

**Cascades Park Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, July 9, 2018 – 7:00 pm**

Clubhouse
21811 Mornington Crescent Terrace
Sterling, VA 20166

BOARD MEMBERS PRESENT

Kevin Weltens President
AJ Glascock Vice President
Heidi Lathrop Treasurer
Rajdeep Junnarkar Member at Large

BOARD MEMBERS ABSENT

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.

COMMITTEE REPORTS

- 1) Covenants Committee – Nothing specific to report.
- 2) Website Committee – Nothing specific to report. Mr. Junnarkar reported that he has not made progress on the website recently. He asked for 45 days at previous (June) meeting, and hopes to make more progress in the next week or so.
- 3) Newsletter Committee - Mr. Weltens has not yet drafted the next newsletter. He said he would have one done before the end of the summer.

APPROVAL OF MINUTES

MOTION: Ms. Weltens moved, Ms. Lathrop seconded, to approve the June 11, 2018 meeting minutes as submitted. The motion passed unanimously. (4-0-0).

FINANCIAL MANAGEMENT

June financial reports were not completed in time to be submitted and reviewed for the July Board meeting.

CONTRACT SERVICES

- A. Grounds Maintenance – Management received a call from a resident who was unhappy about her grass being cut too frequently.
- B. General Maintenance – Management has requested proposals for installation of additional street lights at Ladbrooke and Tottenham. Contractors, CP Electric, PSE, and Kolb Electric, are exploring feasibility and will provide proposals. Proposals will be reviewed and discussed at the next meeting.
- C. Pool Management Services – Board members reported that lifeguards have been more lenient toward people with floatation devices recently. The Board discussed the possibility of allowing lifeguards to conduct swim lessons at the pool, but said it needed to be done during off-hours and should not detract from their work as lifeguards for the community.
- D. Signal 88 Patrol – Current reports have shown highly increased service. Management has received a few complaints from owners in the single family sections of the Association regarding vehicles parking for extended periods on the streets. Board discussed possibility of installing signs that prohibit parking in certain areas within the community between the hours of 11:00 pm and 6:00 am (for example). Board also discussed whether or not they wanted to have Signal 88 continue tagging cars that park in drive lanes within the community. Management volunteered to send correspondence to residents (written and/or electronic) as a friendly reminder to adhere to the community's parking policies. The Board agreed to have her send an e-mail to all residents regarding community parking policies.

OLD BUSINESS

- A. Tot Lot
Management met onsite with Metro Recreation to discuss new playground options and expansion at the Smoketree Terrace playground. The swings have been removed for safety. Proposals will be provided to Management with options for the area. Once received, Management will forward the scope to additional contractors for competing bids. The repair contract for Mornington Crescent has been submitted.

Management is currently waiting on a proposal from Metro Recreation, which she expects to have by the next monthly Board meeting for the Board to compare the costs for finishing repairs versus replacing the lots. Mr. Weltens stated that the bill from Metro Recreation was received for the repairs completed on the community tot lots.

NEW BUSINESS

A. VDOT Line of Sight

A representative from VDOT has reached out regarding a line of site issue at the corner of Blossom Drive and Regents Park Circle. The Board agreed to have Management obtain a single quote from Genesis to review for this corrective measure. Management will contact Genesis and report back to the Board once she has received their quote.

B. Pool Party

Ms. Lathrop has completed payments with several of the vendors to hire them for this summer's pool party and has also purchased the Lands' End canvas bags that they plan to raffle off and give to residents as gifts. The Board discussed the physical set up for vendors at the pool party. The Board suggested having the vendor layout and timeline mapped out and provided to the vendors prior to the date of the party. This will ensure that the vendors set up in the correct location and service time. The Board also discussed what time they should arrive in the morning for setting up for the pool party.

RESIDENT AND MISCELLANEOUS MATTERS

Nothing to report.

EXECUTIVE SESSION

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to enter executive session at 8:08 p.m. The motion passed unanimously (4-0-0).

MOTION: Mr. Weltens motioned, Mr. Junnarkar seconded, to exit executive session at 8:22 p.m. The motion passed unanimously (4-0-0).

ADJOURN

MOTION: Mr. Weltens motioned, Mr. Junnarkar seconded, to adjourn the July 9, 2018 meeting at 8:22 p.m. The motion passed unanimously (4-0-0).