

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

**May 14, 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**

Kayla Hutson Community Manager, SFMC, Inc.

**HOMEOWNERS PRESENT**

None

**VERIFICATION OF QUORUM AND CALL TO ORDER**

Mr. Weltens verified quorum and called the meeting to order at 7:25pm. The meeting start time was delayed due to inclement weather.

**OPEN FORUM**

No homeowners were present.

**COMMITTEE REPORTS**

- 1) Covenants Committee – Stefan Giede – Chairperson – Mr. Giede reported that there has been an influx of roofing applications due to recent storms and the committee has been prioritizing approvals. It was requested that when 2018 Annual Inspections occur by SFMC that the inspector focus on rear yards.
- 2) Website Committee – Nothing specific to report.
- 3) Newsletter Committee - Mr. Weltens has drafted a letter from the president to be posted on the website.

**APPROVAL OF MINUTES**

***MOTION: Mr. Weltens moved, Mr. Glascock seconded, to approve the April 9, 2018 meeting minutes as submitted. The motion passed unanimously.***

**FINANCIAL MANAGEMENT**

Total Operating Cash is at \$135,580 against Liabilities of \$52,700. Replacement Reserves are well funded at \$1,108,083 total. The Association's operating expenses have come in \$26,331 under budget, as of April 30, 2018. There is an un-audited surplus of \$42,949 as compared to a budgeted surplus of \$9,895. The total balance of the Reserve accounts is \$1,108,082.66 and this amount is fully supported by cash and investments. There is an \$372,248.97 positive cash flow for the Association at this time.

Total Cash and Investments:	\$1,533,031.57
Total Liabilities:	-
\$52,699.94	
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Total Cash Available:	\$1,480,331.63
Replacement and Warranty Reserve Total:	-\$1,108,082.66
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Balance (current cash flow):	\$372,248.97

Current Un-Audited Unappropriated Member's Equity (UME) is at \$353,314.50. 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 61%.

***MOTION: Mr. Weltens motioned to approve the April 2018 financial statement. Mr. Glascock seconded, the motion passed unanimously.***

**CONTRACT SERVICES**

- A. Grounds Maintenance – Genesis had provided a proposal for supplemental watering services; the Board chose not to execute this contract.

Genesis also provided a proposal for weed control in common area sidewalks. Mr. Glascock requested that Management forward the landscaping scope of work and a decision would be made via email based on scope of work.

- B. General Maintenance – Mr. Weltens requested that Management obtain pricing for installation of additional street lights.

- C. Pool Management Services

***MOTION: Mr. Giede motioned to ratify the decision made via unanimous written consent through email for 2018 pool supplies and repairs. Mr. Weltens seconded this motion and it passes unanimously.***

Mr. Glascock requested that management ensure the pool manager provides a list of possible repairs at the 2018 end of pool season inspection.

- D. Signal 88 Patrol – Management presented a contract renewal proposal for Signal 88's services. The Board requested that Management meet with Signal 88 when executing the contract to express the desire for continued service and expectations moving into the new contract.

## OLD BUSINESS

A. Townhome Mailbox Painting

***MOTION: Mr. Glascock motioned to approve the J&F contract not to exceed \$5,000 with an added warranty on workmanship and paint. Ms. Lathrop seconded, the motion passed unanimously.***

B. Reserve Study Update

***MOTION: Mr. Weltens motioned to approve the contract for a reserve study update with Becht in the amount of \$3,800. Mr. Glascock seconded the motion, it passed unanimously.***

C. Recreational Amenity Easement and Use Agreement

Management included this topic for discussion. The current use agreement with Cascades Place Condominiums is set to expire on October 31, 2019. The Board has requested Management bring the current Use Agreement to the June meeting for review of current terms.

D. Off-Season Grounds Cleanup

Management presented a proposal from Genesis Landscapes for off-season trash pickup. The Board requested that Management obtain additional bids for this service at the end of the growing season.

E. Regents Park Circle Tree Save

Management provided proposals from Genesis Landscapes and Professional Grounds for the cleanup of the tree save area on Regents Park Circle.

***MOTION: Mr. Weltens motioned to approve the contract proposal with Professional Grounds in the amount of \$1,950. Mr. Giede seconded, and the motion passed unanimously.***

## NEW BUSINESS

A. Tot Lot Safety Inspection

Management requested a proposal from Metro Recreation for tot lot safety inspections. Management advised that completing these inspections help to lower Association liability should there ever be an incident.

***MOTION: Mr. Glascock motioned to approve a contract for safety inspections, not to exceed \$550 after a second proposal is received. Ms. Lathrop seconded the motion, and it passed unanimously.***

After the completion of the inspections, Management will obtain proposals for the repair of all sited items for the June meeting.

## RESIDENT AND MISCELLANEOUS MATTERS

Nothing to report at this time.

**EXECUTIVE SESSION**

***MOTION: Mr. Weltens motioned to enter executive session at 9:02PM, Mr. Glascock seconded, and the motion passed unanimously.***

***MOTION: Mr. Weltens motioned to exit executive session at 9:11PM, Mr. Glascock seconded, and the motion passed unanimously.***

**ADJOURN**

***MOTION: Ms. Lathrop motioned to adjourn the May 14, 2018 meeting at 9:12PM, Mr. Weltens seconded, and the motion passed unanimously.***