

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

**January 11, 2016**

**BOARD MEMBERS PRESENT**

Keith Shoates	President
Kevin Weltens	Vice President
Kelly Glessner	Treasurer
Stefan Giede	Member at Large

**BOARD MEMBERS ABSENT**

AJ Glascock	Secretary
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**MANAGEMENT ATTENDEES**

George Ellis	Property Manager, SFMC, Inc.
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**VERIFICATION OF QUORUM AND CALL TO ORDER**

Mr. Shoates verified quorum and called the meeting to order at 7:00pm.

**HEARINGS**

- 1) Owner on Livingstone Station – re: trash – homeowner charged one-time fee of \$50
- 2) Owner on Livingstone Station – re: trash, grass, color change – homeowner charged \$10/day for up to 90 days
- 3) Owner on Regents Park Circle – re: gate and fence – homeowner charged \$10/day for up to 90 days
- 4) Owner on Tottenham Hale – re: trash – homeowner charged one-time fee of \$50
- 5) Owner on Wembley Central – re: trash – homeowner charged one-time fee of \$50
- 6) Owner on Ladbrooke Grove – re: trash – thank you letter sent for violation resolution

**HOMEOWNER FORUM**

- 1) An owner on Waterloo Station requested a refund for towing fees in the amount of \$185.00. The owner was denied the request; however, the Board directed management to reduce the vendor payment by an equal amount as the enforcement was deemed aggressive.
- 2) An owner in the community noted suspicious activity, loitering, on the north section of Blossom Drive.

## COMMITTEE REPORTS

- 1) Covenants Committee – Gary Griffin – Chairperson
  - a. Mr. Griffin delivered the Covenants Committee report, noting no new applications currently.
  - b. He asked management to check the door color of a Mornington Crescent address to confirm the door color is Colonial Blue, or equivalent color.
- 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. A homeowner on Waterloo Station was towed for an expired inspection sticker and would like to address the Board of Directors and complain about the process in general and his matter, specifically.
- 3) Website Committee – All current meeting minutes have been provided to Frankie for posting (October 2015).
- 4) Newsletter Committee – Mr. Shoates will draft the newsletter for review at the February meeting.

## APPROVAL OF THE NOVEMBER MEETING MINUTES

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

## STATUS OF OPERATIONS – December 31, 2015

Financial statements for year-end December 31, 2015 are available for Board review. Year-end statements undergo higher level of scrutiny to assure proper accruals for interest income, bad debt and other AP.

## 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%

## AUDIT FY2015

Goldklang Group CPA's has scheduled March 31, 2016 as the delivery date for a draft of the 2015 audit. This draft will be provided in the April management report.

## CONTRACT SERVICES

- 1) Grounds Maintenance – Mr. Ellis' inspections of the common areas in December/January found the following:
  - a. Conditions are wetter than normal.

- b. Litter pick-up effort by ValleyCrest is average, management needs to urge this service seemingly twice monthly.
  - c. Affordable Tree is to cut down a large Ash Tree in the common wooded area between Victoria Station, Regents Park and Cheswick Par and remove a large amount of downed wood. Management has not yet inspected this area and the contractor experienced several weather related delays.
- 2) Irrigation Services – Aspect Irrigation has winterized the irrigation system and pulled the backflow prevention device for winter storage.
  - 3) Grounds Improvements – Kate Sedgewick will have a report delivered to the clubhouse for Board discussion.
  - 4) Pet Waste Station Services – Doody Calls continues to provide pet station and tot lot trashcan service. Management has increased the frequency of the Blossom Drive at Ruislip Manor station to prevent overflow.
  - 5) Tot Lot and Tennis Court Maintenance – Hercules Fence is developing a heavy duty gate proposal for the Board's consideration. Hercules has been unable to work on the project due to the holiday season, but is now ready to postpone this new gate, with a cyber lock. Management anticipates the proposal to be ready between the January and February reporting cycle, and management will approve the work (the Board has authorized a Not to Exceed cost of \$6,000). Management anticipates this cost to be about \$4,000.

***MOTION: Mr. Shoates moved, Ms. Glessner seconded, to approve the Valley Crest proposal for \$760 to repair turf at Shagbark Terrace utility connection easement and at tennis court where construction damaged turf. The motion passed unanimously (4-0-0), with Mr. Glascock absent.***

- 6) Electric Services – CP Electric continues to repair non-functioning street lights. Management provided proposals from CP Electric and Kolb Electric to replace the lighting assembly at the clubhouse entrance door, damaged by vandals. Management recommends the Board select Kolb Electric at the lowest price of \$525.75. Kolb is also to propose one (1) LED Floodlight for the rear of the building (to illuminate the pool). CP Electric proposes \$1,150 for this fixture. Please authorize management to execute an agreement for this service at a not to exceed cost of \$1,150 and this light will be installed as well.

***MOTION: Mr. Shoates moved, Mr. Weltens seconded, to authorize management to negotiate with Kolb Electric to change the type of clubhouse entry lights and proposed rear security light to LED at a cost not to exceed \$2,000. The motion passed unanimously (4-0-0), with Mr. Glascock absent.***

The Board has asked management to consult with counsel re: the use of webcams, privacy, etc. Management will also look at previous estimates for street light installation costs and locations from FY 2011/2012.

- 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 – American Disposal was authorized to schedule a special trash pickup for Saturday, December 26, 2015 at \$600.
- 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 –

***MOTION: Mr. Shoates moved, Mr. Weltens seconded, to hire ETC to provide engineered design and bidding consultation for all masonry walls in the community, at \$8,000 plus the cost of administration, if needed. The motion passed unanimously (4-0-0), with Mr. Glascock absent.***

- 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.

**ACTIONS TAKEN IN EXECUTIVE SESSION**

***MOTION: Mr. Shoates moved, Ms. Glessner seconded, to approve counsel's recommendation to hire an investigator to determine if this owner has a bank account, at \$275 or employment at \$250, for RB acct #1655132. The motion passed unanimously (4-0-0), with Mr. Glascock absent.***

***MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept the payment plan for RB acct #1655147 on the condition that the owners sign a Confessed Judgement Promissory Note (CJPN). The motion passed unanimously (4-0-0), with Mr. Glascock absent.***

**ADJOURNMENT**

***MOTION: Mr. Shoates moved, Mr. Weltens seconded, to adjourn the January meeting at 9:20pm. The motion passed unanimously (4-0-0), with Mr. Glascock absent.***