

**Cascades Park Homeowners Association, Inc.
Board of Directors
Meeting Minutes
Monday, November 12, 2018 – 7:00 pm**

Clubhouse
21811 Mornington Crescent Terrace
Sterling, VA 20166

BOARD MEMBERS PRESENT

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| Kevin Weltens | President |
| Heidi Lathrop | Treasurer |
| Stefan Giede | Secretary |
| Rajdeep Junnarkar | Member at Large |

BOARD MEMBERS ABSENT

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| AJ Glascock | Vice President |
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MANAGEMENT ATTENDEES

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

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| Kate Davidson | |
| Paul Bjorlo | Recording Secretary, Notable Minutes, Inc. |

HOMEOWNERS PRESENT

None

I. CALL TO ORDER & VERIFICATION OF QUORUM

Mr. Weltens verified quorum and called the meeting to order at 7:02 p.m.

II. OPEN FORUM

No residents attended the meeting

III. COMMITTEE REPORTS

- a. **Covenants Committee:** No items were discussed.
- b. **Website Committee:** Mr. Junnarkar noted that he had not been able to move forward with the website but is hoping to work on it during the holidays and into January of 2019.
- c. **Newsletter Committee:** Mr. Weltens commented that he had nearly completed the newsletter as of tonight's meeting but wanted to make sure

he could incorporate the content of tonight's discussions before finalizing it.

IV. APPROVAL OF MINUTES

MOTION: Ms. Lathrop motioned, Mr. Weltens seconded, to approve the October 8, 2018 meeting minutes as submitted. The motion passed unanimously (3-0-0).

V. FINANCIAL MANAGEMENT

Nothing was discussed. Management included the October 2018 Financial Summary Report in the Management Packet for review.

VI. CONTRACT SERVICES

- a. **Grounds Maintenance:** No issues to report related to Genesis. October report was included in Management Packet for review.
- b. **General Maintenance:** No issues to report. Tennis court lock has been fixed and seems to be working now.
- c. **Signal 88 Patrol:** No issues to report. Management continues to provide patrol reports. Issues raised by residents and board members have been addressed with the vendor.

VII. OLD BUSINESS

- a. **Tot Lots:** Management stated that bids were being gathered for work on the Tot Lots and he would report back to the Board once he received them.
- b. **Pool Management Services:** No new items were discussed. Management is working to obtain additional bids for this work. The Board had previously inquired about fee increases that Dominion Station may be facing. They are in a multi-year agreement and anticipate no fee increase for 2019.

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to approve the 2019 pool season contract. The motion passed unanimously (4-0-0).

- c. **Winter Clean-Up Proposal:** No new items were discussed. Management had previously provided a proposal for the Board to review. Board had asked for confirmation regarding whether cost of debris

removal was included. An amended proposal was included in the Management Packet which included debris removal at no additional cost.

- d. **Tree-Removal Proposal:** No new items were discussed. Management provided a proposal from Sav-A-Tree for removal of the pine tree located on Brondesbury Park Terrace.

MOTION: Mr. Weltens motions, Mr. Giede seconded, to accept the proposal from Genesis Landscapes for \$3,785 for the removal of dead ash trees at Wembley Central and Livingstone Station St. The motion passed unanimously (4-0-0).

MOTION: Mr. Giede motioned, Ms. Lathrop seconded, to accept the proposal from Sav-A-Tree for tree removal at Brondesbury Park Terrace in the amount of \$1,812. The motion passed unanimously (4-0-0).

- e. **Snow Removal:** Management contacted Genesis Landscapes to see if they were able to offer a snow removal contract that was less expensive than (but with equal levels of service to) their current snow removal company (Fairfax Paving). The quote he received from Genesis was more expensive.

VIII. NEW BUSINESS

- a. **Master Plan (Signage, Grounds, Irrigation & Lighting):** Kate Davidson attended the meeting to discuss the master plan for upgrading the above elements of Cascades Park. She noted several changes to the proposals since the April 2018 meeting, and presented some of those changes to the Board. The Board asked Ms. Davidson to confirm that the quotes she presented included any cost associated with routing / installing electricity to power the new community signs. Ms. Davidson agreed to confirm and report back to the Board. The Board also asked Ms. Davidson about the cost to make the new signs digital (as opposed to the traditional, non-electronic signs). The Board also expressed their desire to have the new sign complement the existing sign at the community entrance.

Ms. Davidson gathered quotes from two separate vendors for new community signs so far. The one quote was from Diversified Contractors in the amount of \$37,900 (which did not include any fees for permitting). The second quote, which came from The King's Masons, Inc., was in the amount of \$25,272 (after some discounts for winter work) and did include

costs for permitting. The Board again discussed options for the placement of the community entrance sign.

Ms. Davidson said she would gather bids for the following: a) the open space planting at the tot lot between Mountain Pine Square and Smoketree Terrace; b) wood line pruning throughout the property; c) Cherry Laurel hedge between Tot Lot and Mornington Crescent Terrace; and d) street tree planting at Victoria Station and Shagbark Terrace, and along Cascades Parkway. This information will be presented to the Board at the January 2019 meeting.

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to accept the proposal from Aspect Irrigation and Lighting for signage projects I and II, not to exceed \$60,000. The motion passed unanimously (4-0-0).

MOTION: Mr. Weltens motioned, Mr. Giede seconded, to accept the proposal from King's Mason, Inc. for the community board sign (to be located at the corner of Victoria and Blossom), not to exceed \$16,000. The motion passed unanimously (4-0-0).

MOTION: Mr. Weltens motioned, Mr. Junnarkar seconded, to accept the proposal from King's Mason, Inc. for the Monument sign (to be located at the corner of Blossom and Waterloo), not to exceed \$17,000. The motion passed with Mr. Giede abstaining (3-0-1).

IX. RESIDENT & MISCELLANEOUS MATTERS

No residents attended the meeting, nothing was discussed.

X. EXECUTIVE SESSION

MOTION: Mr. Weltens moved, Mr. Giede seconded, to adjourn the Regular Session at 9:05 p.m. and move into Executive Session to discuss owner accounts and other personnel information. The motion passed unanimously (4-0-0).

MOTION: Mr. Junnarkar motioned, Ms. Lathrop seconded, to exit Executive Session at 9:09 p.m. and return to Regular Session at 9:14 pm. The motion passed unanimously (4-0-0).

ACTIONS TAKEN IN EXECUTIVE SESSION

MOTION: Mr. Weltens motioned, Mr. Giede seconded, to agree with Rees Broome's payment plan recommendation (reference # 2181386_2). The motion passed unanimously (4-0-0).

MOTION: Mr. Weltens motioned, Mr. Giede seconded, to agree with Rees Broome's payment plan recommendation (reference # 2192614_2). The motion passed unanimously (4-0-0).

MOTION: Mr. Weltens motioned, Mr. Giede seconded, to approve the request to waive late fees for account # 1033026501 in the amount of \$60.00. The motion passed unanimously (4-0-0).

XI. ADJOURNMENT

MOTION: Mr. Weltens motioned, Mr. Junnarkar seconded, to adjourn the meeting at 9:18 p.m. The motion passed unanimously (4-0-0).