

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

May 9, 2016

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

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| Keith Shoates | President |
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MANAGEMENT ATTENDEES

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|---------------|------------------------------|
| 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 7:02pm.

OPEN FORUM

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

COMMITTEE REPORTS

- 1) Covenants Committee – Gary Griffin – Chairperson
 - a. Mr. Griffin has sold his home and will be moving from the community.
 - b. The handbook revision is in process. Management is working on finding a replacement; however in the meantime the Board can step in if necessary.
 - c. SFMC has completed the community inspection and letters have been prepared and mailed. Amy Daniels of SFMC Covenants Division reports the development to be in good condition.
 - d. Follow up inspection will occur in mid-June, with a full Open Record report to be provided as well. Hearings to be scheduled for the July and/or August meeting.

- 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. An eblast will go out to the community regarding the shred event and

the date change for the street cleaning.

- 4) Newsletter Committee – The spring 2016 newsletter was mailed to all owners of record and is to be posted on the website this week. The summer newsletter to be discussed in subsequent meetings.
- 5) Summer Pool Party – Ms. Glessner reported on the preparations for the summer pool party. The Board discussed buying shirts for the Board to wear at the party and also an additional 100+ shirts to give away.

MOTION: Mr. moved, Mr. Giede seconded, to purchase shirts for the pool party for a total cost not to exceed \$1,000. The motion passed unanimously (4-0-0), with Mr. Shoates absent.

APPROVAL OF THE APRIL MEETING MINUTES

MOTION: Mr. Weltens moved, Ms. Glessner seconded, to approve the April 18, 2016 meeting minutes as amended. The motion passed unanimously (4-0-0), with Mr. Shoates absent.

STATUS OF OPERATIONS – April 30, 2016

Financial statements for April 30, 2016 are available for Board review.

INVESTMENTS

The next investment instruments up for renewal are:

- #1232 FVCB NP CD 7.18.17, 1.1%
- #1240 Access National Bank CD 7.13.17, 1.3%

In the matter of the Congressional Bank MMF (formerly American Bank), management closed this account and opened a CD at Access National Bank in the amount of \$101,952. Details will show in the May 31, 2016 statements.

AUDIT FY2015

The Standard Representation Letter accepting the year end 12.31.15 audit was forwarded to Goldklang Group CPA's. The final audit will be forwarded within the next reporting cycle.

CONTRACT SERVICES

- 1) Grounds Maintenance – Mr. Ellis' inspections of the common areas in April/May found the following:
 - a. Conditions are warming and drying, although the past week has been very wet, delaying the mowing schedule. Next mowing is scheduled for Tuesday, May 10th, weather permitting
 - b. The flower rotation is scheduled for two (2) weeks out.
 - c. Street cleaning has been changed to Tuesday, May 17th, signboards will be placed for this service.

- d. Non-selective weed treatment for single family and townhomes will occur this Thursday, May 12th, weather permitting
 - e. Debris in storm pond (couch and loveseat) was removed, after some location confusion by the hauler.
 - f. Litter pick-up effort by ValleyCrest remains average
 - g. Chemical applications have been delayed due to weather. ValleyCrest will post required signage in accordance with state law.
 - 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. The utility provider is to bring (trench) a fiber-optic line to the building. Aspect Irrigation has inspected and charged the system, although delayed the functions until the wet weather passes. The irrigation improvement for additional zones along the east side of Blossom Drive, adding three (3) zones to better irrigate the turf area in the right-of-way, at \$3,900 has been approved and forwarded to the contractor for scheduling. Management hopes to have their construction schedule shortly.
 - 3) Grounds Improvements – Genesis Landscape has been working on grounds improvements to the front of the clubhouse and modifications and improvements to the Holly hedge below the pool wall, natural wooded area clean-up and soon, slope repairs at Paddington and Brondesbury Park Terrace. Kate is placing markings to help Genesis with new plant locations and management will meet her next Monday to finalize the plan.
 - 4) Pet Waste Station Services – Doody Calls continues to provide pet station and tot lot trashcan service. The service call for the overflowing station at Ruislip and Blossom was accomplished with management's comment advising this station occasionally missed for service.
 - 5) Tot Lot and Tennis Court Maintenance – Hercules Fence has completed the gate improvements to the tennis court, however, the lock has been broken and management is not sure it can be repaired. Mr. Ellis put a chain and lock on the door in the time being. Management provided a proposal from Sport Systems to repair the damaged net and net post at the eastern court for \$1,400. Management will re-install the Tennis Court Rules sign and additionally, come up with a simple way to provide owners with the gate code.

MOTION: Ms. Glessner moved, Mr. Weltens seconded, to accept management's recommendation to accept the proposal with Sport Systems to repair the damaged net and net post and paint for a cost of \$1,400 (to be taken from reserves). The motion passed unanimously (4-0-0), with Mr. Shoates absent.

- 6) General Maintenance – Reliable Contracting (Nathan), in addition to helping get the pool house open for the summer, is working on numerous items, as noted.
- a. Repaired fence behind Paddington (\$75)
 - b. Started fence repair at Cascades Parkway, there are approximately 20' of 2X6 that will have to be replaced, panels that are coming loose, 1X4 that are falling off (\$350)
 - c. Asphalt patch in front of 45671 Paddington (\$125)
 - d. Spray and fill all holes made by Eastern Carpenter Bees, to include wiping down siding in front of clubhouse (\$85)
 - e. Repair signs throughout townhouse community, will straighten all posts that can be straightened, replace bent sign posts, replace damaged and faded signs. Management will supply list as to where all repairs were made (\$1,485). To be approved at a later date.
 - f. Reattach letters on retaining wall (K,S,C) (\$95)
 - g. Paint speed bumps throughout townhome community (9) (\$875)
 - h. Miscellaneous clubhouse work, to include water leaks behind tiles.

MOTION: Mr. Weltens moved, Ms. Glessner seconded, to accept management's recommendation to approve the general maintenance work with Reliable Contracting for a total cost not to exceed \$5,000. The motion passed unanimously (4-0-0), with Mr. Shoates absent.

Management found the well drilling hole settled again and using the 21-A stone placed in the wood-line last year, backfilled the hole.

- 7) Electric Services – CP Electric continues to repair non-functioning street lights, including the loose collar on the Wembley Central streetlight. CP Electric has completed installation of the LED light replacements at the clubhouse and the installation of an LED security light on the rear of the building, lighting the pool deck and pool. Total cost was \$1,700, under the NTE (Not to Exceed) \$2,000. Management will begin assembling the street light proposals for both Blossom and Victoria. The Board confirmed that the association is considering two (2) street light installations.
- 8) Pool Management Services – Premier Aquatics is working to bring the pool online for the summer. The main pool pump has been replaced. Other pool repairs have been made and the pool passed the Loudoun County Health Inspection. Reliable Contracting (Nathan) identified several water leaks through the bathroom tiles that were leaking into the chemical room. Nathan is working to repair the tiles this week (emergency repair). Doug Hadsell of Sun & Shade and management discussed the pool furniture needs. Management has provided his proposals and recommendations for additional furniture.

MOTION: Mr. Weltens moved, Ms. Glessner seconded, to accept management's recommendation to approve the proposal with Hadsell Sun & Shade for the purchase of additional pool furniture for a total cost of \$9,442.40. The motion passed unanimously (4-0-0), with Mr. Shoates absent.

Management also provided a proposal from Baldino's Lock & Key to install a cyber lock (lock with key punch access code) to the side door of the clubhouse for a cost of \$836.87. Management recommends that the Board approve this service. There was also a suggestion to install a cyber lock on the front door, which is the Board agrees, Management will direct Baldino's to install. Management will get additional information regarding additional locks prior to Board decision.

- 9) Trash Removal Services – The several missed pickups at Blossom Court (new trash truck driver) were resolved.
- 10) Legal Services – Management was not able to invite Pat Via to the May meeting and will have him consider attendance at the June meeting. 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.
- 11) Engineering and Capital Repairs – ETC has provided the draft stone wall repair RFP. Management will schedule Association Counsel, Pat Via, to attend the June meeting and discuss the ETC proposal.

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 did not complete the installation of FiOS at the clubhouse, due to the Verizon strike. Management will work on the smart TV project this month.
- 4) Shred Event – Shred Ace is scheduled for the community Shred Event for Saturday, May 14th at 9am.
- 5) Annual Summer Party – The summer party will be held on Saturday, July 16th from 11am-2pm. Management will send out the invitation postcards between June 1st and June 15th.

NEW BUSINESS

There was no new business to discuss.

EXECUTIVE SESSION

MOTION: Mr. Weltens moved, Mr. Giede seconded, to enter into Executive Session at 8:35pm to discuss delinquencies. The motion passed unanimously (4-0-0), with Mr. Shoates absent.

ADJOURNMENT

MOTION: Ms. Glessner moved, Mr. Giede seconded, to adjourn the May meeting at 8:49 pm. The motion passed unanimously (4-0-0), with Mr. Shoates absent.