

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

**November 9, 2015**

**BOARD MEMBERS PRESENT**

|                |                 |
|----------------|-----------------|
| Keith Shoates  | President       |
| Kevin Weltens  | Vice President  |
| Kelly Glessner | Treasurer       |
| AJ Glascock    | Secretary       |
| Stefan Giede   | Member at Large |

**BOARD MEMBERS ABSENT**

None

**MANAGEMENT ATTENDEES**

|               |                              |
|---------------|------------------------------|
| George Ellis  | Property Manager, SFMC, Inc. |
| Tricia Morton | Recording Secretary          |

**VERIFICATION OF QUORUM AND CALL TO ORDER**

Mr. Weltens verified quorum and called the meeting to order at 7:03pm.

**OPEN FORUM**

- 1) A resident addressed the Board regarding the use of solar panels. Management responded that solar panels are allowed, but they must first be approved by the covenants committee.

**DISCUSSION WITH LANDSCAPE ARCHITECT**

Kate Sedgewick addressed the Board regarding the long term landscape plan and landscape enhancement suggestions for 2016. She noted that the following are her suggestions:

- 1) Continued landscaping along Victoria Station Drive
  - a. Stone/brick columns (discussion on locations TBD)
  - b. Enhancements across the street from the entrance sign
  - c. Enhancements at the Blossom end of Victoria Station
  - d. Plantings in front of the chain link fence
  - e. Sycamores
- 2) Landscape improvements in front of the clubhouse
- 3) The two (2) tree save areas to be done in fall/winter
- 4) Removal of the holly along the sidewalk by the pool
- 5) Paddington Station:
  - a. The slope at the corner at Willesden Junction Terrace
  - b. Removal of Juniper at Mornington Crescent Terrace

Ms. Sedgewick will report back in January with some proposals for work.

## COMMITTEE REPORTS

- 1) Covenants Committee – Gary Griffin – Chairperson
  - a. Mr. Griffin noted that the committee will be meeting the 1<sup>st</sup> Thursday of the month for November and December at 8pm. They will be working on updating the covenants guidelines. There are now five (5) new committee members. Mr. Griffin highlighted the major changes that have been made thus far in the guidelines. Mr. Ellis will send him the electronic version and he will make track changes to the guidelines for Board and committee review and discussion.
  - b. There were three (3) applications reviewed this month.
    - i. 45796 Mountain Pine Square – re: shingles – **APPROVED AS IS**
    - ii. 21797 Brondesbury Park Terrace – re: landscaping – **APPROVED AS IS**
    - iii. 45558 Cheswick Park Court – re: shed – **APPROVED AS IS**
- 2) Parking Rules and Regulations –Community Enforcement Services (CES) continues to inspect the community for compliance to parking rules and regulations. One (1) vehicle was towed from the community during the last reporting cycle.
- 3) Website Committee – All current meeting minutes (August and September 2015) have been provided to Frankie for posting. There was a discussion regarding Board member email addresses.
- 4) Newsletter Committee – The Board may wish to begin discussing the next edition. The Board would like to ensure that the new budget information is included.

## APPROVAL OF THE OCTOBER MEETING MINUTES

***MOTION: Mr. Shoates moved, Mr. Glascock seconded, to approve the October 12, 2015 meeting minutes as submitted. The motion passed unanimously (5-0-0).***

## STATUS OF OPERATIONS – October 31, 2015

Financial statements for the current period were emailed to each Board member and are included in the Board packet for review. The association currently is running at a deficit of approximately \$11,000, with a proposed deficit of \$9,200 by the end of the year. There were significant overages in water and sewer, with a planned increase of 9% over the next three (3) years.

## 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 provided the final revised draft of the 2016 operating budget for review and adoption. The budget meets the expectations of the Board and leaves the 2016 monthly assessment unchanged from the 2015 monthly assessment.

Management noted that they have received a notice from Loudoun Water of a 9% increase in the cost of water, to be implemented in 3% increments over the next three (3) year. Management also received the proposal from TDL, which could have an impact on the budget. The Board discussed the impact on the association and what the next steps should be.

***MOTION: Mr. Shoates moved, Mr. Giede seconded, to approve the proposed 2016 Budget as presented, with a monthly town home fee of \$97.72 and a monthly single family fee of \$84.30. The motion passed unanimously (5-0-0).***

## **CONTRACT SERVICES**

- 1) Grounds Maintenance – Mr. Ellis’ inspections of the common areas in October/November found the following:
  - a. Litter collection remains a priority of the contractor, although only average performance
  - b. Valley Crest is winding down their 2015 services with their final mowing
  - c. Kate Sedgewick, Landscape Architect, is working with Valley Crest to finalize the winter entrance flower rotation
  - d. Affordable Tree has scheduled the removal of a large declining Ash Tree at the top of Paddington Station Terrace and to trim and elevate common area trees off the home at 21828 Regents Park Circle
  - e. Management has spoken to several contractors about cleaning up the wooded area (logs, downed tree trunks) in the common area between Victoria Station Drive and Cheswick Park Circle. Each contractor proposes a day rate of about \$2,000. Management would ask the Board to authorize a “not to exceed” amount of \$7,800 (\$2,000 per day \* three (3) days + \$1,800 to remove remaining trees = \$7,800) to arrange for removal of the tree debris and four (4) large dead Ash trees. Mr. Ellis will likely have Affordable Tree do this work in conjunction with other work, with some of the work to be done next spring after the trees leaf out again. He will also obtain a bid from Aspect Tree and Destiny Tree. It is likely that many more Ash trees will die over the winter. This will involve interactions with the Victoria Station and possibly Cheswick residents (for access).

***MOTION: Mr. Shoates moved, Mr. Weltens seconded, to authorize management to clean up the wooded area in the common area between Victoria Station Drive and Cheswick Park Circle for a cost not to exceed \$7,800. The motion passed unanimously (5-0-0).***

- 2) Irrigation Services – Aspect Irrigation will winterize the irrigation system in the next several weeks.
- 3) Grounds Improvements – Discussed under presentation by Kate Sedgewick.
- 4) Pet Waste Station Services – Doody Calls continues to provide pet station and tot lot trashcan service.
- 5) Tot Lot and Tennis Court Maintenance – Sport Systems has now completed the tennis court renovation. Sports Systems initially painted the courts incorrectly, but re-painted the courts after discussion and the identification of the error.

***MOTION: Mr. Weltens moved, Mr. Shoates seconded, to approve the addition of a new gate, cyber lock and signs at the tennis court for a cost not to exceed \$6,000. The motion passed unanimously (5-0-0).***

- 6) Electric Services – CP Electric continues to repair non-functioning street lights.
- 7) Pool Management Services – The pool has been winterized and the new pool covers installed. Out of an abundance of caution, management had the guard room and bathroom doors re-keyed. There was an observation by a resident that suggested someone was “inside” the building (the bathrooms).
- 8) Trash Removal Services – There is nothing to report.
- 9) Legal Services – Management requested association counsel, Pat Via, to contact the developer’s (Pulte) attorney to discuss the matter of Cascades Park HOA (Shagbark, Mountain Pine, Cypress Valley and Smoketree, sections 1, 2 & 3, Landwright) and their struggle with resignations from that Board of Directors. Peace Plantation I attempted to merge with Cascades Park many years ago, were successful subjecting those homes to the Peace Plantation I Declaration; however, mishandled the dedication of the common areas to PPI. This matter is now coming to a head. Mr. Via is to review the paper trail first and will then contact Sara T. O’Hara of O’Hara Law Firm, PLC.
- 10) Engineering and Capital Repairs – John Simon of Thomas Downey LTD, TDL has completed field work for the stone wall consult and has provided a proposal for the oversight of the stone wall work. The engineering fees are as follows: Design - \$6,900, Bidding - \$2,200 and Construction Administration – hourly. Management will go get competing bids from additional engineering companies and report back to the Board for review and discussion.

- 11) Asphalt Trail Replacement – Brothers Paving was awarded the trail replacement project. Work is ongoing and should be finished on Friday, November 6<sup>th</sup>.

## **OLD BUSINESS**

- 1) Bond Release/Road Acceptance – Regents Park Circle and Association Roads – Management has been advised that VDOT has accepted the roads for maintenance. Management will continue to seek 100% confirmation and will so advise the Board, once received. Pulte has reached out to the HOA for additional assistance with unresolved matters in Phase 1, 2 & 3 (Shagbark, Mountain Pine, Cypress Valley and Smoketree areas). This matter has been referred to association counsel for guidance.
- 2) Cascades Place Condominium/HOA – Nothing to report.

## **NEW BUSINESS**

- 1) Technology Upgrades to the Clubhouse – Management is discussing the initiative with BITS Technology, SFMC's IT firm, to come to community and assess technology and security cameras.

## **ADJOURNMENT**

***MOTION: Mr. Shoates moved, Mr. Weltens seconded, to adjourn the November meeting at 9:22pm. The motion passed unanimously (5-0-0).***