

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

**April 9, 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**

Dana Mirch        Vice President of Management, SFMC, Inc.  
Tammi Butler        Recording Secretary, Notable Minutes, Inc.

**HOMEOWNERS PRESENT**

Victor Ruiz

**VERIFICATION OF QUORUM AND CALL TO ORDER**

Mr. Glascock verified quorum and called the meeting to order at 7:05 pm.

**OPEN FORUM**

Mr. Ruiz asked about what was required for maintenance work with power washing and staining or painting his fence. Mr. Giede informed him that an application is required for painting his fence and the colors should be earth tone.

**COMMITTEE REPORTS**

- 1) Covenants Committee – Stefan Giede – Chairperson – Mr. Giede reported that all applications have been approved. Management has drafted a policy resolution for the acceptance of the updated Design Guidelines. The Board reviewed the policy resolution. Mr. Weltens signed the policy resolution. The Resolution Action Record was signed by Board members.
- 2) Website Committee – Mr. Junnarkar stated that email addresses have been established. A Facebook group has been created. Mr. Junnarkar will put together the requirements for the new website before gathering proposals.
- 3) Newsletter Committee – There was no discussion.

**APPROVAL OF THE MEETING MINUTES**

***MOTION: Mr. Weltens moved, Mr. Glascock seconded, to approve the March 19, 2018 meeting minutes as submitted. The motion passed unanimously (5-0-0).***

## **FINANCIAL MANAGEMENT**

Management will email the financial statement following the meeting. Management reported that there was a surplus of \$33,000. The budgeted surplus is \$5,800. There was an invoice for snow removal in March for \$3,700. The Board did not approve the March financial report.

**2016 and 2017 Draft Audit** – Included for review and approval is the 2016-2017 draft audit. The included representation letter was signed and will be returned for the audit to be finalized. The representation letter guarantees to the auditor that all available financial information will be made available and accurate. The recommendation from the auditor is to have a reserve study completed. Management will be obtaining proposals for a reserve study and presenting them to the Board at a later date. Ms. Lathrop signed the representation letter.

***MOTION: Ms. Lathrop moved, Mr. Giede seconded, to approve the 2016-2017 audit with their recommendations. The motion passed unanimously (5-0-0).***

**Edward Jones Contract** – Included for completion by the account signers. Mr. Weltens and Ms. Lathrop agreed to be the two signers.

**Request for Association Credit Card** - Management consulted with the CFO for SFMC, Inc. Ms. Allen has highly recommended against the Association's request for a credit card. They often create large setbacks within the monthly financial statements and year end audits. Mr. Weltens requested that Management contact Frankie so the payment does not lapse. Management will look into whether or not the website service can be paid upfront for the year. Mr. Junnarkar stated that for the time being he will use his credit card information to ensure the domain is secure.

## **CONTRACT SERVICES**

Grounds Maintenance – Management has requested a comprehensive proposal for all requested common area landscaping improvements, including the tree save area, fallen tree removal, and storm cleanup from Genesis. Management presented to the Board the three proposals from Genesis. The Board requested that Management gather additional proposals. Management will communicate to Genesis the expectations for removing the trash in the designated areas.

***MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to approve the Genesis proposal for \$975 to clean up trash along the property line near the wooded area. The motion passed unanimously (5-0-0).***

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

General Maintenance – There was no maintenance issues discussed.

Pool Management Services – Premier Aquatics has provided two proposals for corrective work to be done on the pool and for necessary supplies for the 2018 season.

Management will follow up with Pete Makela about the recommended pool repair list and identify the repairs that are needed. The Board will vote over email and ratify the vote at the next meeting.

Signal 88 Parking Patrol – Management has been in continual contact with Signal 88 regarding consistency in performance. Management has put concerned residents in direct contact with the point of contact from Signal 88. The current contract expires in May. Management will seek other bids and confirm if the service with Signal 88 will carry over after May.

## OLD BUSINESS

a. Fire Lane Painting – Attached are three proposals for fire lane painting and parking lot restriping. The NVA proposal does not include curb power washing before the painting. This could cause for less of a useful life. PCM has provided power washing as an option and FPC has included it in their contract price. Warranties only hold when power washing is included. The Board reviewed the proposals as submitted in the Board packet.

***MOTION: Mr. Glascock moved, Mr. Giede seconded, to approve Fairfax Paving and Contract to do the striping, pressure washing, and painting of all fire lane curbs at a cost of \$8,448 also to include any damage repairs of speed bumps incurred by Fairfax Paving during snow removal. The motion passed unanimously (5-0-0).***

b. Townhome Mailbox Painting – Management has requested proposals from Exterior Medics, TYL, and J&F General Contracting for the painting of the townhome mailbox stations. Management will email the bids from TYL and J&F General Contracting once received.

c. Meeting Notice Signage – Attached is a recommended replacement sign for meeting notice. The Board requested that Management present some temporary sign options. Mr. Weltens stated that Kate Davidson will be presenting options for a permanent sign.

d. 2018 Pool Passes and Mailer – Included for Board review is an updated copy of the pool passes and mailer that were distributed last year. Mr. Junnarkar recommended including the pool hours on the pass. Management will look into having the pool hours included on the pass. The Board made edits to the pool mailer which Management will have updated. Mr. Junnarkar will post the pool rules on the website. Mr. Weltens requested having a permanent sign with the pool rules posted on the wall in the pool area. Management will look into some options.

## NEW BUSINESS

Paddington Station Terrace Fence – There is a damaged boundary fence behind Paddington Station Terrace that was reported to Management by a resident. A proposal

for repair has been requested. Mr. Weltens requested that Management provide the lifeguards with contact information for homeowners who have concerns.

Pool Party – The Board agreed to have the pool party on Saturday, July 28, 2018 from 11am to 2pm. Ms. Lathrop is planning the a last day of school potluck on June 13 starting at 5:30 p.m.

***MOTION: Ms. Lathrop moved, Mr. Glascock seconded, to approve a maximum of \$500 for the last day of school potluck on June 13. The motion passed unanimously (5-0-0).***

## **RESIDENT & MISCELLANEOUS MATTERS**

### **EXECUTIVE SESSION**

***MOTION: Mr. Weltens moved, Mr. Giede seconded, to adjourn the Regular Session at 8:35 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 (5-0-0).***

### **ACTIONS TAKEN IN EXECUTIVE SESSION**

***MOTION: Mr. Weltens moved, Mr. Giede seconded, to exit Executive Session at 8:50 p.m. and return to Regular Session. The motion passed unanimously (5-0-0).***

### **ADJOURNMENT**

***MOTION: Mr. Weltens moved, Mr. Junnarkar seconded, to adjourn the April 9, 2018 meeting at 8:52 p.m. The motion passed unanimously (5-0-0).***