

**Cascades Park Homeowners Association, Inc.  
Board of Directors Meeting Minutes  
Monday, July 8th, 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
Rajdeep Junnarkar	Member at Large

**BOARD MEMBERS ABSENT**

No Board members were absent.

**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 homeowners (one of whom lives on Cypress Valley and the other lives on Paddington Station Terrace) attended tonight's meeting.

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

Mr. Weltens called the meeting to order at 7:02 p.m., noting the presence of quorum.

**II. OPEN FORUM**

Four homeowners from three separate households attended tonight's meeting. One of them thanked the Board for the extension they gave her on painting her house (as she had just moved back to the community) and expressed her concern about the availability of parking near her house.

### III. COMMITTEE REPORTS

- A. Covenants Committee:** Mr. Giede reported that all applications he received recently had been approved.
- B. Website Committee:** Mr. Junnarkar stated he has been working with vendors on specifications for a Cascades Park website. He noted that the primary vendor is offering design and development services as part of their quote. He will work with the vendor to finalize their proposal and report back to the Board once it was completed.
- C. Newsletter Committee:** Mr. Weltens said he is working on the next iteration of the newsletter.
- 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. Ms. Lathrop noted that roughly 30 families have RSVP'd for the pool party but that they expect a number of families to show up who will not have RSVP'd. Ms. Lathrop will be making arrangements for the pizza, beverages and ice shortly. Mr. Giede has ordered the gifts that will be distributed.

### IV. APPROVAL OF MINUTES

***MOTION: Ms. Lathrop moved, Mr. Glascock seconded, to approve the June 10, 2019 meeting minutes as amended. The motion passed with Mr. Weltens and Mr. Junnarkar abstaining (3-0-2).***

### V. FINANCIAL MANAGEMENT

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

### VI. CONTRACT SERVICES

- A. Grounds Maintenance:** Genesis has provided several proposals to address some enhancements within the community and a proposal for hand-watering.

***MOTION: Mr. Weltens moved, Mr. Glascock seconded, to approve the two proposals (totaling \$1,075.00) from Genesis Landscapes to remove and dispose of the 5" pear tree across from the tennis courts along Blossom, the pile of branches from the dead tree near the corner of Blossom and Victoria Station, and the pine tree across from the pool at the side of the storm pond. The motion passed unanimously (5-0-0).***

***MOTION: Mr. Giede moved, Mr. Weltens seconded, to approve the proposal from Genesis Landscapes to complete hand-watering within the community. The motion passed unanimously (5-0-0).***

- 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 based on recommendations made by Sherwin Williams representative.

***MOTION: Mr. Weltens moved, Mr. Giede seconded, to approve the proposal for painting the fencing around the swimming pool, the pool and the bathhouses (doors and floors) in an amount not to exceed \$16,000. The motion passed unanimously (5-0-0).***

- 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 continue 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 the project has received approval.

***MOTION: Mr. Giede moved, Mr. Glascock seconded, to approve the proposal from Dominion Energy Virginia (as outlined in work request # 10285323) for the installation of commercial customer meter service at Victoria Station Drive and Blossom Drive. The motion passed unanimously (5-0-0).***

- 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 review. Management is working to obtain final draft for Board review.

**F. Pool Management:** Management was made aware by a resident that the lifeguards were spending time on their phones. Area manager was immediately contacted to address this with the lifeguards. There are no other issues to report at this time.

**G. Irrigation Service:** No new issues to report at this time. All systems are on and functioning.

## **VII. OLD BUSINESS**

**A. Tot Lots:** The tot lots at both the Club House and Mountain Pine have been completed and are now opened.

**B. Asphalt:** Management is working to obtain multiple proposals for mill and pave of asphalt in townhome section of the community. No action at this time.

## **VIII. 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.

## **IX. RESIDENT & MISCELLANEOUS MATTERS**

Nothing was discussed during the meeting.

## **X. EXECUTIVE SESSION**

***MOTION: Mr. Weltens motioned, Mr. Glascock seconded, to enter Executive session at 8:20 p.m. The motion passed unanimously (5-0-0).***

***MOTION: Mr. Weltens motioned, Mr. Glascock seconded, to exit Executive Session at 8:41 p.m. The motion passed unanimously (5-0-0).***

***MOTION: Mr. Weltens motioned, Mr. Giede seconded, to accept the attorney's recommendation to deny the owner's (acct # 103305080) request to waive legal fees and administrative fees, and to waive the late fees on the condition that the owner submit payment for the remainder of the outstanding balance in full. The motion passed unanimously (5-0-0).***

***MOTION: Mr. Weltens motioned, Mr. Giede seconded, to accept the attorney's recommendation to conduct a bank account search for the homeowner (acct # 103301630). The motion passed unanimously (5-0-0).***

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to approve the purchase of two (2) gift cards in the amount of \$20 for the two homeowners on Mountain Pine who allowed the Board to use water from their houses during installation of the tot lots. The motion passed unanimously (5-0-0).***

#### **XI. ADJOURNMENT**

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to adjourn the meeting at 8:52 p.m. The motion passed unanimously (5-0-0).***