

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

June 13, 2016

BOARD MEMBERS PRESENT

Keith Shoates	President
Kevin Weltens	Vice President (arrived 7:47pm)
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. 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.
 - d. Follow up inspection will occur in mid-June hearings will be scheduled for the July and/or August meeting(s).
 - e. The committee reviewed eleven (11) applications this month:
 - i. 45616 Livingstone Station Street, re: new roof – **APPROVED WITH COMMENTS**
 - ii. 21714 Ladbrooke Grove Court, re: fence – **APPROVED AS IS**
 - iii. 45640 Livingstone Station Street, re: relocate fence – **APPROVED WITH COMMENTS**
 - iv. 45645 Livingstone Station Street, re: storm door – **APPROVED AS IS**
 - v. 45623 Waterloo Station Square, re: replace front door –

APPROVED AS IS

- vi. 45709 Paddington Station Terrace, re: entry door – **APPROVED AS IS**
- vii. 45774 Smoketree Terrace, re: satellite dish – **APPROVED WITH COMMENTS**
- viii. 21817 Regents Park Circle, re: screen door (resale) – **APPROVED AS IS**
- ix. 21817 Regents Park Circle, re; deck (resale) – **APPROVED AS IS**
- x. 45641 Livingstone Station Street, re: URGENT tree removal – **APPROVED AS IS**
- xi. 43048 Addlestone Place, re: deck (resale) – **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 (April 2016). Mr. Ellis will invite Frankie to the next Board meeting to discuss moving forward. Management will ask Frankie to send out an e-blast regarding sending in an RSVP for the summer party on June 15th.
- 4) Newsletter Committee – 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 T-shirts have been ordered and should be delivered shortly.

APPROVAL OF THE MAY MEETING MINUTES

MOTION: Ms. Glessner moved, Mr. Glascock seconded, to approve the May 9, 2016 meeting minutes as amended. The motion passed unanimously (4-0-0), with Mr. Shoates abstaining.

STATUS OF OPERATIONS – May 31, 2016

Financial statements for May 31, 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%

AUDIT FY2015

The Standard Representation Letter for the FY2015 year end was forwarded to Goldklang Group CPA's, resulting in the final audit provided to management's office.

The Federal and State Tax returns are due on September 15, 2016. Mr. Shoates signed these forms for filing. The Virginia returns must be filed electronically.

BUDGET FY2017

Management will begin work on the draft 2017 operating budget, for presentation at the July 2016 Board meeting. This budget and the assessment must be adopted at or before the November 2016 meeting.

CONTRACT SERVICES

- Grounds Maintenance – Mr. Ellis' inspections of the common areas in May/June found the following:
 - a. Conditions are now very dry.
 - b. The flower rotation is complete.
 - c. Street cleaning has been done and management is now inspecting all roads to assure an effective service. The vendor cleaned the streets a day early due to weather.
 - d. Non-selective weed treatment for single family and townhomes was completed, to include the "difficult to reach" tennis court wall.
 - e. Litter pick-up effort by Valley Crest (VC) remains average.
 - f. Chemical applications have been completed, to include broadleaf weed controls and pre-emergent crabgrass control.
 - g. Dead and declining tree inventory to be developed over the next several months.
 - h. Management continues to work on updating the schedule of grounds improvements.

- 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. Verizon's work remains incomplete. 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. Work is not yet complete and the contractor is proposing additional irrigation zones for the new plantings. Management will meet with Aspect Irrigation in the next week and discuss their recommendations for new zones. In the meantime, management will ask Genesis to water the trees by placing gator bags and/or hand watering as needed.

- Grounds Improvements – Genesis Landscape has completed the 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. Management noticed some of the plantings had been placed in the VDOT Right-of-Way (ROW) and guided the contractor and landscape architect to VDOT, who can allow the placement of shrubs and trees in the

ROW, by permit. Kate is working on the permit and will so advise as to progress.

- Pet Waste Station Services – Doody Calls (1.800.366.3922) continues to provide pet station and tot lot trashcan service.
- Tot Lot and Tennis Court Maintenance –The tennis court gate and lock assembly was removed last week in order to allow Hercules Fence to resolve the difficulties with accessing the courts via the cyber lock system. Hercules agreed to replace the cyber lock and it is Mr. Ellis's understanding that the gate and lock will be replaced very soon. Sport Systems has repaired the damaged net and net post of the eastern court, as contracted. Mr. Ellis will re-install the Tennis Court Rules sign and additionally, come up with a simple way to provide owners with the gate code.
- General Maintenance – Reliable Contracting (Nathan), in addition to helping get the pool house open for the summer, nears completion on numerous miscellaneous items on the property. Management will mark concrete and asphalt surfaces for repairs, with orange paint. Contractors will be provided the opportunity to bid on the work, once determined.
- Electric Services – CP Electric continues to repair non-functioning street lights. Management has marked one (1) street light location (Blossom) and will re-mark the second location during this next week (Victoria).
- Pool Management Services – Premier Aquatics has successfully opened the pool for the 2016 season. Management reminded the pool management supervisor that guards must always be attentive to the pool users, and in particular, remain in the guard chair whenever patrons are in the pool. Reliable Contracting (Nathan) made significant repairs to the tiled walls of the bathhouse showers, preventing water intrusion into the chemical and pump room. Doug Hadsell of Sun & Shade advises that the new pool furniture is due to be shipped later this week.
- Trash Removal Services – Management notes that when on site inspecting common areas, that trash pick-up is late in the afternoon.
- Legal Services – Pat Via attended the June meeting to discuss the stone wall repair project. ETC has submitted their draft stone wall repair RFP and it is ready for mailing to qualified contractors. Mr. Via will discuss how this could be funded, to include participation by owners and the community association. Mr. Via discussed different options available to the Board going forward with the stone wall repair. He noted that the costs can either be passed on to specific homeowners who have pieces of the wall on their property, or the cost can be divided amongst all homeowners, by the way of a special assessment. The Board questioned whether or not it would be possible to do

a hybrid of both options. The Board and legal counsel also discussed how to make it enticing for the affected homeowners to want to let the association's vendor choice perform the work. Management feels that he can have answers/proposals for this work to the Board for review, discussion and decision by the August Board meeting.

- Engineering and Capital Repairs – ETC has provided the draft stone wall repair RFP and it is ready for distribution. Association Counsel, Pat Via, discussed the ETC proposal and mainly, funding options.
- Architectural Firms – Management has reached out to three (3) separate architects to begin discussions of a long term capital improvement plan for the Recreation Area. Management will meet with the architects at the site over the next several weeks and discuss a meeting time and time slot for them to meet the Board at a future Board meeting. The architects are: Christopher Boone, AIA, Architectural Design Group, Shabbir Kazmi, AIA, ETC and Stew Willis, Falcon Engineering.

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. Legal Counsel feels that a combined meeting may not be the best idea. Management would like legal counsel to draft the meeting notice for the affected homeowners. Theoretically, the meeting could happen at any time. At the request of counsel, management has prepared a draft budget of the minimum costs that would continue as CPHOA remained a viable entity.
- 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 is prepared to purchase and install a large Smart TV. Nathan can install the TV and also run the FiOS cable across the attic space to get to the south wall of the interior of the clubhouse (Verizon not able to run this cable in this manner.)
- 4) Shred Event – The Shred event with Shred Ace went well with approximately twice the number of attendees from the prior year.

- 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: Ms. Glessner moved, Mr. Giede seconded, to enter into Executive Session at 8:50 pm to discuss delinquencies. The motion passed unanimously (5-0-0).

MOTION: Ms. Glessner moved, Mr. Giede seconded, to adjourn Executive Session at pm and enter into Regular Session. The motion passed unanimously (5-0-0).

ACTIONS TAKEN IN EXECUTIVE SESSION

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept counsel's recommendation to reject the owner's proposal for RB account #16551119. The motion passed unanimously (5-0-0).

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to accept counsel's recommendation to accept the owner's proposal to pay off the balance owed on the account over eleven (11) months on the condition that they sign a Confessed Judgement Promissory Note for RB account #1655112. The motion passed unanimously (5-0-0).

ADJOURNMENT

MOTION: Mr. Shoates moved, Ms. Glessner seconded, to adjourn the May meeting at 8:57 pm. The motion passed unanimously (5-0-0).