAL MEETING SCHEDULE**

In the matter of the Annual Meeting date in September, management is not available on Monday, September 14<sup>th</sup> and would like the Board to consider re-scheduling the meeting to one of the following dates: August 27<sup>th</sup> or 31<sup>st</sup> or September 1<sup>st</sup>, 3<sup>rd</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup>. The Board has decided to schedule the Annual Meeting on September 9, 2015 at 7pm.

**STATUS OF OPERATIONS – May 31, 2015**

Financial statements for the current period were emailed to each Board member and are included in the Board packet for review. Management has received approximately five (5) inquiries about the Special Assessment. Payment coupons were mailed to all owners this week.

**INVESTMENTS**

The next investment up for renewal is a Cardinal Bank NP CD 12/9/15 at .09%, \$106,994.

**BUDGET FY2016**

Management will begin drafting the 2016 budget in August.

**CONTRACT SERVICES**

- 1) Grounds Maintenance – Mr. Ellis' inspections of the common areas in May/June found the following:
  - a. Litter collection remains a priority of the contractor.
  - b. Management and Valley Crest are identifying dead trees throughout the property and along the Cascades Park/Cascades Place boundary for removal.
  - c. The well location, abandoned and backfilled with Loudoun County permit oversight, settled to about 15' deep, a very dangerous condition. The well hole had settled twice previously, to about 3-4 feet and filled. Heavy and continuous rain seems to have allowed further settlement of the abandoned well hole. Valley Crest was dispatched to immediately fill the hole, but advised management on Friday, May 22<sup>nd</sup> mid-afternoon; that they were unable to fill the hole as crews had started Memorial Day weekend, early. Genesis then responded immediately and filled the hold. Management directed Genesis to stage several yards of material along the tree save area, just in case.
  - d. Discussed broadleaf weed applications and requested additional service where broadleaf weeds remain. Additional service is scheduled for the next two (2) weeks.
  - e. Management has marked another area needing asphalt cold patching at Mountain Pine and Redmond.
  - f. Valley Crest will schedule a crew to locate and remove any remaining sand piles that collected after the primary street cleaning effort.
  - g. Management has measured (1,150'\*6'/9'=767SY) 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 are able. The lighting package has arrived and Aspect should be able to complete their irrigation work very soon.
  
- 3) Entry Monument – The monument work nears completion with Aspect Irrigation now installing the lighting package and finalizing the irrigation location and operation. Aspect had turned off the automatic shut-off to allow easier testing, which did lead to a zone operating all day, one day, two weeks ago.
  
- 4) Pet Waste Station Services – Doody Calls continues to provide pet station and tot lot trashcan service.

- 5) Tot Lot and Tennis Court Maintenance – Management has provided proposals from Sports Systems (\$59,590), Finley Asphalt (\$55,113) and Bishops Tennis (\$72,880+) for tennis court renovations. Management recommends the Board select Sport Systems, LLC to renovate the tennis courts.

***MOTION: Mr. Shoates moved, Mr. Weltens seconded, to accept management's recommendation to approve the contract with Sports Systems for a cost of \$59,590 to renovate the tennis courts. The motion passed unanimously (4-0-0).***

- 6) Electric Services – CP Electric continues to repair non-functioning street lights. Management is collecting proposals for the exterior lighting of the clubhouse building and hope to have them by the July meeting.
- 7) Pool Management Services – Management noted that the pool opened on Saturday, May 23<sup>rd</sup>, clean and ready, without incident. In order to assist the pool company, management worked throughout the day prior to opening to make sure the pool and bathhouse were ready. Observations of guard performance were provided to Premier Aquatics to help with guard evaluation. One particular guard seems inattentive and could be replaced by weeks end. Management provided the pool condition reports to the Board for review. These inspections are performed at random times. Mr. Ellis also noted that they may be able to get rid of the backflow preventer, which will stop the water intrusion inside the storage room.
- 8) Trash Removal Services – There is nothing to report.
- 9) 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.
- 10) Engineering and Capital Repairs – John Simon of Thomas Downey LTD has completed field work for the stone wall consult. The engineer found that 85% of the wall maintenance will be homeowner responsibility and 15% will be HOA responsibility. The next step will be to obtain bids to maintain the wall.

## **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 shred event was minimally attended by approximately twenty (20) members. Shred events in 2016 can be expended as to marketing for better participation. The event was relatively “clean” with very little litter to report, although it was very loud for the nearby homes (no complaints though).

## **NEW BUSINESS**

- 1) Cascades Place Condominium/HOA – Management was advised by Mike Phillips of Cascades Place HOA that the Board is agreeable to a combined party and this it will be beneficial for Mr. Phillips and Ms. Monahan to meet and coordinate efforts.
- 2) Street Light Painting – Management noted that Reston Painting is delayed with their proposal; although the Board has authorized management to proceed with adequate “not to exceed” instruction. Capital Painting will be awarded the work at \$6,900 unless Reston Paint Company beats that price. This award will take place by Friday, June 12<sup>th</sup>, as scheduled.

## **ADJOURNMENT**

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