

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

July 13, 2015

BOARD MEMBERS PRESENT

Keith Shoates	President
Kelly Glessner	Treasurer
AJ Glascock	Director

BOARD MEMBERS ABSENT

Kevin Weltens	Secretary
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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 8:08pm.

OPEN FORUM

- 1) A resident on Cypress Valley commented that he had a problem with the special assessment considering how poor the snow removal service was in Section 2 & 3. He asked the Board for a full refund of the assessment money.
- 2) A resident on the corner of Willesden noted that the snow removal company was pushing snow up onto his yard. Management will speak with Valley Crest regarding this issue.
- 3) A resident on Paddington Station addressed the Board regarding vandalism to his cars. He reported the incident to police and asked the Board to mention it in the next newsletter.

COMMITTEE REPORTS

- 1) Covenants Committee – Gary Griffin – Chairperson
 - a. There were ten (10) applications reviewed this month.
 - i. 21800 Willesden Junction Terrace – re: fence and deck –
APPROVED WITH COMMENTS
 - ii. 21753 Brondesbury Park Terrace – re: patio and landscaping –
APPROVED WITH COMMENTS
 - iii. 45574 Ruislip Manor Way – re: light fixture – **APPROVED AS IS**
 - iv. 45762 Smoketree Terrace – re: change paint color (front door & shutters) – **APPROVED AS IS**
 - v. 45785 Mountain Pine Square – re: replace current deck with larger deck – **APPROVED AS IS**

- vi. 21812 Mornington Crescent Terrace – re: paint deck off white to match house – **APPROVED AS IS**
 - vii. 21760 Brondesbury Park Terrace – re: stain deck and fence – **APPROVED AS IS**
 - viii. 45785 Mountain Pine Square – re: paint front door and shutters – **APPROVED AS IS**
 - ix. 21833 Regents Park Circle – re: replace front walkway – Concrete Walkway – **APPROVED AS IS** and Pavers – **DENIED WITH COMMENTS**
 - x. 45567 Ruislip Manor Way – re: storage shed – **DENIED WITH COMMENTS**
- b. CCP 2015 Spring Inspection Hearing List w/Hearing Resolutions
- i. 21742 Ladbrooke Grove – hole in rake board - work completed, Thank You letter
 - ii. 45649 Livingstone Station – wood rot on front vertical supports; paint shutters – 60 days to complete work by September 13, 2015, or a monetary sanction of \$10.00 per day will begin
 - iii. 21797 Mornington Crescent – damaged garage door, damaged front door trim, deck maintenance, dead tree, clean siding. Can waive fence not built in accordance with design guidelines – 60 days to complete work by September 13, 2015, or a monetary sanction of \$10.00 per day will begin, does not yet apply to fence
 - iv. 21799 Mornington Crescent – clean siding, maintain turf area - 30 days to complete work by August 16, 2015, or a monetary sanction of \$10.00 per day will begin
 - v. 21780 Regents Park – repair/replace damaged garage door panels, casing around front door has wood rot. Repair/replace. Paint faded front door with existing color - work completed, Thank You letter
 - vi. 21836 Regents Park – reinstall downed fence panels; clean and maintain fence; secure loose boards - 30 days to complete work by August 16, 2015, or a monetary sanction of \$10.00 per day will begin
 - vii. 21745 Tottenham Hale – front vertical support has wood rot. Repair/replace paint with same color - 30 days to complete work by August 16, 2015, or a monetary sanction of \$10.00 per day will begin
 - viii. 45557 Turnham Green – Paint faded front door and trim around front door with existing colors. Wood rim around front windows has wood rot. Repair/replace. Paint with existing color - 30 days to complete work by August 16, 2015, or a monetary sanction of \$10.00 per day will begin
 - ix. 45638 Waterloo Station – Replace missing rake trim at left side - 30 days to complete work by August 16, 2015, or a monetary sanction of \$10.00 per day will begin
 - x. 45662 Waterloo Station – Antenna may not exceed height of fence

in rear yard. Antenna mounted on shared fencing - 30 days to submit completed application for exterior modification by August 16, 2015, or a monetary sanction of \$10.00 per day will begin

- 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 (May 2015) 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 JUNE MEETING MINUTES

MOTION: Ms. Glessner moved, Mr. Glascock seconded, to approve the June 2015 meeting minutes as submitted. The motion passed unanimously (3-0-0), with Mr. Weltens absent.

ANNUAL MEETING SCHEDULE

The Annual Meeting has been set for Wednesday, September 9, 2015 at 7pm at the clubhouse. Management has mailed the Call for Candidates and the Annual Meeting notice will be mailed around August 21, 2015. Two seats are up for election (Mr. Shoates for 3 year term and Mr. Glascock for 1 year term). The current term status is as follows:

- Vacant (Laura Monahan) – elected in 2014 (up for election September 2017, if appointed before 2015 Annual Meeting, must seek election at the 2015 Annual Meeting to serve out the remaining 2 year term, if elected at 2015 Annual Meeting, the term will be 2 years)
- Kelly Glessner – elected in 2014 (up for election September 2017)
- Keith Shoates – elected in 2012 (up for election September 2015)
- Kevin Weltens – elected in 2013 (up for election September 2016)
- AJ Glascock (Topper Smith) – Mr. Smith elected in 2013 (resigned June 2014, Board appointed Mr. Glascock to serve until September 2015, at which time he needs to seek election to serve until September 2016, Mr. Smith's original term, a.k.a. the remainder of the term)

STATUS OF OPERATIONS – June 30, 2015

Financial statements for the current period were emailed to each Board member and are included in the Board packet for review. Management noted that the variance is currently \$44,320.72; however, it will begin to go back toward the positive and will be reflected in the July financials. The Special Assessment became effective July 1st. Approximately five (5) owners called the accounting office to inquire as to the purpose of the charge (they did not read the original notice) and two (2) individuals wanted us to know that Valley Crest did a poor job during the first early January event and felt the

charge was not warranted. The Board has received an anonymous letter to the Board noting their dissatisfaction with the services on Blossom (VDOT) while noting plow trucks working on Regents Park Circle (HOA).

INVESTMENTS

The next investment instruments up for renewal are:

- WFB CD 2.16.16, 1.0%
- FVCB CD 2.20.16, 1.35%
- Freedom Bank CD 2.29.16, 1.1%

Management has opened a new \$100,000 two (2) year CD at 1.30% at Access National Bank.

BUDGET FY2016

Management will begin drafting the 2016 budget in August, and will add in a pool deck renovation to the five (5) year plan.

CONTRACT SERVICES

- 1) Grounds Maintenance – Mr. Ellis' inspections of the common areas in June/July found the following:
 - a. Litter collection remains a priority of the contractor.
 - b. Wet Weather has caused delays/interference in the mowing schedule.
 - c. Erosion has caused silt to flow onto Paddington Station Terrace at the end unit adjacent to Brondesbury Park Terrace and will be addressed by Kate Sedgwick (formerly Davidson).
 - d. Sport Systems (Tennis Court contractor) wants a common area maple tree removed to allow access to the tennis court.
 - e. Management and Valley Crest are identifying dead trees throughout the property and along the CPark/CPlace boundary, for removal.
 - f. Several areas of overgrown weeds were identified as deficiencies by both the Board and management. Those areas were to be immediately corrected.
 - g. Management has measured (1,150'x6'9' = 767 SY) 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 all irrigation components.
- 3) Entry Monument – Aspect Irrigation has completed the installation of all monument lighting.
- 4) Pet Waste Station Services – Doody Calls continues to provide pet station and tot lot trashcan service.
- 5) Tot Lot and Tennis Court Maintenance – The signed Sports Systems contract, at \$54,590, was forwarded to Perry Perret at Sports Systems for

scheduling. Mr. Perret will let management know when they will perform the work. It is scheduled for late July.

- 6) Electric Services – CP Electric continues to repair non-functioning street lights.
- 7) Pool Management Services – The pool continues to run with minimal issues. Management has provided pool condition reports electronically by the contractor. These inspections are performed at random times.
- 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, TDL has completed field work for the stone wall consult. Mr. Simon will attend the August meeting. A memo was sent to the eight (8) owners affected by ownership of the wall systems. These owners will be invited to the next Board meeting. Management will send the engineers report to the eight (8) homeowners and will attempt to get a ballpark figure of cost prior to the next meeting.

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.
- 2) Cascades Place Condominium/HOA – Nothing to report.
- 3) Street Light Painting Project – Capital Painting was awarded the street light painting project and has completed that project as of late last week. The work is very well done.
- 4) Pool Party – There was an issue with the inflatable vendor. Aside from that, the party went well and working with Cascades Place was a success.

NEW BUSINESS

There was nothing new to report.

EXECUTIVE SESSION

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to enter into Executive Session at 8:54pm to discuss delinquencies. The motion passed unanimously (3-0-0), with Mr. Weltens absent.

ACTIONS TAKEN IN EXECUTIVE SESSION

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept management's recommendation to authorize counsel to halt further legal action and close the file on account #1655109. The motion passed unanimously (3-0-0), with Mr. Weltens absent.

ADJOURNMENT

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to adjourn the July meeting at 9:11pm. The motion passed unanimously (3-0-0), with Mr. Weltens absent.