

**Cascades Park Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, March 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

BOARD MEMBERS ABSENT

Stefan Giede	Secretary
Rajdeep Junnarkar	Member at Large

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

Two residents (who live on Regents Park Circle) attended the meeting but arrived after the meeting began.

I. CALL TO ORDER & VERIFICATION OF QUORUM

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

II. OPEN FORUM

Two residents (who live on Regents Park Circle) attended the meeting but arrived after the meeting began.

III. COMMITTEE REPORTS

A. Covenants Committee: There was no discussion.

B. Website Committee: There was no discussion.

C. Newsletter Committee: There was no discussion.

D. Social Committee: Easter Egg Hunt to be discussed.

MOTION: Mr. Weltens motioned, Mr. Glascock seconded, to approve a one-time expenditure not to exceed \$700 for the Social Committee to host its annual Easter Egg Hunt. The motion passed unanimously (3-0-0).

IV. APPROVAL OF MINUTES

MOTION: Mr. Glascock moved, Mr. Weltens seconded, to approve the February 11th, 2019 meeting minutes as submitted. The motion passed unanimously (3-0-0).

V. FINANCIAL MANAGEMENT

Management included the January 2019 Financial Summary Report in the Management Packet for review. The Board has a CD at Union Bank & Trust in the amount of \$111,087.41 (which matures on March 24, 2019).

MOTION: Mr. Weltens motioned, Mr. Glascock seconded, to transfer the CD at Union Bank & Trust in the amount of \$111,087.41 (which matures on February 16, 2019) to Edward Jones Financial. The motion passed unanimously (3-0-0).

VI. CONTRACT SERVICES

A. Grounds Maintenance: Mr. Gilbert noted that he had recently walked the community and noticed a few small areas (plants, ivy, etc.) that required pruning. He has reached out to Genesis and asked to have them trimmed.

B. General Maintenance: The Board noted the presence of numerous potholes which had developed in roads throughout the community during the winter and wanted to make sure plans to repair them were included in the upcoming paving project. Additionally, the Board had noted the presence of trash in some of the trees throughout the community as a result of recent high winds. Mr. Gilbert said he previously arranged for Genesis to come through the community to address this issue but said he would talk to them again if the Board thought there were areas that had been missed or overlooked.

- 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.
- D. Monument Sign Update:** Aspect Irrigation has completed work on the new lighting and is about 95% complete on the irrigation. Landscape beds must be installed before Aspect can finish. Aspect is requesting a progress payment. The invoice is attached in the Management Report (pg. 11). Kate is working to obtain additional proposals for electrical work. Kolb and CP Electric have provided proposals, which are attached in the Management Report (pgs. 12-14). The Board discussed the proposals from Kolb and CP Electric and noted some small changes to the proposals needed to be made. Mr. Gilbert was going to request the changes and report back to the Board once the proposals had been updated. Kate has provided a summary report, which is also attached in the Management Report (pgs. 15-18). Mr. Gilbert suggested the Board do two separate signs instead of doing one double-sided sign. The Board also reviewed proposals

MOTION: Mr. Glascock moved, Ms. Lathrop seconded, to approve progress payment #2 (as requested in Invoice # AI19-013) in the amount of \$10,000 to Aspect Irrigation for irrigation and lighting improvements made in the community. The motion passed unanimously (3-0-0).

MOTION: Ms. Lathrop moved, Ms. Weltens seconded, to approve quote from School Outfitters (as submitted in Quote # QUO11024932) for two single-sided signs with non-glare glass in the amount of \$4,263.32. The motion passed unanimously (3-0-0).

VII. OLD BUSINESS

- A. Tot Lots:** The Board discussed tot lot proposals from two companies (one from All Recreation of Virginia and another from Metro Recreation Inc.). The Board decided they preferred the proposal from All Recreation of Virginia for several factors, one of which was that it would allow them to take advantage of a 35% off sale for the lot package and installation. The Board agreed this was a good time to undertake a large project like this. The Board was prepared to approve the quote but noticed the quote had not been correctly discounted. They spoke with a representative from All Rec during the meeting, who said he would get the quote priced correctly and report back to Mr. Gilbert tomorrow.

B. Pool Management Services: No issues to report. Water level is being monitored to ensure no damage occurs due to freezing.

C. Genesis: The Board reviewed an amended proposal from Genesis for landscape improvements.

MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to approve the proposal from Genesis in the amount of \$44,701.00 for landscape improvements. The motion passed with Mr. Weltens abstaining (2-0-1).

VIII. NEW BUSINESS

A. Asphalt: Management has reached out to Engineering and Technical Consultants, Inc. (ETC) and Designs Unlimited regarding a proposal for condition assessment and phased contracting of asphalt milling and paving. The Board discussed the merits of having the condition assessment done and agreed it made sense to include based on the size and scope of the job. They agreed they wanted an opportunity to read through the quotes more carefully before making a decision, but that they did intend to move forward with re-doing the asphalt in the near future.

B. Monument Entrance Sign: Mr. Gilbert noted that the Monument Entrance Sign looked like it needed to be cleaned.

MOTION: Mr. Weltens motioned, Mr. Glascock seconded, to accept the proposal to have the Monument Entrance Sign cleaned at a cost not to exceed \$850. The Board asked Mr. Gilbert to inquire about using chemicals specifically designed for cleaning brick. The motion passed unanimously (3-0-0).

IX. RESIDENT & MISCELLANEOUS MATTERS

Two residents (who live on Regents Park Circle) attended the meeting but arrived after the meeting began.

X. EXECUTIVE SESSION

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to enter Executive session at 8:47 p.m. The motion passed unanimously (3-0-0).

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to exit Executive Session at 9:03 p.m. The motion passed unanimously (3-0-0).

XI. ADJOURNMENT

MOTION: Ms. Lathrop motioned, Mr. Weltens seconded, to deny the waiver request from the resident of 21792 Sappers Valley Terrace to waive legal fees and court costs. The Board agreed to waive the late fees on the condition that the resident submit payment in full for incurred legal fees and court costs. The motion passed unanimously (3-0-0).

MOTION: Ms. Lathrop motioned, Mr. Weltens seconded, to deny the request submitted in the Application for Architectural Modification by the resident of 45794 Mountain Pine Square. The Board is requesting that the homeowner find a product that matches her existing shutter. The motion passed unanimously (3-0-0).

MOTION: Ms. Lathrop motioned, Mr. Weltens seconded, to adjourn the meeting at 9:06 p.m. The motion passed unanimously (3-0-0).