

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

**May 8, 2017**

**BOARD MEMBERS PRESENT**

Kelly Glessner	President
Stefan Giede	Secretary
AJ Glascock	Treasurer

**BOARD MEMBERS ABSENT**

Kevin Weltens	Vice President
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**MANAGEMENT ATTENDEES**

Larry Gilbert	Property Manager, SFMC, Inc.
Tammi Butler	Recording Secretary

**VERIFICATION OF QUORUM AND CALL TO ORDER**

Ms. Glessner verified quorum and called the meeting to order at 7:01 pm.

**OPEN FORUM**

An owner from the single family homes presented some photographs of the area for parcel D. The owner had a concern about the drainage in the area. The area is overgrown with trees, family of skunks, snakes, ticks and groundhogs. There is standing water because the water is not flowing through the drain. The skunks are spraying the owner's pets and HVAC unit causing the house to smell. The owner is requesting the area be treated. Mr. Gilbert will have Mitchell's Tree evaluate the area and remove the logs. If the culvert pipe is blocked then the county will need to be notified.

Mr. Giede informed Mr. Gilbert that the common area between 45600 and 45608 had not been mowed. Mr. Gilbert will follow up on having the area mowed.

**COMMITTEE REPORTS**

- 1) Covenants Committee – Stefan Giede – Chairperson – One application is pending. Mr. Gilbert gave an update about an inspection report for 21805 and will forward it to Mr. Giede. The handbook was emailed to the Board for review.
- 2) Parking Rules and Regulations – Mr. Gilbert presented a proposal from Signal 88 Security for \$411.08. There was a concern about the current contractor. The contract is less than CES. The Board discussed the frequency for having the area patrolled.

***MOTION: Ms. Glessner moved, Mr. Giede seconded, to accept Management's recommendation to hire Signal 88 Security to patrol for parking enforcements. The motion passed unanimously (3-0-0).***

- 3) Website Committee – The minutes have been posted.
- 4) Newsletter Committee – Pool passes are in the process of being distributed to owners.

## **APPROVAL OF THE MEETING MINUTES**

***MOTION: Ms. Glessner moved, Mr. Giede seconded, to approve the April 10, 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. Management reported that the Association is over budget for the Architectural/Engineering Services reserve account. Overall, the community is in good financial shape.

## **INVESTMENTS**

Mr. Gilbert said there were no updates to report.

## **INSURANCE**

Nothing specific to report.

## **CONTRACT SERVICES**

- Grounds Maintenance – Ms. Glessner reported that owners in the community have not been satisfied with the trash pickup. Mr. Glascock reported that there was a dead pine tree along Blossom that should be removed.
- Irrigation – Mr. Gilbert stated that the system would be turned on soon.
- Grounds Improvements – Mr. Gilbert reported that the flowers are scheduled to be installed mid-May.
- Pet Waste Station Services – Nothing specific to report.
- Tot Lot and Tennis Court Maintenance – Nothing specific to report.
- General Maintenance – The Board discussed whether or not the turf treatment was done. The Board requested that the signs be displayed to inform owners that the treatment was completed.

- Electric Repairs – Mr. Gilbert has been in communication with the contractor about having the system checked.
- Pool Management Services – Management is in the process of getting the necessary inspections performed and necessary repairs. The pool deck was cleaned and lights have been installed. Additional shelves were installed in the storage area. Ms. Glessner requested to have a clock installed in the pool area. Mr. Gilbert stated that the water heater would be installed this week. The pool is scheduled to open on time.
- Trash Removal Services – Mr. Gilbert has addressed the issue with the trash company not covering the trash and littering in the neighborhood.
- Legal Services – No issues to report at this time.
- Sidewalk repairs – The work has been completed. Ms. Glessner informed Management that there were cones left in the community that need to be picked up.
- Audit engagement – Mr. Gilbert presented a contract for audit services for 2017-18. Mr. Gilbert presented the representation letter to Ms. Glessner for signature.

***MOTION: Ms. Glessner moved, Mr. Giede seconded, to accept Goldklang Group to provide audit and tax services for 2017-18. The motion passed unanimously (3-0-0).***

## **OLD BUSINESS**

- 1) HOA Merger, PPI & CPHOA – Mr. Gilbert reported the meeting has been scheduled for Wednesday, May 31.
- 2) Cascades Place HOA/Condominium – No issues to report at this time.
- 3) Technology – Mr. Gilbert contacted Verizon and was informed by them that the unit was not getting power. Mr. Gilbert has confirmed there is power and will have Verizon come out again.
- 4) Wall Repair – The Board reviewed the proposals as presented in the Board packet. The Board discussed sending notices to owners once the cost of the wall has been determined. The project would not begin until the end of September. Ms. Glessner requested that Management gather estimates to determine the amount that owners will be responsible for paying for the wall.
- 5) VDOT Permit – No issues to report at this time.

## **RESIDENT & MISCELLANEOUS**

- Pool Update – Ms. Glessner stated the pool party is scheduled for July 15. Additional tents were rented. Mr. Giede will price out the cost for ordering beach towels for the pool party.

## **NEW BUSINESS**

There was no business to report.

## **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 8:26 pm and return to Regular Session. The motion passed unanimously (3-0-0).***

## **ACTIONS TAKEN IN EXECUTIVE SESSION**

The Board had a discussion about the snow removal invoice. The Board agreed to pay the invoice if it does not exceed \$6,000. Mr. Gilbert will follow up with the contractor.

## **ADJOURNMENT**

***MOTION: Ms. Glessner moved, Mr. Giede seconded, to adjourn the May 8, 2017 meeting at 8:41 pm. The motion passed unanimously (3-0-0).***