

# APPROVED

**Cascades Park Homeowners Association, Inc.  
Board of Directors Meeting Minutes  
Monday, April 8, 2019 – 7:00 pm**

Clubhouse  
21811 Mornington Crescent Terrace  
Sterling, VA 20166

## **BOARD MEMBERS PRESENT**

Kevin Weltens	President
AJ Glascock	Vice President <i>{arrived at 7:27 p.m.}</i>
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**

Four homeowners

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

Mr. Weltens called the meeting to order at 7:03 p.m., noting the presence of quorum.

### **II. OPEN FORUM**

Four homeowners attended tonight's meeting. One resident (who lives on Mountain Pine Square) attended because she had submitted paperwork to request permission to remove the shutters from her home, which the Board denied. The homeowner stated that the shutters on her house were no longer available and was asking the Board to either: a) help her select replacement shutters that were compliant with the Board's specifications; or b) give her permission to remove all the shutters from her home.

Another group of residents (who live on Brondesbury Park Terrace) came to express concerns about homeowners leaving their trash cans out in front of their

homes. These homeowners also noted there was a problem with mice within the community. The Board said they would make a motion later in the meeting to have a Pest Control Service come and see if they could take steps to eliminate the rodent issue in the community.

One final homeowner expressed the same concern about trash and rodents as the residents from Brondesbury Park Terrace.

### III. COMMITTEE REPORTS

- A. **Covenants Committee:** Mr. Giede noted that a resident had asked to paint their door a color that would not be approved by the Board.
- B. **Website Committee:** Mr. Junnarkar noted that he had a draft of the document the Board would need to give to vendors in order to solicit bids from them for a new website. He had not yet had a chance to revise and finalize the document, and said he hoped to find time to do that sometime before next month's meeting.
- C. **Newsletter Committee:** Mr. Weltens had not yet completed the most recent version of the Community Newsletter.
- D. **Social Committee:** The Board noted that they needed to set a date for their annual pool party, and proposed Saturday, July 20<sup>th</sup>. The Board agreed to plan tentatively for the pool party on July 20<sup>th</sup>. They also noted that their annual Easter Egg Hunt would take place on Sunday, April 14<sup>th</sup>.

### IV. APPROVAL OF MINUTES

***MOTION: Ms. Lathrop moved, Mr. Glascock seconded, to approve the March 11, 2019 meeting minutes as amended. The motion passed with Mr. Giede and Mr. Junnarkar abstaining since they did not attend the March 11, 2019 meeting (3-0-2).***

### V. FINANCIAL MANAGEMENT

Management included the March 2019 Financial Summary Report in the Management Packet for review. Mr. Gilbert noted that there was another CD maturing in May, which the Board agreed to address at the next meeting.

VI. **CONTRACT SERVICES**

- A. Grounds Maintenance:** The Board noted that there was still trash scattered throughout the community. They asked Mr. Gilbert if Genesis had already cleaned up the trash in the community and Mr. Gilbert confirmed that they had cleaned up. The Board noted there were several areas throughout the community which looked like they had been overlooked. Mr. Gilbert agreed to follow up with Genesis.
- B. General Maintenance:** Mr. Weltens stated there appeared to be an issue with the lighting (specifically, with the timers which activate the lights) around the monument signs located at Victoria Station and Cascades Parkway.
- 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:** Management is working to obtain additional proposals for electrical work. Kolb and Power Systems Electric have provided proposals. The proposal received from Kolb was not accurate so they are going to resubmit a revised proposal. Additional proposals have been requested from R.A. Burgess Electric and Pro-Tech Service Company. Kate has provided a summary report, which was attached to the Board Packet for the Board to review.

Mr. Gilbert noted that he had spoken with a contractor who told him the transformers in the community from which the Board was planning to draw power from the new signs were at capacity and could not provide the power they would need to light the signs. Mr. Gilbert said one possible solution would be to convert the street lights throughout the community to LED lights, which would reduce the amount of power required to power the street lights, and free up power to light the new Monument Signs (in addition to reducing the community's energy costs going forward). Mr. Gilbert said he would make some preliminary inquiries on what such a project might look like and cost, and then report back to the Board.

- E. Trash Service:** Management is providing a one-year renewal proposal from American Disposal for trash service. The Board initially indicated an interest in acquiring additional bids for the community's trash service to make sure the prices they had been quoted were competitive, but then

decided they wanted to continue with American Disposal Services based on their track record with the company.

***MOTION: Mr. Glascock moved, Mr. Weltens seconded, to accept the one-year renewal proposal from American Disposal Services for the community's trash removal. The motion passed unanimously (5-0-0).***

## VII. OLD BUSINESS

**A. Tot Lots:** Order for new lot equipment has been placed with All Recreation. The Board intended to include this motion in the March minutes but needed a revised quote from All Recreation that correctly reflected the discount they expected. No ship date has been confirmed as of this report.

***MOTION: Ms. Lathrop moved, Mr. Glascock seconded, to accept All Recreation's revised proposal (Quote #ARVQ22954, Proposal #133-115315-3) for the two tot lots. The motion passed with Mr. Weltens abstaining (4-0-1).***

**B. Pool Management Services:** Premier Aquatics has removed the pool cover. The necessary paperwork for the permit has been provided to them as requested. The pool deck and club house are scheduled to be power washed on April 9<sup>th</sup>. Pool water will be cleaned once pool deck power wash has been completed. Pool furniture will be set out once power washing has been completed. Management will inspect pool furniture and condition of bathrooms and report to the Board. Pool passes and notices will be mailed this month. Premier Aquatics is providing a proposal for a few maintenance items.

***MOTION: Mr. Weltens moved, Mr. Giede seconded, to accept the proposal from Premier Aquatics (Proposal ID # 2873) in the amount of \$1,375.00 for the proposed pool repairs. The motion passed with Mr. Glascock abstaining (4-0-1).***

**C. Genesis:** Genesis has ordered plant material based on signed proposal for landscape improvements. They anticipate installation to occur this month. A report was attached to the Board Packet for this meeting for the Board to discuss.

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. Asphalt trails to be included in scope of work. Mr. Gilbert agreed to reach out to Fairfax Paving to have them come out to look at the community to determine the scope of the work.

IX. **RESIDENT & MISCELLANEOUS MATTERS**

A resident has raised concerns over the presence of groundhogs on HOA property behind her home. Management is providing the attached proposal for the Board to consider and discuss. Several residents also attended tonight's meeting and raised additional issues (which were detailed earlier in Open Forum).

X. **EXECUTIVE SESSION**

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to enter Executive session at 8:58 p.m. The motion passed unanimously (5-0-0).***

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to exit Executive Session at 8:59 p.m. The motion passed unanimously (5-0-0).***

XI. **ADJOURNMENT**

***MOTION: Ms. Lathrop motioned, Mr. Weltens seconded, to adjourn the meeting at 9:00 p.m. The motion passed unanimously (5-0-0).***