

**Cascades Park Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, January 14, 2019 – 7:00 pm**

Clubhouse
21811 Mornington Crescent Terrace
Sterling, VA 20166

BOARD MEMBERS PRESENT

Kevin Weltens	President
AJ Glascock	Vice President
Heidi Lathrop	Treasurer
Stefan Giede	Secretary

BOARD MEMBERS ABSENT

Rajdeep Junnarkar	Member at Large
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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: Mr. Giede noted a resident had installed a roof on their house that was the wrong color. The Board discussed what could be done with the resident to address it. Mr. Giede will contact SFMC in an effort to start the process.

b. Website Committee: Nothing was discussed.

- c. **Newsletter Committee:** Mr. Weltens has not yet completed the most recent edition of the newsletter. He hopes to have it done by the time the Board meets next in February.

IV. APPROVAL OF MINUTES

MOTION: Ms. Lathrop motioned, Mr. Giede seconded, to approve the November 12, 2018 meeting minutes as submitted. The motion passed with Mr. Glascock abstaining (3-0-1).

V. FINANCIAL MANAGEMENT

Management included the November 2018 Financial Summary Report in the Management Packet for review. The Board has a CD at Access National Bank in the amount of \$103,217.29 (which matures on January 17, 2019).

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to transfer the CD at Access National Bank in the amount of \$103,217.29 (which matures on January 17, 2019) to Edward Jones Financial. The motion passed unanimously (4-0-0).

VI. CONTRACT SERVICES

- a. **Grounds Maintenance:** No issues to report related to Genesis. December 2018 report was included in Management Packet for review.
- b. **General Maintenance:** No issues to report.
- c. **Signal 88 Patrol:** Homeowners have sent e-mails about people parking in the area near the intersection of Shortleaf and Redmond. Management continues to provide patrol reports and has instructed Signal 88 to watch for cars illegally parked in this area. The Board also noted issues with cars parked in the area near the intersections of Victoria and Blossom, and near Blossom and Livingstone. Issues raised by residents and Board members have been addressed with the vendor.
- d. **Monument Sign Update:** Aspect Irrigation has begun work on the irrigation extension and new lighting. CP Electric has been in communication with Curt and Kate regarding their proposal work. Nothing additional has been received from King's Mason. Management will continue to keep the Board updated as needed.

VII. OLD BUSINESS

- a. **Tot Lots:** Management continues to solicit bids for this work. The Board asked Management to contact All-Rec to see if they could provide some proposals and recommendations for best ways to use the space in the community tot lots.
- b. **Pool Management Services:** No issues to report. Water level is being monitored to ensure no damage occurs due to freezing.

VIII. NEW BUSINESS

- a. **Notable Minutes:** Ms. Butler has provided a renewal agreement for the Board to consider.

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to retain Notable Minutes to take meeting minutes provided that the proposal submitted by Ms. Butler does not include a fee increase in excess of 10%. The motion passed unanimously (4-0-0).

IX. RESIDENT & MISCELLANEOUS MATTERS

No residents attended the meeting, nothing was discussed.

X. EXECUTIVE SESSION

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to enter Executive session at 7:44 pm. The motion passed unanimously (4-0-0).

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to exit Executive Session at 7:57 pm. The motion passed unanimously (4-0-0).

XI. ADJOURNMENT

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to adjourn the meeting at 8:17 pm. The motion passed unanimously (4-0-0).