

**Cascades Park Homeowners Association, Inc.  
Board of Directors Meeting Minutes  
Monday, June 10, 2019 – 7:00 pm**

Clubhouse  
21811 Mornington Crescent Terrace  
Sterling, VA 20166

**BOARD MEMBERS PRESENT**

AJ Glascock	Vice President
Heidi Lathrop	Treasurer
Stefan Giede	Secretary

**BOARD MEMBERS ABSENT**

Kevin Weltens	President
Rajdeep Junnarkar	Member at Large

**MANAGEMENT ATTENDEES**

Dana Merch	Community Manager, SFMC, Inc.
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**OTHER ATTENDEES**

Andrew Wheeler	Battlefield Towing
Paul Bjorlo	Recording Secretary, Notable Minutes, Inc.

**HOMEOWNERS PRESENT**

Five homeowners from three separate households (each of whom live on Mountain Pine Square) attended tonight's meeting.

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

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

**II. OPEN FORUM**

One homeowner had a concern regarding the availability of visitor parking spaces throughout the community. She said this issue was particularly prevalent in the areas at Redmond and Shortleaf. Another homeowner cited renters in the community as contributing to the parking issue, noting also that the community bylaws prohibit homeowners from renting rooms to renters. A third homeowner asked what could be done to better enforce the community's policies prohibiting rental of rooms and spaces in homes. Ms. Merch noted that there is a division of Loudoun County (Code Enforcement) who can be

contacted and made aware of homeowners who are violating the community's rental policies.

Another homeowner (who lives on Mountain Pine Square) let the Board know that there is a tree down on her property that she has reached out to the Board and asked them to remove. This same homeowner also let the Board know that there are residents in the community who are leaving their trash cans out in front of their homes for several days after the trash is collected.

- III. GUEST SPEAKER** – At the direction of the Board, management invited Andy Wheeler of Battlefield Towing to discuss options related to vehicle patrol. He stated that he had driven through the community prior to the meeting and said there are Battlefield Towing signs in the community. He commented that the community had a contract with Battlefield Towing that had been signed in 2007. Mr. Wheeler explained if the community signed a new contract with Battlefield Towing, he could update the signs in the community. He further explained that the contract is not binding and can be cancelled within 30 days. Mr. Wheeler also suggested using hang tags which would make the parking policies easier to enforce and might help alleviate some of the issues homeowners had expressed. The Board discussed the possibility of eliminating overnight parking spaces in these locations to alleviate the problem, but also noted that they wanted to wait until the following meeting (at which point all Board members would be present) to make a motion proposing such a change. Mr. Wheeler left a sample agreement with SFMC for distribution to the Board.

**IV. COMMITTEE REPORTS**

- A. Covenants Committee:** Mr. Giede reported all of the applications he received were completed with the exception of the ones that were submitted in the last three days. All recent applications have been approved.
- B. Website Committee:** Mr. Junnarkar did not attend tonight's meeting.
- C. Newsletter Committee:** Nothing was discussed.
- D. Social Committee:** Vendor payments have been processed for Dee Vinchey Entertainment, Big Country Amusements, and Sammy's Rentals. Additional lifeguards have been secured. Services for TYL and CP Electric are scheduled. Irrigation system in the affected area will be turned off for the day of the event. Miss Utility will be called prior to the event to ensure there are no issues with putting tent stakes in the ground.

Genesis will mow the Friday prior to the date of the party. The Board agreed that they wanted to send color notifications to all 523 community residents about the annual pool party, and Ms. Lathrop volunteered to take care of having the invitations printed.

## V. APPROVAL OF MINUTES

***MOTION: Mr. Giede moved, Mr. Glascock seconded, to approve the May 13, 2019 meeting minutes as submitted. The motion passed unanimously (3-0-0).***

## VI. FINANCIAL MANAGEMENT

Management included the May 2019 Financial Summary Report in the Management Packet for review.

## VII. CONTRACT SERVICES

- A. Grounds Maintenance:** Genesis has provided several proposals to address some enhancements within the community and a proposal for hand-watering. The Board agreed to table the discussion of the enclosed Genesis proposals until the next meeting when all Board members could be present to vote.
- 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 based on recommendations made by Sherwin Williams representative.
- 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. Parking along Shortleaf and Redmond continues to be an issue.
- D. Monument Sign Update:** Management has submitted the necessary paperwork with Dominion Virginia Power to obtain electrical service for the new monument sign. Dominion Virginia Power reports to management that they anticipate having design documents available in the coming weeks. 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. The total credit amount for the missed day, May 3<sup>rd</sup>, was \$319.90. A draft contract was sent to ADSI for signature. It had not been received by SFMC as of the date of this meeting. There are no additional issues to report at this time.
- F. Pool Management:** The electric motor that drives the pump for the baby pool had to be replaced. There are no additional issues to report at this time.
- G. Irrigation Service:** No new issues to report at this time. All systems are on and functioning.

#### **VIII. OLD BUSINESS**

- A. Tot Lots:** Tot lot equipment is tentatively scheduled for installation on June 13th. Pre-installation meeting with Bert Weltens of All Recreation occurred on May 31<sup>st</sup>. All Rec has been placed in touch with grounds and irrigation contractors. TYL will post signs restricting parking. The Board agreed that this needed to be done as soon as possible to ensure residents had proper notice of work to be done.
- B. Asphalt:** Management has obtained a revised scope of work and proposal from Fairfax Paving. Review and discussion of this scope must take place before management puts it out to bid. Management will confirm the scope for the concrete work and then contact additional vendors to secure bids.

#### **IX. NEW BUSINESS**

- A. Shared Use Agreement:** The Shared Use Agreement currently in place is set to expire in October of this year. Management noted that there is a significant gap between what Cascades Place is currently paying and what they want to pay. They plan to continue negotiations.

#### **X. RESIDENT & MISCELLANEOUS MATTERS**

Nothing to discuss at this time.

## XI. EXECUTIVE SESSION

***MOTION: Mr. Glascock motioned, Mr. Giede seconded, to enter Executive session at 8:45 p.m. The motion passed unanimously (3-0-0).***

***MOTION: Mr. Glascock motioned, Mr. Giede seconded, to exit Executive Session at 8:53 p.m. The motion passed unanimously (3-0-0).***

***MOTION: Mr. Glascock motioned, Mr. Giede seconded, to approve the request to reimburse \$45.00 to the account ending in 567 (who was improperly charged a check return fee). The motion passed unanimously (3-0-0).***

***MOTION: Mr. Giede motioned, Mr. Glascock seconded, to begin assessing fees in accordance with the Virginia State Statutes to the resident of 21780 Tottenham Hale Court (a written notification of a hearing during this meeting was sent to the homeowner, but the homeowner did not attend the meeting). The motion passed unanimously (3-0-0).***

## XII. ADJOURNMENT

***MOTION: Mr. Glascock motioned, Ms. Lathrop seconded, to adjourn the meeting at 8:55 p.m. The motion passed unanimously (3-0-0).***