

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

March 14, 2016

BOARD MEMBERS PRESENT

Keith Shoates	President
Kevin Weltens	Vice President (arrived 7:55pm)
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.
Tricia Morton	Recording Secretary

VERIFICATION OF QUORUM AND CALL TO ORDER

Mr. Shoates verified quorum and called the meeting to order at 7:04pm.

LANDSCAPE ARCHITECT PRESENTATION

- 1) Kate Sedgewick addressed the Board regarding the landscape enhancements for 2016. Management and the Board discussed the landscape/hardscape issues throughout the community, particularly around the clubhouse. Ms. Sedgewick provided proposals for Board review and discussion. She and Mr. Ellis will discuss how best to proceed with all involved contractors. The Board discussed the proposals provided by Ms. Sedgewick and would like to move forward with Genesis, as long as the price can be negotiated down \$2K-\$3K.

MOTION: Mr. Shoates moved, Mr. Giede seconded, to proceed with management's recommendation to move forward with Genesis for both landscape and woodline grounds improvements for a cost not to exceed \$37,262. The motion passed unanimously (4-0-0), with Mr. Glascock absent.

COMMITTEE REPORTS

- 1) Covenants Committee – Gary Griffin – Chairperson
 - a. Mr. Griffin delivered the Covenants Committee report.
 - b. Management provided an Annual Maintenance Inspection card/notice that the SFMC covenants and the compliance division wants to mail to all owners/include with the newsletter.
 - c. There is a hearing scheduled for an owner on Livingstone Station Street that is on their 3rd violation for the unit. (two (2) trash cans and one (1) house

- color). They did not attend the meeting.
- d. The committee reviewed two (2) applications this month.
 - i. 45641 Livingstone Station Street – re: fence – **APPROVED WITH COMMENTS**
 - ii. 21757 Regents Park – re: roof replacement – **APPROVED WITH COMMENTS**
- 2) Parking Rules and Regulations –Community Enforcement Services (CES) continues to inspect the community for compliance to parking rules and regulations. No vehicles were towed from the community during the last reporting cycle.
- 3) Website Committee – All current meeting minutes have been provided to Frankie for posting (January 2016). Mr. Ellis noted that there is a draft copy of a card mailing to solicit additional participation on the community website. Concerned that owners may not sign up for the website due to privacy issues, the Board asked association counsel to propose a Privacy Policy. Legal counsel, Pat Via, suggests that the Board can accomplish this by simply adding language to the association meeting minutes. The Board would like to include this privacy language: “All email addresses, names, phone numbers, and other information provided to the Association shall be held in strict confidence. The information shall be kept and used by the Association for the sole purpose of contacting the person who provided the information about matters related to the business of the Association. Under no circumstance shall the Association provide this information to a third party.” They would also like to have this information put on the website, community communication and the newsletter.
- 4) Newsletter Committee – Management provided the current updated draft newsletter for Board approval. The Board would like to send out the newsletter, shred event, covenants information and website information out to the community via a mailing. Management will send out the pool pass information separately. The Board discussed holding the annual pool party on Saturday, July 16th, 11am-2pm.

APPROVAL OF THE FEBRUARY MEETING MINUTES

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to approve the February 8, 2016 meeting minutes as submitted. The motion passed unanimously (4-0-0), with Mr. Glascock absent.

STATUS OF OPERATIONS – January 31, 2016

Financial statements for February 29, 2016 are available for Board review.

INVESTMENTS

The next investment instruments up for renewal are:

- FVCB NP CD 7.18.17, 1.1%

- Access National Bank CD 7.13.17, 1.3%

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. Goldklang nears completion of field work for this draft audit.

CONTRACT SERVICES

- 1) Grounds Maintenance – Mr. Ellis' inspections of the common areas in February/March found the following:
 - a. Conditions are much warmer and dryer.
 - b. Litter pick-up effort by ValleyCrest (VC) is average, management needs to urge this service seemingly monthly, with no apparent change.
 - c. Affordable Tree reports completion of the tree and debris removal project. Mr. Ellis noted that there is a serious problem with the ash trees in the community and he feels that they will need to be removed once spring comes.
 - d. ValleyCrest will begin spring clean-up during the last week of March, weather permitting.
 - e. ValleyCrest will begin the application of fertilizer and pre-emergent crabgrass control during the last week of March or the first week of April. ValleyCrest will place the required signs announcing chemical application in accordance with state law.
 - f. Mowing will begin in two (2) weeks, weather permitting.
 - g. Street cleaning is scheduled for Monday, May 16th. Signs will be placed for this service.
 - h. Management continues to work on updating the schedule of grounds improvements.
 - i. Rob Harris of ValleyCrest has offered a \$1,500 discount for the "poor service/poor response" to the blizzard that occurred January 22-24, 2016. Management noted that the grounds contract is up for renewal and he will bring in about 4-6 contractors to consider.

- 2) Irrigation Services – Aspect Irrigation has been advised of the FiOS installation by Verizon. Management believes that Verizon will need to bring the fiber-optic line to the building (Verizon says it is already at the building) and marking the affected zones would be prudent. Aspect Irrigation will be inspecting and charging the irrigation system during the month of April. Also, Aspect Irrigation proposes to enhance the existing irrigation along the east side of Blossom Drive, adding three (3) zones to better irrigate the turf area in the right-of-way (ROW), at a proposed cost of \$3,900. Management recommends this improvement, for the spring of 2016 and will keep this item on the agenda until processed. The landscape architect is likely to recommend irrigation improvements along Victoria Station Drive, also to increase coverage.

- 3) Grounds Improvements – Kate Sedgewick attended the Board meeting to discuss the various renderings and proposals prepared for Board consideration.
- 4) Pet Waste Station Services – Doody Calls continues to provide pet station and tot lot trashcan service.
- 5) Tot Lot and Tennis Court Maintenance – Hercules Fence is nearly finished the security gate at the tennis court. They had some problems with the cyber lock attachment. Perry of Sport Systems will repair the damaged net-crank assembly, damaged by vandals. Once these items are done, management will discuss a possible grade adjustment (asphalt ramp) at the court entrance.
- 6) Electric Services – CP Electric continues to repair non-functioning street lights. Management has asked Carl to repair the loose collar on the Wembley Central streetlight, as it keeps becoming “askew”. Kolb Electric, requested to propose both LED lighting for the clubhouse entrance, as well as LED security lighting on the rear of the building, keeps fumbling the proposals. Therefore, management has turned back to CP Electric and asked them to similarly propose LED lighting for the clubhouse and management will move forward with the Board’s Not-to-Exceed (NTE) \$2,000 directive. Per the Board’s request, management provided the proposals that were reviewed in 2011 that propose street lighting along Blossom Drive, north of Victoria Station Street, plus a new service installation by DVP (avoids trenching from the closest street light to this new location). Management has also included black and white photos of the original proposed locations.
- 7) Pool Management Services – The pool appears un-phased by the winter weather. Premier Aquatics is recommending that the association replaced the main pool pump prior to the 2016 season at a cost of \$7,495. Continental Pools proposes the same pump replacement at \$6,900. High Sierra Pools will bid this pump replacement as well and management will have that proposal shortly. Doug Hadsell of Sun & Shade will be looking at the pool furniture to make recommendations for additional purchases and/or repairs.

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to authorize an amount not to exceed \$7,300 (including tax) to replace the main pool pump. The motion passed unanimously (4-0-0), with Mr. Glascock absent.

- 8) Trash Removal Services – American Disposal provided a notice of a fee increase. The increases were anticipated and the budget plan is within \$5.23 (total) of the actual increase.
- 9) Legal Services – Counsel has been advised, and the developer’s counsel advised as well, of the Board’s decision to participate with the developer to

properly turn over the Cascades Park HOA (proper) to the owners, and to then resolve any common area dedications that will result from this “transition/merger”. Additionally, counsel has opined on the Privacy Policy matter.

- 10) Engineering and Capital Repairs – Chris Carlson, PE of ETC, began field work on this project in late February. Management will have an update for the Board.

OLD BUSINESS

- 1) HOA Merger, need to complete – Management has advised Pulte (via Sara O’Hara law firm) of the association desire to participate in the membership meetings that will be scheduled to seek approval from both the Peace Plantation I HOA (PPI) and the Cascades Park HOA (CPHOA) to complete the merger the two (2) associations (need to have CPHOA approve the dedication of the common areas to the PPI), which was not completed during initial construction. Management has further advised Pat Via that the Board thinks a combined meeting in September (the normal annual meeting month for CPHOA) would be a good idea.
- 2) Cascades Place Condominium/HOA – Nothing to report.
- 3) Technology Upgrades – Management has scheduled Verizon to install FiOS at the clubhouse. Installation is scheduled for Tuesday, March 22nd between 8am – 12 noon.

NEW BUSINESS

- 1) Shred Event with Shred Ace – The event will be held on Saturday, May 14th from 9am–12noon.
- 2) Pedestrian Safety – Mr. Giede brought the issue of pedestrian safety to the attention of the Board. He feels that the association needs a crosswalk at the intersection of Victoria Station and Livingstone Station, due to the fact that cars on Victoria Station are going too fast. He also feels that VDOT needs to add stop signs at the intersections of Livingstone Station, Tottenham Hale and Ladbroke Cove. Management will contact Rick Karle in regard to this information.

EXECUTIVE SESSION

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to enter into Executive Session at 9:35pm to discuss delinquencies and payment plan requests. The motion passed unanimously (4-0-0), with Mr. Glascock absent.

ACTIONS TAKEN IN EXECUTIVE SESSION

MOTION: Mr. Shoates moved, Mr. Giede seconded, to accept legal counsel's recommendation to accept the owner's proposal to pay off the balance owed on the account over seven (7) months on the condition that they sign a Confessed Judgement Promissory Note after a \$1,000 initial payment for RB# 1655147. The motion passed unanimously (4-0-0), with Mr. Glascock absent.

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept legal counsel's recommendation to agree to waive \$315 in late fees and \$99.25 in interest on the condition that the owners submit payment in accordance with an approved payment plan and to accept the owner's proposal to pay off the balance owed on the account over twelve months on the condition that they sign a Confessed Judgement Promissory for RB# 1655132. The motion passed unanimously (4-0-0), with Mr. Glascock absent.

MOTION: Mr. Shoates moved, Mr. Weltens seconded, to accept legal counsel's recommendation to halt further legal action and close the account for RB# 1655109. The motion passed unanimously (4-0-0), with Mr. Glascock absent.

MOTION: Mr. Shoates moved, Mr. Weltens seconded, to assess a \$50.00 monetary sanction for a continuing maintenance discrepancy at a Livingstone Station Street address. The motion passed unanimously (4-0-0), with Mr. Glascock absent.

ADJOURNMENT

MOTION: Ms. Glessner moved, Mr. Shoates seconded, to adjourn the March meeting at 9:58pm. The motion passed unanimously (4-0-0), with Mr. Glascock absent.