

**Cascades Park Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, May 13, 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

Three homeowners

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 homeowners (who live on Smoketree) said they had been receiving threatening letters from Management regarding the condition of their property (in reference to overgrowth of grass and weeds in their yard and a step in front of their home, for example) and were disappointed that they had received such correspondence from Management yet not received any sort of welcome when they arrived in the neighborhood originally. Mr. Weltens expressed his appreciation for their attendance at the meeting and explained that all the Board needed from them was some sort of commitment that the issues for which they had been cited would be resolved within a reasonable amount of time. The homeowner agreed to resolve the issues within the next 10 days (weather permitting). These homeowners also said they had received a citation an error

from Management (as the picture included in the citation they received was not their home). The Board assured the resident it would review the violation notice and resolve the issue if it was, in fact, a mistake.

Another resident (who lives on Victoria Station Drive) said she is feeling ignored by the HOA because she has reached out to Management on a number of occasions about a groundhog infestation that is on HOA property adjacent her unit. Mr. Weltens said they appreciated the additional information the resident had come to provide and assured the resident that the Board would re-examine her request for help with the animals.

III. COMMITTEE REPORTS

- A. Covenants Committee:** Mr. Giede said all applications that had been submitted to the Board had been evaluated and approved. Most of the applications related to standard issues.
- B. Website Committee:** Mr. Junnarkar did not attend the meeting but sent an e-mail saying he was continuing the work of gathering pricing and information about the website.
- C. Newsletter Committee:** Mr. Weltens noted that he had recently sent the latest edition of the newsletter to the community.
- D. Social Committee:** The Board agreed to confirm Saturday, July 20th as the date for this year's annual pool party. Ms. Lathrop said she had been fully reimbursed for all expenses incurred related to planning the community's Easter Egg Hunt.

IV. APPROVAL OF MINUTES

MOTION: Mr. Glascock moved, Mr. Giede seconded, to approve the April 8, 2019 meeting minutes as submitted. The motion passed unanimously (4-0-0).

V. FINANCIAL MANAGEMENT

Management included the April 2019 Financial Summary Report in the Management Packet for review. Mr. Gilbert noted that the Board has a CD (in the amount of \$106,608.81) at Atlantic Union Bank which matured on May 9, 2019. The Board asked Mr. Gilbert to roll the funds over to Edward Jones.

MOTION: Mr. Weltens moves, Mr. Glascock seconds, to approve the transfer of funds from the CD at Atlantic Union Bank (in the amount of \$106,608.81) to Edward Jones. The motion passed unanimously (4-0-0).

VI. **CONTRACT SERVICES**

A. Grounds Maintenance: Genesis has completed installation of the new plants and Kate has confirmed the same. Plants installed near the tot lot (Smoketree) will need to be hand-watered. Genesis has been instructed to water as needed. No issues to report related to regular mowing, etc. (monthly report was attached to the Board Packet for review). Management was made aware by pool contractor that Genesis had left the service gate unlocked and open. Management has conferred with Genesis regarding this matter. Genesis is providing a proposal for weed control in sidewalks (their proposal is included in the Board Packet for discussion).

MOTION: Mr. Weltens moved, Mr. Glascock seconded, to accept the Genesis' Proposal in the amount of \$750 for pre-treatment of weeds (Option #1). The motion passed unanimously (4-0-0).

B. General Maintenance: Management is working to obtain bids for a variety of maintenance items located within and around the clubhouse. Supporting documentation has been attached to the Board Packet for review. Mr. Gilbert noted that there was a fair amount of rust on the fence surrounding the pool. He noted that the steel parts of the fence would need to be prepped, primed, and painted. He had gathered several quotes (most of which were included in the Board Packet for review and discussed by the Board during the meeting).

MOTION: Mr. Weltens moved, Mr. Giede seconded, to approve an expenditure not to exceed \$9,740 to have the exterior pool fencing sanded and painted. The motion passed unanimously (4-0-0).

Mr. Gilbert also noted that there were several other items within the clubhouse (such as exterior doors, bathroom walls, and emergency lights) that were in need of attention, which the Board discussed strategies for addressing.

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. Signal 88 has been informed to alert

Management to illegal parking of commercial vehicles within the community. Board has instructed SFMC to facilitate towing of same. Signal 88 is providing a renewal agreement for the Board to review.

- D. Monument Sign Update:** Management has submitted the necessary paperwork with Dominion Virginia Power to obtain electrical service for the new monument sign. No response from DVP as of this report. We are on hold until a response is received from DVP. Management will follow up with the board as information becomes available.
- E. Trash Service:** American Disposal continues to have staffing issues which are resulting in missed or delayed trash collection. Management has requested a prorated credit for missed service days and will apply the credit to future invoices received from ADSI.
- F. Pool Management:** Premier Aquatics received approval to obtain the list of required parts and supplies needed for the pool to be made ready. The pool has been cleaned and filled. Pool passes have been mailed. Pool deck has been cleaned.
- G. Irrigation Service:** Aspect Irrigation has completed installation of the expanded system and has turned all systems on for the season. Management has requested a proposal for irrigating those areas which are currently not being irrigated. Management will forward the proposal to the Board once they receive it.

VII. **OLD BUSINESS**

- A. Tot Lots:** Tot lot equipment is tentatively scheduled for installation this month. Management is waiting to hear from rep regarding pre-installation meeting.
- B. Asphalt:** Management has obtained a scope of work and proposal from Fairfax Paving, which it included in the Board Packet for the Board to discuss.

VIII. **NEW BUSINESS**

- A. Shared Use Agreement:** The Shared Use Agreement currently in place is set to expire in October of this year. Mr. Gilbert noted that any renewal of this agreement will not begin affecting pool use until 2020.

IX. RESIDENT & MISCELLANEOUS MATTERS

Nothing to discuss at this time.

X. EXECUTIVE SESSION

MOTION: Mr. Weltens motioned, Mr. Giede seconded, to enter Executive session at 8:43 p.m. The motion passed unanimously (4-0-0).

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to exit Executive Session at 9:12 p.m. The motion passed unanimously (4-0-0).

MOTION: Mr. Weltens motioned, Mr. Giede seconded, to approve the request to waive late fees in the amount of \$60 for account # 103304620. The motion passed unanimously (4-0-0).

XI. ADJOURNMENT

MOTION: Ms. Lathrop motioned, Mr. Weltens seconded, to adjourn the meeting at 9:14 p.m. The motion passed unanimously (4-0-0).