

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

**March 19, 2018**

**BOARD MEMBERS PRESENT**

Kevin Weltens      President  
AJ Glascock      Vice-President  
Stefan Giede      Secretary  
Heidi Lathrop      Treasurer  
Rajdeep Junnarkar      Member at Large

**BOARD MEMBERS ABSENT**

None

**MANAGEMENT ATTENDEES**

Kayla Hutson      Property Manager, SFMC, Inc.  
Tammi Butler      Recording Secretary, Notable Minutes, Inc.

**HOMEOWNERS PRESENT**

Arturo Chang

**VERIFICATION OF QUORUM AND CALL TO ORDER**

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

**GUEST SPEAKERS**

Lindsay Veleber with Edward Jones has agreed to attend the meeting to discuss financial advising options. Mr. Weltens stated that the Association has a lot of cash and would like to explore some strategies. Ms. Veleber explained the options and rates available to the Association. Mr. Weltens requested Ms. Veleber send a list of the HOAs she provides services for.

Kate Davidson attended the meeting to discuss the landscape master plan. The 2011 master plan has been amended, and reconciled past concepts with new concepts. The two main objectives include updating Victoria Station and Blossom Mater Plan as well as developing a new project phasing plan. Ms. Davidson's proposal was submitted in the Board packet for review. Mr. Weltens stated that he would like for Ms. Davidson to research some sign options for the community. Ms. Davidson gave the Board suggestions for improving the landscaping throughout the community. Mr. Junnarkar requested a before and after picture of all of the areas that will be changed from the plan. Ms. Davidson stated that she would be willing to do a drawing over a photograph. Ms. Davidson stated it would be a four to five year plan. The project will begin in the fall. Ms. Davidson agreed to attend the May meeting.

## OPEN FORUM

Mr. Chang presented some photographs to the Board regarding the area along Regents Park Circle. He is concerned about the falling trees, debris, and standing water. Mr. Weltens explained that the Board would discuss the issue during Executive Session. Management will follow up with Mr. Chang regarding the Board's decision.

## COMMITTEE REPORTS

- 1) Covenants Committee – Stefan Giede – Chairperson – There were a lot of applications submitted as a result of the wind storm. The committee made an exception not to require a signatures from the homeowner's neighbors.
- 2) Website Committee – Frankie's Folio has provided an updated contract proposal for the Board's review. The Board reviewed the proposal. Mr. Junnarkar made the recommendation that Board members get an email address and to terminate Frankie's Folio services. Mr. Junnarkar also recommend that the Association get a credit card to pay for expenses.

***MOTION: Mr. Weltens moved, Mr. Junnarkar seconded, to terminate Frankie Folio immediately as her services are no longer required. The motion passed unanimously (5-0-0).***

Management was able to obtain the email list that has been compiled from the website.

- 3) Newsletter Committee – Mr. Weltens has not completed the newsletter.

## APPROVAL OF THE MEETING MINUTES

***MOTION: Mr. Giede moved, Mr. Glascock seconded, to approve the February 12, 2018 meeting minutes as submitted. The motion passed unanimously (5-0-0).***

## FINANCIAL MANAGEMENT

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 at \$121,270 against Liabilities of \$50,684. Replacement Reserves are well funded at \$1,084,259 total. The Association's operating expenses have come in \$24,471 under budget, as of February 28, 2018.
- There is an un-audited surplus of \$29,865 as compared to a budgeted surplus of \$3,503.
- The total balance of the Reserve accounts is \$1,084,258.66 and this amount is fully supported by cash and investments. There is \$356,282.39 positive cash flow for the Association at this time.

<b>Total Cash and Investments:</b>	<b>\$1,491,225.45</b>
<b>Total Liabilities:</b>	<b>-\$50,684.40</b>
<b>Total Cash Available:</b>	<b>\$1,440,541.05</b>
<b>Replacement and Warranty Reserve Total:</b>	<b>-\$1,084,258.66</b>
<b>Balance (current cash flow):</b>	<b>\$330,353.69</b>

- Current Un-Audited Unappropriated Member's Equity (UME) is at \$348,395.20. 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 60%.

***MOTION: Mr. Weltens moved, Mr. Glascock seconded, to approve the February 2018 financial statements as submitted. The motion passed unanimously (5-0-0).***

### **CONTRACT SERVICES**

Grounds Maintenance – Genesis has performed post storm clean ups. The Association representative is preparing a proposal for off-season regular trash pick-up for Board review. Attachment A in the Board packet. Management will request that Genesis combine all of the required work into one proposal.

Snow Removal– Included for discussion, no specific issues to report at this time. Management asked the Board if they want to pretreat the roads. The Board agreed not to pretreat the roads.

General Maintenance – Included for discussion.

Pool Management Services – Premier Aquatics has provided a notice for 2018 Swimming Pool Health Permit and Electrical Renewal. The Board reviewed the document. Management presented the permit for Mr. Weltens' signature.

Association Reserve Study Update – Management has begun the proposal process to update the Association Reserve Study. One of the proposals has been returned thus far and is included in the Board information. Management is waiting to receive two additional proposals, which Management will have by the next meeting.

Signal 88 Parking Patrol – Management stated that there have been less complaints than what she received the first month. Management has been copying a representative from Signal 88 when she receives complaints from homeowners. Mr. Weltens requested Management address the white van parked on the corner of Livingstone Station Street and Tottenham Hale Court.

### **OLD BUSINESS**

- 1) Kate Davidson Landscape Architecture and Garden Design – Kate Sedgwick has graciously agreed to attend the Board meeting to discuss the redrafting of the Association master landscape plan. Proposal included.

***MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to approve the amendment of the master plan. The motion passed unanimously (5-0-0).***

- 2) Fire Lane Painting – Management has solicited three proposals for the fire lane painting and striping. FPC, the current snow removal contractor, has provided their bid for this project. Management is waiting for completed bids from PCM

Services and NVA Signs and Striping. Management will email the Board the proposals when she receives them.

***MOTION: Mr. Weltens moved, Mr. Junnarkar seconded, to approve fire lane painting including striping not to exceed \$8,448. The motion passed unanimously (5-0-0).***

- 3) Townhome Mailbox Painting – Management has begun obtaining proposals for mailbox painting in the townhomes sections of the community. Management has asked all striping companies if they would be able to include the mailboxes in the fire lane painting to obtain a discounted rate. Once this determined, Management can solicit further.
- 4) Monument Sign Light – Management requested Aspect Irrigation increase the illumination of the middle light on the monument sign.

### **NEW BUSINESS**

Tree Removal – Genesis has provided an email quote for the removal of several dead trees in the common areas. The Board reviewed the quote as submitted in the Board packet. The Board requested that all of the work be combined into one proposal.

Walkways – Mr. Giede stated that homeowners have inquired about the options available for the walkways. The recommendation from Covenants is to provide some guidelines. Mr. Weltens was in favor of the concrete replacement. Mr. Giede was in favor of square pavers. The overall consensus of the Board was to approve the handbook.

***MOTION: Mr. Weltens moved, Mr. Giede seconded, to approve the handbook. The motion passed unanimously (5-0-0).***

### **RESIDENT & MISCELLANEOUS MATTERS**

a. Cypress Valley Terrace Resident Request – A resident has communicated concerns regarding a tree near her home and has requested that it be pruned. Management requested a certified arborist inspect the tree and they have reported that there is no threat to the home from this tree.

b. Drainage Area Regents Park Circle – Two homeowners on Regents Park Circle have expressed concern regarding the natural rea between their homes. They are concerned of the health of the trees and the possibility of mosquitoes, rodents, and other wild life. Management has asked for a forensic arborist to inspect the area. The arborist has assured Management that he will have his analysis of the area completed by Monday morning.

**EXECUTIVE SESSION**

There was no executive session held.

**ADJOURNMENT**

***MOTION: Mr. Giede moved, Mr. Junnarkar seconded, to adjourn the March 19, 2018 meeting at 9:23 p.m. The motion passed unanimously (5-0-0).***