

**Cascades Park Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, June 11th, 2018 – 7:00 pm**

Clubhouse
21811 Mornington Crescent Terrace
Sterling, VA 20166

BOARD MEMBERS PRESENT

Kevin Weltens President
Heidi Lathrop Treasurer
Rajdeep Junnarkar Member at Large

BOARD MEMBERS ABSENT

AJ Glascock Vice President
Stefan Giede Secretary

MANAGEMENT ATTENDEES

Kayla Hutson Community Manager, SFMC, Inc.
Paul Bjorlo Recording Secretary, Notable Minutes, Inc.

HOMEOWNERS PRESENT

None

VERIFICATION OF QUORUM AND CALL TO ORDER

Mr. Weltens verified quorum and called the meeting to order at 7:00 pm.

OPEN FORUM

No homeowners were present.

GUEST SPEAKER – Kate Davidson to discuss landscape master plan.

Ms. Davidson began with a discussion of the entrance sign the board is proposing to add in the community. Ms. Davidson explained that because of sight lines, there was only one workable location for the sign (the second community entrance, which is located at the corner of Blossom Drive & Waterloo Station Square). The proposed sign must be shorter than five (5) feet tall, and will be roughly eight (8) feet wide. The Board discussed using the same materials (stone, brick, etc.) as the other community sign.

The Board discussed whether or not to include a message board in the community, and, if so, where it should be located. Mr. Junnarkar commented that it wasn't necessary or practical to have a message board. The Board agreed that a message board next to the community entrance sign would not be very aesthetically pleasing. As a possible

alternative to that location, the Board discussed the possibility of having the message board at the corner of Victoria Station and Blossom Drive near the asphalt path.

The Board discussed options for open space planting at the tot-lot between Mountain Pine Square and Smoketree Terrace. The estimated cost for the proposal was \$12,500, which included costs for fertilizing and pruning existing viable trees, removing 9 trees with stunted growth, and adding evergreen trees for screening and deciduous trees around the tot-lot to provide screening and shade. Ms. Davidson suggested that developing a strategy for caring for (fertilizing and pruning) these plants should also be part of the Board's landscaping update plan.

Ms. Davidson discussed options for street tree planting in the areas around Victoria Station Drive and Shagbark Terrace. There was a proposal to plant evergreens and small ornamental plants. Ms. Davidson suggested that larger plants do not work as well in Ashburn, and that smaller, decorative plants respond better to the soil.

The Board asked about the order in which the steps for completing the project. Ms. Davidson suggested completing the project gradually (over a period of several years perhaps) and attending to small sections of the community one at a time, as opposed to trying to address them all simultaneously and turning this makeover into one massive project. The Board agreed that the community signs and the wood line pruning were top priorities. Ms. Davidson will develop a proposal for the community message board and report back to the board at the July Meeting.

COMMITTEE REPORTS

- 1) Covenants Committee – Nothing specific to report. Inspections completed by SFMC, notices will be sent out.
- 2) Website Committee – Nothing specific to report. Mr. Junnarkar reported that he has not made progress on the website recently, but said he hopes to make more in the next 45 days. Mr. Junnarkar stated that he would like the website to be a place where people can come to discover and learn about their community
- 3) Newsletter Committee - Mr. Weltens has drafted a letter from the president to be posted on the website.

APPROVAL OF MINUTES

MOTION: Ms. Lathrop moved, Mr. Junnarkar seconded, to approve the May 14, 2018 meeting minutes as submitted. The motion passed unanimously. (3-0-0).

FINANCIAL MANAGEMENT

- Total Operating Cash is at \$122,364 against Liabilities of \$46,259, \$38,547 of which is prepaid owner assessments. Replacement Reserves are well funded at

\$1,111,547 total. The Association's operating expenses have come in \$26,393 under budget, as of May 31, 2018.

- There is an un-audited surplus of \$45,729 as compared to a budgeted surplus of \$11,372.
- The total balance of the Reserve accounts is \$1,111,546.66 and this amount is fully supported by cash and investments. There is a positive cash flow of \$374,563.23 for the Association at this time.

Total Cash and Investments:	\$1,532,368.88
Total Liabilities:	-\$46,258.99
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Total Cash Available:	\$1,486,109.89
Replacement and Warranty Reserve Total:	-\$1,111,546.66
Balance (current cash flow):	\$374,563.23
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- Current Un-Audited Unappropriated Member's Equity (UME) is at \$399,043.20. 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 67%.

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, for all maturing CD's automatically be rolled over to Edward Jones for reinvestment. The motion passed unanimously (3-0-0).

MOTION: Mr. Weltens motioned, Mr. Junnarkar seconded, to approve the May 2018 financial statement. The motion passed unanimously (3-0-0).

CONTRACT SERVICES

- Grounds Maintenance – nothing specific to report.
- General Maintenance – Management is working on the proposal for the installation of additional street lights that the Board requested during the May 2018 meeting. Management will report back to the Board.
- Pool Management Services – The Board discussed the use of inflatable devices in the pool area. Some residents have expressed concerns about the use of inflatable devices in the pool (inflatable floatation tubes and inflatable "water wings" were specifically discussed). The Board suggested that inflation devices for children be allowed, but that large inflatable devices for adults should not. The Board also noted that the swim lane was not set up and requested that Management address the issue.
- Signal 88 Patrol – Management has spoken in detail with the President of Signal 88 regarding the level of services received and level of services expected. The

renewal contract has been submitted with a cover contract and copy of the Association's parking policy. This was reviewed in great detail with the contractor. Management reported that the service has recently improved.

OLD BUSINESS

A. Recreational Amenity Easement and Use Agreement

The current easement and use agreement between Cascades Park HOA and Cascades Place Condominiums is set to expire on October 31, 2019. Each Association's management representative has agreed to begin discussing the possibility of reinstating the agreement so that all proper research and drafting can be completed prior to the expiration of the current agreement. At the request of the Board, the complete agreement was included for review.

B. Tot Lot Safety Inspection Results

Metro Recreation completed the safety inspections for the tot lots in the community (one of which being Mornington Crescent, the other being Smoketree). The results of the inspection of each playground and an e-mail recommendation from the inspector were included for discussion. Metro Recreation is in the process of completing repair proposals for each tot lot, but said there are numerous inspection failures on each lot. The representative from Metro Recreation reported that the tot lot on Smoketree was at the end of its useful life. The recommendation is to tear it down and rebuild the playground. Rebuilding the playground would be less expensive than doing the repairs. Metro Recreation is also in the process of creating quotes for repairing the deficiencies on the Mornington Crescent tot lot.

The Board discussed the possibilities of following Metro Recreation's recommendation and moving forward with full rebuilds as well as the possibility of repairing the deficiencies on each lot. The Board agreed that there were some issues on each tot lot that might be worth addressing immediately, but also agreed they would not be opposed to moving forward with full rebuilds. Management noted that there was funding available to replace both playgrounds if the Board felt inclined to do so.

The Board agreed that they would like to explore the possibility of replacing at least the Smoketree tot lot. In the short term, the Board agreed to seek additional proposals for addressing the safety issues that currently exist on each lot.

NEW BUSINESS

No discussion

RESIDENT AND MISCELLANEOUS MATTERS

A. Rodent Report

An owner on Victoria Station Drive has reported ground hogs in the natural area behind her home resulting in large burrow holes. The owner would like the animals controlled and the burrows filled. Loudoun County Health Department recommends filling rodent burrows with gravel. Management agreed to get pricing for having the groundhogs removed and said she would notify the owner that SFMC was working on resolving the issue.

EXECUTIVE SESSION

MOTION: Mr. Weltens motioned, Mr. Junnarkar seconded, to enter executive session at 9:17 p.m. The motion passed unanimously (3-0-0).

MOTION: Mr. Junnarkar motioned, Ms. Lathrop seconded, to exit executive session at 9:22 p.m. The motion passed unanimously (3-0-0).

ADJOURN

MOTION: Mr. Junnarkar motioned, Ms. Lathrop seconded, to adjourn the June 11, 2018 meeting at 9:22 p.m. The motion passed unanimously (3-0-0).