

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

April 18, 2016

BOARD MEMBERS PRESENT

Keith Shoates	President
Kelly Glessner	Treasurer
Stefan Giede	Member at Large

BOARD MEMBERS ABSENT

AJ Glascock	Secretary
Kevin Weltens	Vice President

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 7:07pm.

OPEN FORUM

There was no one present who wished to address the Board.

COMMITTEE REPORTS

- 1) Covenants Committee – Gary Griffin – Chairperson
 - a. Mr. Griffin delivered the Covenants Committee report.
 - b. Management noted that SFMC will complete the community inspection this week with correspondence prepared and mailed early next week.
 - c. The handbook revision is in process.
 - d. Mr. Griffin informed the Board that he is selling his house and will be moving out of the community. He recommended finding someone to chair the committee sooner rather than later.
 - e. The committee reviewed five (5) applications this month.
 - i. 45619 Victoria Station Drive – re: driveway extension – **APPROVED WITH COMMENTS**
 - ii. 45623 Waterloo Station Square – re: replacement door and overhead window – **DENIED WITH COMMENTS**
 - iii. 21734 Ladbrooke Grove Court – re: tree removal – **APPROVED AS IS**
 - iv. 45565 Turnham Green Court – re: deck and sunroom – **APPROVED WITH COMMENTS**
 - v. 21743 Ladbrooke Grove Court – re: relocate gate fence –

APPROVED WITH COMMENTS

- 2) Parking Rules and Regulations –Community Enforcement Services (CES) continues to inspect the community for compliance to parking rules and regulations. There was one (1) vehicle towed from the community during the last reporting cycle.
- 3) Website Committee – All current meeting minutes have been provided to Frankie for posting.
- 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 the annual pool party to be held on Saturday, July 16th, 11am-2pm. Frankie is out of town, but will post the newsletter as soon as she returns.

APPROVAL OF THE MARCH MEETING MINUTES

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to approve the March 14, 2016 meeting minutes as amended. The motion passed unanimously (3-0-0), with Mr. Weltens and Mr. Glascock absent.

STATUS OF OPERATIONS – March 31, 2016

Financial statements for March 31, 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%

In the matter of the Congressional Bank MMF (formerly American Bank), management is working to open a three (3) year \$103,000 CD at Access Bank at 1.7%. This will result in the closing of the Congressional Bank account, to avoid bank fees.

AUDIT FY2015

Management provided a copy of the draft audit of the books and records as of December 31, 2015 for Board review. The year-end adjustments were very minor and were too accounts that typically show minor adjustments at year-end. The adjusting entries have been posted and this audit is ready for adoption.

MOTION: Mr. Shoates moved, Mr. Giede seconded, to accept the 2015 audit from Goldklang Group as presented. The motion passed unanimously (3-0-0), with Mr. Weltens and Mr. Glascock absent.

CONTRACT SERVICES

- 1) Grounds Maintenance – Mr. Ellis' inspections of the common areas in March/April found the following:
 - a. Conditions are warming and drying.
 - b. Spring clean-up and mulching has been completed.
 - c. First mowing has occurred and the site presents well.
 - d. Debris in storm pond (couch and loveseat) to be removed
 - e. Litter pick-up effort by ValleyCrest (VC) remains average
 - f. VC will begin application of fertilizer in two (2) weeks and chemical signs will be posted accordingly and in accordance with state law
 - g. Street cleaning is scheduled for Monday, May 16th. Signs will be placed for this service.
 - h. Dead and declining tree inventory to be developed over the next several months.
 - i. Management continues to work on updating the schedule of grounds improvements.

- 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 has delayed inspecting and charging the irrigation system due to cold weather. Curt Cummins advises the system will be charged and tested in the first week of May. 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.

MOTION: Mr. Shoates moved, Mr. Giede seconded, to accept management's recommendation to extend the irrigation on the east side of Blossom by adding three (3) zones for a cost of \$3,900. The motion passed unanimously (3-0-0), with Mr. Weltens and Mr. Glascock absent.

- 3) Grounds Improvements – Genesis Landscape will be scheduling the installation of various grounds improvements to the front of the clubhouse, tree improvements along Victoria Station at Blossom Drive, modifications and improvements to the holly hedge below the pool wall, natural wooded area clean-up and slope repairs at Paddington and Brondesbury Park Terrace, in the next month.

- 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 has completed the gate improvements to the tennis court. Management has confirmed that the lock code works. Management will ask them to add a small bar to the lock so

that no one can reach in and open the door. Chip of Sport Systems, will repair the damaged net-crank assembly, damaged by vandals, and will paint the "marred surface" of the court.

- 6) Electric Services – CP Electric continues to repair non-functioning street lights, including the loose collar on the Wembley Central streetlight. CP Electric has ordered the LED lights for the clubhouse. The chandelier portion of the entrance system is on back-order, but due in a week or so. The sidelights are available and will be installed soon. The LED security light will be placed on the center soffit, of the rear of the building. Total cost is not to exceed \$2,000. Management will begin working on the street light project in May.
- 7) Pool Management Services – Premier Aquatics is working to bring the pool online for the summer. After much discussion between pool service providers, management was able to negotiate the pump replacement with Premier at \$7,495, which includes the strainer baskets (a \$300 +/- item necessary to operate). The pool pump replacement project was competed to Continental Pools (\$8,100) and Hi-Sierra (\$6,395 – does not include the cost to modify the pump pedestal, they were not able to provide a bid to compete). Doug Hadsell of Sun & Shade and Mr. Ellis discussed the pool furniture needs and they both feel that the pool could use four (4) tables and chairs, four (4) 9' free standing umbrellas and six (6) additional tea tables. Doug will work on pricing for these additional items.
- 8) Trash Removal Services – Nothing to report.
- 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". To support this effort, management will prepare a spreadsheet of costs, for analysis by those possibly preferring to keep Cascades Park "alive" as a separate HOA.
- 10) Engineering and Capital Repairs – ETC has provided the draft stone wall repair RFP. It is long and involved and management has now started to read for comments. Mr. Ellis anticipates directing ETC to issue the RFP once he has spoken with legal counsel (Pat Via) and unless the Board has any questions or comments regarding the documents.

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. Additional comments are found in Legal Services above.

- 2) Cascades Place Condominium/HOA – Nothing to report.
- 3) Technology Upgrades – Verizon has not completed installation of FiOS at the clubhouse. Mr. Ellis will start looking for a large television/monitor to replace the mirror in the clubhouse.
- 4) Shred Event – Shred Ace is scheduled for the community Shred Event for May 14th at 9am.
- 5) Annual Summer Party – The summer party will be held on Saturday, July 16th from 11am-2pm.

NEW BUSINESS

There was nothing new to discuss.

EXECUTIVE SESSION

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to enter into Executive Session at 8:27pm to discuss delinquencies and a legal write-off. The motion passed unanimously (3-0-0), with Mr. Weltens and Mr. Glascock absent.

ACTIONS TAKEN IN EXECUTIVE SESSION

MOTION: Mr. Shoates moved, Mr. Giede seconded, to accept legal counsel's recommendation to write off \$5,260.75 for an owner on Brondesbury. The motion passed unanimously (3-0-0), with Mr. Weltens and Mr. Glascock absent.

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept legal counsel's recommendation to use a private investigator to find a bank account, if not successful, a wage search for RB account #1655149. The motion passed unanimously (3-0-0), with Mr. Weltens and Mr. Glascock absent.

ADJOURNMENT

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to adjourn the April meeting at 8:47pm. The motion passed unanimously (3-0-0), with Mr. Weltens and Mr. Glascock absent.