

**Cascades Park Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Monday, October 8, 2018 – 7:00 pm**

**APPROVED**

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
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**MANAGEMENT ATTENDEES**

Larry Gilbert	Community Manager, SFMC, Inc.
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**OTHER ATTENDEES**

Paul Bjorlo	Recording Secretary, Notable Minutes, Inc.
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**HOMEOWNERS PRESENT**

None

**I. CALL TO ORDER & VERIFICATION OF QUORUM**

Mr. Weltens called the meeting to order at 7:00 pm, noting the presence of quorum.

**II. OPEN FORUM**

No residents attended the meeting.

**III. COMMITTEE REPORTS**

**a. Covenants Committee:** No items were discussed.

**b. Website:** Mr. Junnarkar reported that he met with several people since the last meeting to discuss the website. Next step is to set up an RFP document and invite certain vendors to bid for services. The RFP will consist of a design phase and a development phase, which Mr. Junnarkar planned to wrap up sometime during the current week. They will leave the RFP opened for vendors for a few weeks and will discuss during the November meeting.

- c. **Newsletter Committee:** Mr. Weltens is currently working on the latest issue of the newsletter and will have something ready to submit to the Board for approval in time for the November Board Meeting.

#### IV. APPROVAL OF MINUTES

***MOTION: Ms. Lathrop motioned, Mr. Glascock seconded, to approve the August 13, 2018 meeting minutes as submitted. The motion passed unanimously (4-0-0).***

#### V. FINANCIAL MANAGEMENT

The Board discussed the financial summary for 2018 as submitted in the Board packet.

#### VI. CONTRACT SERVICES

- a. **Grounds Maintenance:** No issues to report related to Genesis. Mr. Weltens noted approximately \$900 in charges that had been approved early in the summer (around April or May). Management will investigate and report back to the Board.
- b. **General Maintenance:** Management reported the lock for the tennis court was broken and he was in the process of having it repaired. Management also reported that the faucet in the clubhouse had been replaced.
- c. **Signal 88 Patrol:** The Board discussed one car that appears to be abandoned on Blossom Drive (a gold-colored Mini Cooper). Signal 88 has been instructed to remove the vehicle.
- d. **Trash Removal:** Ms. Lathrop noted a resident had asked for information about the community's contract with the trash removal company. Another homeowner had asked that the Board reach out to the trash company to ask their drivers to slow down while driving through the community.

#### VII. OLD BUSINESS

- a. **Tot Lots:** Management has been in contact with someone at Metro Recreation about the tot lots. Management was waiting for information from them and planned to report back to the Board at the November 2018 meeting
- b. **Pool Management Services:** Management noted the cost of the pool management services had increased roughly 11% since last year with no changes made to the hours of service. Management stated that this was

likely due to raises for lifeguards and labor charges, and asked the Board if they wanted to put it back out for bid. The Board asked whether they could reduce pool operation costs by: a) reducing the number of lifeguards on duty from 2 to 1; b) reducing the number of hours the pool was opened each day. The Board agreed they would like to re-bid the services. Management will send out a few inquiries and report back to the Board.

## **VIII. NEW BUSINESS**

- a. VDOT Line of Sight:** The Board noted the line of sight issue at Blossom Drive and Regents Park Circle had been resolved by Genesis.
- b. Master Plan:** Kate Davidson has provided information related to future grounds improvements and the proposed a community message board. She was unable to attend the meeting but is planning to attend the subsequent Board Meeting in November. The Board reviewed a proposal Ms. Davidson had sent them detailing some of the costs associated with the new signage proposed throughout the community.
- c. Grounds Improvements:** The Board reviewed a proposal from Genesis for landscape improvements in Cascades Park. The proposed cost of the work was slightly less than \$4,000, and was for work that would be done between January and March of 2019.
- d. Tree Issue on Brondesbury Park Terrace:** Management had a homeowner reach out to him about a common-area tree issue at this location. Management received a proposal from Save-A-Tree for resolving the issue. Management was unable to open the attachment that came with the proposal and was not able to report to the Board on the cost of removing the tree. Management will report back to the Board as soon the issue with the attachment has been resolved.
- e. Snow Removal:** Management received a proposal from the same company (Fairfax Paving) that handled the snow removal for Cascades Park last year. No changes had been made by this company to the cost or services they offered Cascades Park. Management indicated he would reach out to Genesis about providing snow removal services so the Board could have them as a fallback snow removal option. Mr. Weltens asked that the management company let Fairfax Paving know that there were speed bumps throughout Cascades Park, and ask that precautions be taken (speed bumps should be staked) to ensure these were not destroyed by the plows. The Board would like for Fairfax Paving to plow the community whenever snowfall exceeds 2'.

***MOTION: Mr. Weltens motioned, Mr. Glascock seconded, to approve Fairfax Paving as Cascades Park's snow removal company for the 2018-19 winter. The motion passed unanimously (4-0-0).***

- f. **FY2019 Draft Budget:** The Board discussed the FY2019 Draft Budget. Mr. Weltens noted the good financial standing of the Board, and suggested taking advantage of their current state to make some of the upgrades throughout the community (such as irrigation, lighting, signage and asphalt, for example) that had been previously discussed. Management noted that, given the Board's excess surplus of nearly \$300,000, they could afford to do many (if not all) of these items without increasing community members' dues. Mr. Junnarkar suggested the Board might be wise to plan for additional costs associated with the website (which he estimated to be roughly \$25,000) as the Board weighed their decision of whether or not to raise community assessments.

Management recommended installing lights and irrigation before the end of the year, and suggested the asphalt, grounds improvements, signage bids be completed as soon as possible.

***MOTION: Mr. Weltens motioned, Mr. Glascock seconded, to accept Management's recommendation to approve the FY2019 Draft Budget as submitted, with the amendment that an additional \$25,000 be allocated for website development. The Board simultaneously voted to raise the fees for owners of townhomes in Cascades Park to \$102.00 / mo. and single family homes to \$86.00 / mo. The motion passed with Mr. Junnarkar opposing the motion (3-1-0).***

**IX. RESIDENT & MISCELLANEOUS MATTERS**

**X. EXECUTIVE SESSION**

***MOTION: Mr. Weltens motioned, Mr. Glascock seconded, to enter executive session at 8:53 pm. The motion passed unanimously (4-0-0).***

**XI. ADJOURNMENT**

***MOTION: Mr. Junnarkar motioned, Ms. Lathrop seconded, to exit executive session and conclude the meeting at 8:57 pm. The motion passed unanimously (4-0-0).***