

**Cascades Park Homeowners Association, Inc.  
Board of Directors Meeting Minutes  
Monday, February 11th, 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
Rajdeep Junnarkar	Member at Large

**BOARD MEMBERS ABSENT**

None

**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 7:01 p.m., noting the presence of quorum.

**II. OPEN FORUM**

No residents attended the meeting

**III. COMMITTEE REPORTS**

**A. Covenants Committee:** There was no discussion.

**B. Website Committee:** There was no discussion.

**C. Newsletter Committee:** There was no discussion.

#### IV. APPROVAL OF MINUTES

***MOTION: Mr. Glascock moved, Mr. Weltens seconded, to approve the January 14th, 2019 meeting minutes as submitted. The motion passed unanimously (5-0-0).***

#### V. FINANCIAL MANAGEMENT

Management included the December 2018 Financial Summary Report in the Management Packet for review. The Board has a CD at Sandy Spring Bank in the amount of \$214,201.45 (which matures on February 16, 2019).

***MOTION: Mr. Weltens motioned, Mr. Giede seconded, to transfer the CD at Sandy Spring Bank in the amount of \$214,201.45 (which matures on February 16, 2019) to Edward Jones Financial. The motion passed unanimously (5-0-0).***

#### VI. CONTRACT SERVICES

**A. Grounds Maintenance:** Mr. Weltens reported that the lights on the entrance sign at the corner of Victoria Station and Cascades Parkway were out. Mr. Gilbert will investigate and report back to the Board. Genesis has provided the Board with a quote for all services except pruning of trees and shrubs. Frontier will not provide a quote for pruning services. Bidding vendors were provided with the drawings that were attached to the Management Packet (pages 14-16). The Board reviewed and discussed the quotes.

***MOTION: Ms. Lathrop moved, Mr. Weltens seconded, to accept the proposal of services from Genesis Landscapes for landscape improvements in accordance with the architect's master plan not to exceed \$45,000, provided that it includes pruning services. The motion passed unanimously (5-0-0).***

**B. General Maintenance:** No issues to report. Mr. Gilbert said there were no invoices pending for the snow removal service for the community.

**C. Signal 88 Patrol:** Management continues to provide patrol reports to the Board. Issues raised by residents and Board members continue to be addressed with the vendor. Mr. Gilbert noted that a resident has asked several times to have "No Overnight Parking" signs placed on Victoria Station Rd. The Board unanimously agreed that they did not want to

pursue this course of action because it would eliminate parking spaces in the community when parking in the community is already limited.

- D. Monument Sign Update:** Aspect Irrigation has begun work on the irrigation extension and new lighting which is about 70% complete. CP Electric has been in communication with Curt and Kate regarding their proposal work. Kate is working to obtain two additional proposals for electrical work. Kate has provided information related to the sign inserts and a Master Plan update with pricing. The Board discussed the quotes and options for the signs during the meeting.

***MOTION: Mr. Giede moved, Ms. Lathrop seconded, to approve the Illuminated Economy Double-Sided Outdoor Reader board with a blank header insert manufactured by United Visual Products. The motion passed unanimously (5-0-0).***

## **VII. OLD BUSINESS**

- A. Tot Lots:** Management has acquired two new bids for replacement of tot lot areas (one from All Recreation of Virginia and another from Metro Recreation Inc.) for the Board to consider. Mr. Weltens and Ms. Lathrop had a lengthy meeting with a representative from Metro Recreation Inc. to discuss design options for the tot lots and shared some of their thoughts with the Board. The Board failed to reach a consensus regarding which direction to proceed and agreed to continue further discussion of the tot lot areas outside the meeting.
- B. Pool Management Services:** No issues to report. Water level is being monitored to ensure no damage occurs due to freezing.
- C. Genesis:** Genesis had provided a proposal for replacement of several trees along Victoria Station that were destroyed by a vehicle that lost control. Genesis performed removal of the debris but has not been provided approval to replace the damaged trees. Proposal attached for discussion. The Board agreed not to approve the contract.

## **VIII. NEW BUSINESS**

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

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to accept the proposal from Notable Minutes, Inc. to continue keeping minutes for Cascades Park's Board Meetings. The motion passed unanimously (5-0-0).***

**B. Asphalt:** Management has reached out to Engineering and Technical Consultants, Inc. (ETC) regarding a proposal for condition assessment and phased contracting of asphalt milling and paving.

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to accept the draft version of the Reserve Study. The motion passed unanimously (5-0-0).***

#### **IX. RESIDENT & MISCELLANEOUS MATTERS**

No residents attended the meeting.

#### **X. EXECUTIVE SESSION**

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to enter Executive session at 8:39 p.m. The motion passed unanimously (5-0-0).***

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to exit Executive Session at 8:44 p.m. The motion passed unanimously (5-0-0).***

#### **XI. ADJOURNMENT**

***MOTION: Ms. Lathrop motioned, Mr. Weltens seconded, to adjourn the meeting at 8:44 p.m. The motion passed unanimously (5-0-0).***