

**Cascades Park Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, January 13, 2020 – 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

Teresa Barth	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 7:00 p.m., noting the presence of quorum.

II. OPEN FORUM

One homeowner told the Board that she had reached out previously to figure out who is supposed to mow the grass behind her home. The woman (who lives on Regents Park Circle) said she had noticed people who looked like landscapers in the area in question previously but said it didn't appear as though they had done much work while they were there. This same homeowner also asked who was responsible for the land beyond the grassy area she was describing and asked the Board to ensure the area was being maintained. The Board informed the homeowner that they were unsure who was responsible for the areas in question.

The other homeowner (who lives on Turnham Green Court) said there was a crack in the apron of his driveway and asked the Board whether or not he was responsible for fixing it. The Board told him that he was responsible for fixing the apron.

III. COMMITTEE REPORTS

A. Covenants Committee: Mr. Giede stated that all submitted applications have been approved (except for one which is currently pending). He said he expects this pending application to be approved as well but said there were a few signatures missing before the application will be complete.

B. Website Committee: Nothing was discussed.

C. Newsletter Committee: Mr. Weltens sent the latest newsletter out at the end of last year. He is working on another newsletter to send out at some point in the spring.

D. Social Committee: Ms. Lathrop said that the Social Committee had done their two crafts sessions recently. She said they had been well-attended and that several of the people who attended said they enjoyed the event. Ms. Lathrop did ask the Board if it would be possible to host functions using the clubhouse where they could allow attendees to bring alcohol. She also said the Social Committee was planning to explore the possibility of hosting events that coincided with Easter and Earth Day as well.

IV. APPROVAL OF MINUTES

MOTION: Mr. Giede moved, Mr. Weltens seconded, to approve the November 12, 2019 meeting minutes as submitted. The motion passed unanimously (4-0-0).

V. FINANCIAL MANAGEMENT

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

VI. CONTRACT SERVICES

A. Grounds Maintenance: No issues to report. The Board asked Mr. Gilbert to verify that the winter clean-up services they have paid for have

been or will be completed in accordance with the contract they signed for this service.

B. General Maintenance: No issues to report.

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.

D. Trash Service: No issues to report.

E. Pool Management: No issues to report. Materials for pool furniture repair are on order and those repairs are expected to be completed prior to the opening of the pool for the upcoming pool season.

F. Irrigation Service: No issues to report.

VII. OLD BUSINESS

A. Asphalt: Management is working with the vendor to arrange for a site visit for purposes of verifying areas of concrete replacement. Mr. Gilbert noted that the contracts for this work have been signed and that the vendor is planning to begin work sometime in the spring.

B. Monument Sign Update: Kate has provided additional information for the Board to consider.

C. Landscape Lighting: Aspect Irrigation is providing an updated proposal for the Board's consideration. Additionally, proposals are included for electrical work.

MOTION: Mr. Glascock moved, Mr. Weltens seconded, to approve the proposals from CP Electric to install lighting at Blossom and Victoria Drive for \$11,600 and on Shagbark for \$7,800. The motion passed unanimously (4-0-0).

VIII. NEW BUSINESS – There is presently no new business to discuss.

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 8:28 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 8:38 p.m. The motion passed unanimously (4-0-0).

XI. ADJOURNMENT

MOTION: Mr. Glascock motioned, Mr. Weltens seconded, to adjourn the meeting at 8:39 p.m. The motion passed unanimously (4-0-0).