

**Cascades Park Homeowners Association, Inc.  
Board of Directors Meeting Minutes  
Monday, October 14, 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
Teresa Barth	Member at Large

**BOARD MEMBERS ABSENT**

Stefan Giede	Secretary
--------------	-----------

**MANAGEMENT ATTENDEES**

Larry Gilbert	Community Manager, SFMC, Inc.
---------------	-------------------------------

**OTHER ATTENDEES**

Paul Bjorlo	Recording Secretary, Notable Minutes, Inc.
-------------	--

**HOMEOWNERS PRESENT**

Two homeowners attended tonight's meeting.

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

Mr. Weltens called the meeting to order at 7:03 p.m., noting the presence of quorum.

**II. OPEN FORUM**

One homeowner (who lives on Cypress Valley) said she and several other people in her area had expressed concern about the size of a speedbump near her home. She asked if it would be possible to replace the short, higher speedbumps with a speed hump that is lower and wider. Mr. Gilbert let her know that replacing the speedbumps throughout Cascades Park will be part of the proposal for fixing the concrete within the community (on which the Board is currently working with the goal of beginning the project in the spring of 2020).

The other homeowner in attendance (who lives on Brondesbury) reported she was still having issues with her neighbor (whose damaged roof she says is causing issues in her home). Mr. Gilbert said the Board has sent those residents multiple pieces of mail (including a certified letter which was returned) and has not been able to get a response from them. The homeowner let them know that she has involved the county in this matter, and since then, the neighbor has cut their grass and cleaned the trash off their deck.

### III. COMMITTEE REPORTS

**A. Covenants Committee:** Nothing was discussed.

**B. Website Committee:** Ms. Barth suggested the Board could use an application called Mail Chimp (which the Board is currently using in some capacity) to integrate their communications with Facebook and Instagram. The Board discussed how they could better utilize this application (in addition to another application called "Association Voice") to accomplish their communication goals. They also suggested it might be worth paying for one (or some combination of both) of these services to test them out for a year. Mr. Weltens asked Ms. Barth to take whatever action was necessary to subscribe to this service.

**C. Newsletter Committee:** Mr. Weltens said he is working on an iteration of the newsletter for October which can be sent out in November. He said by delaying the distribution of the newsletter would allow them to include information about the Annual Budget (once it has been approved), the plan for repaving the community, tot lot updates, and other items that are in progress.

**D. Social Committee:** Ms. Lathrop stated the Social Committee was interested in exploring possibilities for doing some sort of community social functions prior to the end of 2019, most likely one event to coincide with Halloween and another in December.

***MOTION: Mr. Glascock moved, Mr. Weltens seconded, to approve an expenditure by the Social Committee (not to exceed \$1,900) to fund two holiday social functions prior to the end of 2019. The motion passed unanimously (4-0-0).***

#### IV. APPROVAL OF MINUTES

***MOTION: Ms. Lathrop moved, Mr. Weltens seconded, to approve the August 12, 2019 meeting minutes as submitted. The motion passed with Ms. Barth abstaining (3-0-1).***

#### V. FINANCIAL MANAGEMENT

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

#### VI. CONTRACT SERVICES

- A. Grounds Maintenance:** Mr. Gilbert reported that some general maintenance work (such as trimming and pruning) that had been completed on several trees throughout the community.
- 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.

Additionally, Mr. Weltens reported that several vehicles (one from Enterprise and another from F.H. Furr) which have been habitually parking their vehicles illegally within the community have been getting ticketed recently. He gave the Board the phone number for Loudoun County's non-emergency phone line and encouraged them to call the non-emergency line when they see these vehicles parked illegally.

- D. Trash Service:** No issues to report. Mr. Gilbert suggested it might make sense to build some sort of enclosure near the pool to securely house trash and recycling cans.
- E. Pool Management:** Mr. Gilbert reported that he recently had the basement of the pool house cleaned out.
- F. Irrigation Service:** Issue with GFCI tripping seems to be continuing, and the light at the Monument sign continues tripping. Management will reach out to servicing contractor and will continue to monitor. There are no

additional issues to report currently. All systems are on and functioning. Installation of new system at Mountain Pine has been completed.

## VII. OLD BUSINESS

- A. Asphalt:** Management has provided information for the Board to consider for mill and pave of asphalt in the townhome section of the community. The Board has expressed its desire to begin work in the spring of 2020. The Board briefly reviewed the prices from the five vendors who had bid the job and asked Mr. Gilbert if he could create a spreadsheet (which he said he would do) that would help the Board compare its options and make an informed decision on which vendor to choose to perform this work.
- B. Painting:** TYL has completed painting of the pool fence and renovation of the pool house bathrooms. No further action needed at this time. Mr. Gilbert said he noticed two issues that he has brought to the attention of the vendor and is withholding payment to them until those issues are resolved.
- 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.

***MOTION: Ms. Lathrop moved, Mr. Weltens seconded, to amend the Shared Use Agreement with Cascades Place Condominiums to charge each household (of up to 6 members) an annual membership fee of \$500 to continue using Cascades Park's swimming pool. For those households with more than 6 members, they propose an additional cost of \$80 per year per household member. The motion passed unanimously (4-0-0).***

- D. FY2020 Draft Budget:** Management has provided a draft budget for the Board to consider, which the Board reviewed and discussed during the meeting.

***MOTION: Ms. Lathrop moved, Mr. Glascock seconded, to approve the draft of the FY2020 Budget as amended (reallocating \$12,500 from webmaster expenses to snow removal expenses). The motion passed unanimously (4-0-0).***

- E. Monument Sign Update:** Kate has provided additional information for the Board to consider. She is suggesting two locations for new signs (one

on the hill behind tennis courts and another on Waterloo). Management will contact Kate about marking the proposed sign locations so the Board can see the exact locations before making a final decision on the placement of the new signs.

## VIII. NEW BUSINESS

- A. Landscape Lighting:** Aspect Irrigation has provided a proposal for expansion of the existing lighting system.

***MOTION: Mr. Weltens moved, Mr. Glascock seconded, to approve the proposal from Aspect Irrigation (in an amount not to exceed \$40,500) to install and extend the low voltage LED landscaping lights along Victoria Drive and Blossom Drive. The motion passed unanimously (4-0-0).***

- B. Trash bin enclosure at pool:** Discussed briefly in Contract Services section as well. Management suggests the Board consider installation of an enclosure to house trash cans and recycling bins located outside of pool deck.

- C. Audit engagement – Goldklang:** Management is providing a proposal for the Board to consider.

***MOTION: Mr. Weltens moved, Mr. Glascock seconded, to approve the proposal from Goldklang Group CPAs to complete audit and tax services for 2019 as outlined in their engagement letter (dated August 20, 2019). 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 9:20 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 9:47. The motion passed unanimously (4-0-0).***

***MOTION: Mr. Weltens moved, Mr. Glascock seconded, to send a 60-day notice of foreclosure to account number 1655147 in accordance with the recommendation of their legal counsel. The motion passed unanimously (4-0-0).***

**XI. ADJOURNMENT**

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to adjourn the meeting at 9:49 p.m. The motion passed unanimously (4-0-0).***