

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

**February 12, 2018**

**BOARD MEMBERS PRESENT**

Kevin Weltens	President
AJ Glascock	Vice-President
Stefan Giede	Secretary
Heidi Lathrop	Treasurer

**BOARD MEMBERS ABSENT**

Rajdeep Junnarkar Member at Large

**MANAGEMENT ATTENDEES**

Larry Gilbert	Property Manager, SFMC, Inc.
Kayla Hutson	Junior Community Manager, SFMC, Inc.
Tammi Butler	Recording Secretary, Notable Minutes, Inc.

**HOMEOWNERS PRESENT**

Victor Ruiz  
Joan Defino

**VERIFICATION OF QUORUM AND CALL TO ORDER**

Mr. Weltens verified quorum and called the meeting to order at 6:59 pm.

**OPEN FORUM**

Mr. Ruiz presented an ARB application for Direct TV. The Board will discuss the submission during Executive Session.

Ms. Defino had questions about the following: a) status of the patrol; b) the black mold on her neighbor's deck; and c) landscaping and the dead pine trees in the common area near the town homes.

**Management and the Board's responses were:** a) Management is in the process of arranging a meeting with the contact from Signal 88; b) inspections were completed and requested she email the address to Management; and c) the landscape architect will be evaluating the area and providing recommendations

**COMMITTEE REPORTS**

- 1) Covenants Committee – Stefan Giede – Chairperson – All applications have been processed.

- 2) Website Committee – Frankie’s Folio has provided an updated contract proposal for the Board’s review. The Board Member at Large has been put in contact with the POC at Frankie’s Folio. The Board discussed getting the email distribution list from Frankie. Mr. Weltens requested getting feedback from Mr. Junnarkar before making a decision.
- 3) Newsletter Committee – Mr. Weltens agreed to write a newsletter

### **APPROVAL OF THE MEETING MINUTES**

***MOTION: Mr. Weltens moved, Mr. Giede seconded, to approve the January 22, 2018 meeting minutes as submitted. The motion passed unanimously (4-0-0).***

### **FINANCIAL MANAGEMENT – December 31, 2017**

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

- Total Operating Cash is \$92,082 against Liabilities of \$46,976. Replacement Reserves are well funded at \$1,060,435 total. The Association’s operating expenses came in \$87,697 under budget for the 2017 year as of December 31, 2017.
- There is an un-audited surplus of \$85,537.
- The total balance of the Reserves accounts is \$1,060,434.66 and this amount is fully supported by cash and investments. There is \$330,353.69 positive cash flow for the Association at this time.

<b><i>Total Cash and Investments:</i></b>	<b><i>\$1,437,764.55</i></b>
<b><i>Total Liabilities:</i></b>	<b><i>-\$46,976.20</i></b>
<b><i>Total Cash Available:</i></b>	<b><i>\$1,390,788.35</i></b>
<b><i>Replacement and Warranty Reserve Total:</i></b>	<b><i>-\$1,060,434.66</i></b>
<b><i>Balance (current cash flow):</i></b>	<b><i>\$330,353.69</i></b>

- Current Un-Audited Unappropriated Member’s Equity (UME) is at \$262,858.38. Generally Accepted Accounting Principles (GAAP) recommends that UME be at 10-20% of the Association’s annual assessment total. This Association’s UME is at 45%.

***MOTION: Mr. Giede moved, Mr. Weltens seconded, to approve the December 2017 financial statements as submitted. The motion passed unanimously (4-0-0).***

### **INVESTMENTS**

A current Certificate of Deposit with Freedom Bank totaling \$169,774.11 will mature on 2/28/18. Management has included a CD Rate Chart for the month of February. The Board reviewed the rate chart. Ms. Hutson recommended that the Board consider working with Edward Jones or Morgan Stanley for overseeing the association’s investments. Investment Firms have more international options available. Ms. Hutson asked if the Board members would like to meet with someone from the investment

firms. Ms. Hutson will arrange to have representatives from both firms attend the March meeting. The Board agreed to roll the Freedom CD (2/29/17) into a 90 day term.

### **CONTRACT SERVICES**

Grounds Maintenance – Genesis has performed trash pick-up services at the request of Management. Resident complaints were received regarding the current amount of trash in common areas. Management recommended that the Board consider having service trash pick-up during the offseason. Management will gather some proposals for trash pick-up. Mr. Weltens asked about having the curb painting, mailboxes, and striping completed. Management will gather proposals.

Snow Removal– Included for discussion, no specific issues to report at this time.

Tot Lot/Tennis Courts Maintenance – TYL has repaired the tennis court gate lock and reassigned a code that was distributed to the Board via email. TYL was able to complete the work for half the price of Hercules Fence's offer. The Board discussed changing the code again at the end of May. Management will maintain a spreadsheet of homeowners who request the tennis court code.

General Maintenance – Columns have been replaced for the clubhouse.

Electrical Services – Management has requested CP Electric complete a light inventory of all inoperable lights throughout the community. Mr. Weltens requested having the light at the front entrance evaluated. The concern is the center light needs to be brighter.

Pool Management Services – Management has drafted and reviewed with legal counsel a contract addendum to be signed with the contract proposal from Premier Aquatics. The Board reviewed the contract proposal and drafted addendum. The Board discussed changing the contract from a 15 day out to 30 days.

***MOTION: Mr. Giede moved, Mr. Weltens seconded, to approve the pool management contract with Premier Aquatics for the 2018 pool contract with the change to the 30 day notice to terminate services. The motion passed unanimously (4-0-0).***

Signal 88 Parking Patrol – Several residents have expressed concern with the frequency of the parking patrol. Signal 88 continues to provide reports after each inspection. This topic is included for discussion. Management stated that a meeting will be scheduled with Matt Quinn, the director, from Signal 88 to discuss their concerns.

### **OLD BUSINESS**

- 1) Kate Davidson Landscape Architecture and Garden Design – Kate Sedgwick was unable to attend. Management will reschedule the meeting for March 19.

- 2) Townhome Mailbox Painting – Management will begin obtaining proposals for mailbox painting in the townhome sections of the community.
- 3) Fire Lane Painting – With Spring fast approaching, Management will gather fire lane painting proposals and provide them at the March Board meeting.

## **NEW BUSINESS**

Towing – Mr. Glascock inquired about the VDOT right of away and not being able to tow. Management explained that legal counsel is researching the issue. Management explained that the Sherriff's office is willing to ticket cars per the request of the association.

Social Committee – Ms. Lathrop is trying to arrange a social committee. She is scheduling an Easter egg hunt and an Earth Day event. Ms. Lathrop would like to have a potluck and ice cream party on the last day of school which is June 13, 2018.

***MOTION: Mr. Glascock moved, Mr. Weltens seconded, to plan a March and April event with a total budget, not to exceed \$500. The motion passed unanimously (4-0-0).***

Covenants – Management explained the new process for 2018 when addressing violations throughout the community.

Pool Party – The Board discussed possible dates (July 8 or 28) for the pool party.

## **RESIDENT & MISCELLANEOUS MATTERS**

- a. Smoketree Terrace Rodents – A resident has communicated concerns about rodent presence on Smoketree Terrace and has requested the matter be brought to the attention of the Board. The Board agreed to include information in the newsletter.
- b. Speed Limit Signs – A resident has voiced concern about the speed at which vehicles move through the private streets of the community and has recommended the implementation of speed limit signs. Included for discussion.
- c. Off-Season Trash Patrol – Management was contacted with concerns of trash build up in the community during the “offseason” when the landscape company is not regularly mowing and picking up trash. Included for discussion.

## **EXECUTIVE SESSION**

***MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to adjourn the Regular Session at 8:38 p.m. and move into Executive Session to discuss all matters concerning Legal, Collections, Homeowner Violations, Accounts, Account Delinquencies, and Homeowner Correspondence. The motion passed unanimously (4-0-0).***

**ACTIONS TAKEN IN EXECUTIVE SESSION**

***MOTION: Mr. Weltens moved, Mr. Giede seconded, to exit Executive Session at 8:48 p.m. and return to Regular Session. The motion passed unanimously (4-0-0).***

***MOTION: Mr. Glascock moved, Mr. Weltens seconded, to write off Account: TURN45544. The motion passed unanimously (4-0-0).***

**ADJOURNMENT**

***MOTION: Mr. Weltens moved, Mr. Giede seconded, to adjourn the February 12, 2018 meeting at 8:50 p.m. The motion passed unanimously (4-0-0).***