

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

August 10, 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 7:01pm.

OPEN FORUM

There were no residents present who wished to address the Board.

COMMITTEE REPORTS

- 1) Covenants Committee – Gary Griffin – Chairperson
 - a. There was one (1) application reviewed this month.
 - i. 21799 Mornington Crescent Terrace – re: patio – **INCOMPLETE WITH COMMENTS**
 - b. Mr. Griffin has reached out to five (5) interested residents in volunteering on the Covenants Committee. He will report to the Board with his recommendations. The Committee will also begin to update the covenants guidelines and the Board would like to have that complete by February. The Board would also like have Frankie find a way to post the covenants application online for straightforward items, such as, decks, fences, patios, etc...
 - c. Proposed Members for Covenants Committee:
 - i. Evelyn Sobierajska – 45616 Livingstone Station Street
 - ii. Firas Al-Barzinji – 45631 Waterloo Station Square
 - iii. Stefan Giede – 45608 Livingstone Station Street
 - iv. Hope Ferdinando – 45558 Cheswick Park Court

- 2) Parking Rules and Regulations –Community Enforcement Services (CES) noted that there were four (4) vehicles towed from the community during the last reporting cycle.
- 3) Website Committee – All current meeting minutes (June 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. The Board discussed mailing the latest newsletter with the budget notice to save on postage cost.

APPROVAL OF THE JULY MEETING MINUTES

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to approve the July 13, 2015 meeting minutes as submitted. The motion passed unanimously (4-0-0).

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 (July 13th) and the Annual Meeting notice (August 21st). There have been no candidate statements delivered as of this date.

- 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 – July 31, 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 expenses were about \$8,000 over budget due to the street light improvement.

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%

BUDGET FY2016

Management has started drafting the 2016 budget and brought some draft information

to the Board as they begin this next budget phase to review and discuss. The Board would like to not have to increase the dues if at all possible.

CONTRACT SERVICES

- 1) Grounds Maintenance – Mr. Ellis' inspections of the common areas in July/August found the following:
 - a. Litter collection remains a priority of the contractor.
 - b. Wet weather remains an issue, affecting the mowing and capital repair schedules.
 - 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 renovation contractor) requested a tree be removed for access to the tennis court. Sport Systems has been advised this tree has been removed.
 - e. Management identified dead trees and declining trees throughout the property and along the CPark/CPlace boundary, for removal.
 - f. 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. Management has issued this RFP to four (4) contractors, Dominion Paving, Fairfax Paving, Brothers Paving and Finley Asphalt, due by August 21st.
 - g. Management inspected the common area behind both Livingstone Station Street and Ladbroke Grove, in anticipation of stone wall work. Valley Crest rough mows (line trimming) this rough area four times per year (similar to a storm pond, in fact much of this area is a storm water drainage area) and additional prep work will be needed.

- 2) Irrigation Services – Aspect Irrigation has completed the installation of all irrigation components. System is running normally.

- 3) Grounds Improvements – Management will meet with Kate to propose the fall improvements.

- 4) Entry Monument – Nothing to report.

- 5) Pet Waste Station Services – Doody Calls continues to provide pet station and tot lot trashcan service. Management has approved an additional system for the Blossom Drive/Ruislip Manor station, to once a week.

- 6) 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. Management did receive a general notice from Sports Systems to all clients advising of weather delays in heavy construction. The Board

discussed the color selection of the new tennis court. Sports Systems recommends a dark green/light green color scheme. The Board has decided to do a blue court with a light green perimeter.

- 7) Electric Services – CP Electric continues to repair non-functioning street lights.
- 8) 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.
- 9) Trash Removal Services – There is nothing to report.
- 10) 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.
- 11) Engineering and Capital Repairs – John Simon of Thomas Downey LTD, TDL has completed field work for the stone wall consult. Management has provided a Request for Proposal sent to the The Kings Masons, Culbertson Company, Titan Restoration and Avon Corporation. Bids are due next week. Once management has received the bids, the Board can discuss how best to handle the next phase of work, that being the allocation of costs, etc...

OLD BUSINESS

- 1) Bond Release/Road Acceptance – Regents Park Circle and Association Roads – Pulte Corporation requested a copy (re-sign) of the previously signed easement request for a storm pond on Regents Park Circle. Management notes that the Board no longer needs to act on this matter. 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 lot 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 has completed painting of the forty-five (45) street lights in the community.

NEW BUSINESS

- 1) Tree Removal – Management has provided proposals to remove numerous dead and declining trees throughout the property. They are Affordable Tree (\$10,000),

Aspect Tree (\$10,485) and Destiny Tree (\$11,800). The Board needs to discuss the selection and approval of a contractor to perform this work.

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept management's recommendation to approve the proposal with Affordable Tree Service to remove numerous dead and declining trees throughout the property for a cost of \$10,000. The motion passed unanimously (4-0-0).

EXECUTIVE SESSION

MOTION: Ms. Glessner moved, Mr. Weltens seconded, to enter into Executive Session at 8:31 pm to discuss a payment plan and waiver request. The motion passed unanimously (4-0-0).

ACTIONS TAKEN IN EXECUTIVE SESSION

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept legal counsel's recommendation to accept the owner's proposal to pay off the balance owed on the account over nineteen (19) months on the condition that they sign a Confessed Judgment Promissory Note for account RB#16551119. The motion passed unanimously (4-0-0).

MOTION: Mr. Shoates moved, Mr. Weltens seconded, to accept management's recommendation to approve the waiver of a \$55 mowing fee for a Mornington Crescent address. The motion passed unanimously (4-0-0).

ADJOURNMENT

MOTION: Ms. Glessner moved, Mr. Weltens seconded, to adjourn the August meeting at 8:38pm. The motion passed unanimously (4-0-0).