

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

April 10, 2017

BOARD MEMBERS PRESENT

Kelly Glessner	President
Kevin Weltens	Vice President
Stefan Giede	Secretary

BOARD MEMBERS ABSENT

AJ Glascock	Treasurer
-------------	-----------

MANAGEMENT ATTENDEES

Larry Gilbert	Property Manager, SFMC, Inc.
Eva Jones	Recording Secretary

VERIFICATION OF QUORUM AND CALL TO ORDER

Ms. Glessner verified quorum and called the meeting to order at 7:00pm.

OPEN FORUM

An owner did not have any issues to report but will submit an application for a fence after consulting with her neighbor.

COMMITTEE REPORTS

- 1) Covenants Committee – Stefan Giede – Chairperson –The handbook has been distributed for review. There were three (3) applications received this month.
 - a. 45619 Victoria Station Drive – re: Roof Replacement– **APPROVED WITH COMMENTS**
 - b. 21777 Cypress Valley Terrace – re: Fence Application– **APPROVED WITH COMMENTS**
 - c. 45756 Smoketree Terrace – re: Roof Replacement – **APPROVED AS IS**
- 2) Parking Rules and Regulations – Mr. Gilbert will contact another company as the current company is not enforcing parking procedures properly. Owners have complained to Management regarding the lack of parking enforcement.
- 3) Website Committee – All current meeting minutes have been provided to Frankie for posting. Ms. Glessner recommended creating a fillable architectural request application online and Mr. Giede volunteered to create the form.
- 4) Newsletter Committee – Pool opening will be highlighted in the next newsletter.

APPROVAL OF THE MEETING MINUTES

MOTION: Ms. Glessner moved, Mr. Giede seconded, to approve the February 13, 2017 meeting minutes as submitted. The motion passed unanimously (3-0-0).

STATUS OF OPERATIONS –March 31, 2017

Financial statements for the current period were emailed to all directors and will be available by hard copy at this meeting.

INVESTMENTS

Mr. Gilbert recommended transferring funds from a CD that is over the FDIC limit to another bank in the form of a CD. Mr. Gilbert provided financial suggestions for future asphalt paving and milling.

INSURANCE

Nothing specific to report.

CONTRACT SERVICES

- Grounds Maintenance –
 - a. Concrete Repair: Mr. Gilbert discussed an area of sidewalk that is a trip hazard and reviewed the proposal from North Construction.

MOTION: Ms. Glessner moved, Mr. Weltens seconded, to accept Management's recommendation to contract North Construction to replace 192 square feet of concrete sidewalk for a cost not to exceed \$3,600. The motion passed unanimously (3-0-0).

- Irrigation: The irrigation system will be initialized once the threat of freezing temperatures has passed. Management continues to utilize the services of Aspect Irrigation. Their costs for 2017 is unchanged from 2016 for startup and winterization at \$3600.
- Grounds Improvements – Spring flower rotation will be installed in late April/early May.

MOTION: Ms. Glessner moved, Mr. Weltens seconded, to move the crepe myrtle trees on Victoria Station Drive that are in the VDOT Right Of Way at no cost to the Association. The motion passed unanimously (3-0-0)

- 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 continues to work normally.

- General Maintenance – Management
- Electric Repairs – Mr. Gilbert received five (5) proposals for light installation at the pool.

MOTION: Ms. Glessner moved, Mr. Giede seconded, to accept Management's recommendation to contract Continental Pool to install seven (7) LED pool lights for a cost not to exceed \$4,800. The motion passed unanimously (3-0-0).

- Pool Management Services – No issues to report at this time. Management is in the process of getting the necessary inspections performed so the appropriate operating permits may be obtained.
- Trash Removal Services – Mr. Weltens reported the trash company is not covering the trash that has been picked up and it is littering the neighborhood.
- Legal Services – No issues to report at this time.

OLD BUSINESS

- 1) HOA Merger, PPI & CPHOA – Mr. Gilbert reported the meeting scheduled for April 26 has been cancelled at this time. Mr. Giede recommended not paying legal fees until an update is provided.
- 2) Cascades Place HOA/Condominium – No issues to report at this time.
- 3) Technology – No issues to report at this time.
- 4) Wall Repair – Mr. Gilbert reviewed the results of the site visit and will forward the engineer's report to the Board for review. The engineer will provide a 'short list' for price comparison.

NEW BUSINESS

Pool Party: Ms. Glessner discussed the upcoming pool party, events to be held and catering. The Board decided to schedule the party on Saturday, July 15, 11 am to 2 pm. Ms. Glessner asked that the pool bathrooms be cleaned prior to the pool opening and all bathroom supplies be inspected, including the shower curtains.

EXECUTIVE SESSION

MOTION: Ms. Glessner moved, Mr. Giede seconded, to adjourn the Regular Session at 8:20 pm and move into Executive Session to discuss owner accounts

and other personnel information. The motion passed unanimously (3-0-0).

MOTION: Ms. Glessner moved, Mr. Giede seconded, to exit Executive Session at 8:40 pm and return to Regular Session. The motion passed unanimously (3-0-0).

ACTIONS TAKEN IN EXECUTIVE SESSION

MOTION: Ms. Glessner moved, Mr. Weltens seconded, to accept counsel's recommendation to authorize a bank account search for RB File No. 1655151. The motion passed unanimously (3-0-0).

Overnight Parking: The Board revisited the overnight parking issue on Shortleaf and Redmond for any possible solutions. The Board agreed to cancel installing signs and employ a new parking enforcement company.

ADJOURNMENT

MOTION: Ms. Glessner moved, Mr. Weltens seconded, to adjourn the April 10 meeting at 8:59 pm. The motion passed unanimously (3-0-0).