

APPROVED

**Cascades Park Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, August 12, 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

Two homeowners 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

One homeowner asked the Board for an update on the community's parking situation. Mr. Weltens told the homeowner that the Board was currently working with both Management and with the police to ensure parking policies are enforced throughout the community. The homeowner said they continue to notice several cars parked in violation of the community's parking policies and asked the Board to continue working to ensure its parking policies are enforced.

The homeowner also asked if it would be possible to have the police patrol the community because people are speeding (particularly in the single-family

home areas). The Board informed the homeowner that they should notify police when they see people speeding and that the police should be able to respond.

The homeowner also asked for an update on one of their neighbors who has continued leaving trash on their front porch and has roof damage they have acknowledged but not taken steps to resolve. The homeowner said she believed the roof damage on the neighbor's house was causing damage to her house.

The other attending homeowner reported that she had an issue with mice during the previous winter. She noted she had spent a significant amount of money on having her house sealed up by a pest control company and continues to spend on quarterly exterminator treatments to keep the mice out of her home. This same homeowner noted that there was a tree in front of her neighbor's home that needed to be trimmed. She has spoken to the neighbor about having it trimmed but has not responded to her most recent inquiry.

III. COMMITTEE REPORTS

- A. Covenants Committee:** Mr. Giede reported that all applications he received recently had been approved. He said there was one opened application (which he expected to address this week) that was outstanding, but that everything else recently had been addressed.
- B. Website Committee:** Mr. Junnarkar did not attend tonight's meeting. Nothing was discussed
- C. Newsletter Committee:** Mr. Weltens said he is working on the next iteration of the newsletter. He said he was working on a fall edition of the Newsletter and hoped to have it ready soon.
- D. Social Committee:** Ms. Lathrop said there were roughly 340 people who signed in at the pool party, and several more who attended but did not sign in. She estimated, including vendors, there were about 360 people at the pool party and reported it had gone very smoothly. Ms. Lathrop reminded the Board that they need to continue working to refine their system for pool passes.

IV. APPROVAL OF MINUTES

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

V. FINANCIAL MANAGEMENT

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

VI. CONTRACT SERVICES

A. Grounds Maintenance: No issues to report.

MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to approve the proposal from Genesis Landscapes in the annual amount of \$85,585.00 to renew their landscaping service agreement for the next two years. The motion passed unanimously (4-0-0).

B. General Maintenance: No issues to report. SFMC will look into sign improvements (such as lighting and painting) near the pool. Mr. Glascock reported the lights were out on the Monument sign and the traffic light has been going out recently at the intersection of Cascades Parkway and Victoria Station.

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. VDOT or Loudoun County Liaison have responded. Mr. Glascock also asked the Board if they planned to do anything about the parking near the intersection of Shortleaf and Redmond.

MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to have the inbound lanes (the west side of each road) on Redmond and Shortleaf designated as fire lanes to facilitate access for emergency vehicles. The motion passed unanimously (4-0-0).

D. Monument Sign Update: R.A. Burgess scheduled to set service on August 12th. Management is working to obtain electrical bids to run

service from the service pole to proposed sign location. No action required. Mr. Gilbert reported that there had been a delay because Ms. Utility had not yet come out to mark the ground. He will continue working to move things along on this front and hopes to have the service set within the week.

E. Trash Service: No issues to report. Mr. Gilbert noted that he had recently received the contract proposal from American Disposal that he would e-mail to the Board for review.

F. Pool Management: No issues to report.

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

VII. OLD BUSINESS

A. Asphalt: Management is working to obtain proposals for mill and pave of asphalt in townhome section of the community. Mr. Weltens asked that the Board continue to work on proposals for repaving the community so that they can finalize an agreement as soon as possible (and work toward the goal of beginning work on that project in Spring of 2020).

B. Painting: Previously discussed painting proposals. Final drafts attached to Management Packet for discussion.

MOTION: Mr. Weltens moved, Mr. Glascock seconded, to approve the proposal from TYL Remodeling to complete painting of the pool house fence and bathrooms in the amount of \$15,814.80. The motion passed unanimously (4-0-0).

C. Shared Use Agreement (Cascades Place Condominiums' use of pool): The shared use agreement currently in place is set to expire in October of this year.

VIII. NEW BUSINESS

A. Irrigation: Aspect Irrigation has provided a proposal for expansion of the existing irrigation system to include the areas adjacent to the Mountain Pine and Smoketree Terrace Tot Lots.

MOTION: Ms. Lathrop moved, Mr. Giede seconded, to approve the proposal from Aspect Irrigation in the amount of \$15,800.00 for expansion of their current irrigation system. The motion passed unanimously (4-0-0).

IX. RESIDENT & MISCELLANEOUS MATTERS

Nothing was discussed during the meeting.

- X. EXECUTIVE SESSION** – All matters concerning Legal, Collections, Homeowner Violations, Accounts, Account Delinquencies, and Homeowner Correspondence will be discussed in executive session.

MOTION: Mr. Weltens motioned, Mr. Glascock seconded, to enter Executive session at 8:57 p.m. The motion passed unanimously (4-0-0).

MOTION: Mr. Weltens moved, Mr. Glascock seconded, to exit executive session and return to regular session at 9:02. The motion passed unanimously (4-0-0).

MOTION: Mr. Weltens moved, Mr. Glascock seconded, to apply recurring fees of \$10 per day per violation to the homeowners of acct # 103301170. The motion passed unanimously (4-0-0).

XI. ADJOURNMENT

MOTION: Mr. Giede motioned, Ms. Lathrop seconded, to adjourn the meeting at 9:03 p.m. The motion passed unanimously (4-0-0).