

**Cascades Park Homeowners Association, Inc.  
Board of Directors Meeting Minutes  
Monday, February 10, 2020 – 7:00 pm**

Clubhouse  
21811 Mornington Crescent Terrace  
Sterling, VA 20166

**BOARD MEMBERS PRESENT**

Kevin Weltens	President { <i>arrived at 7:12 p.m.</i> }
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**

None

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

Mr. Glascock called the meeting to order at 7:01 p.m., noting the presence of quorum.

**II. OPEN FORUM**

Nothing was discussed.

**III. COMMITTEE REPORTS**

**A. Covenants Committee:** Mr. Giede stated that all submitted applications have been approved (except for one which is currently pending).

**B. Website Committee:** Nothing was discussed.

**C. Newsletter Committee:** Nothing was discussed.

**D. Social Committee:** Ms. Lathrop stated that the Social Committee has scheduled the annual Spring Egg Hunt for March 29<sup>th</sup>. She also said she hoped to be able to plan some sort of community shred event in celebration of Earth Day, but nothing has been finalized for that event yet.

Additionally, the Board revisited an issue that had been raised during the previous meeting about the possibility of allowing alcohol at community functions held in the clubhouse. After discussion, the Board agreed that they did not want to assume the sort of risk that would come with such a decision and agreed not to explore the idea further.

***MOTION: Mr. Glascock moved, Mr. Giede seconded, to approve an allocation of funds not to exceed \$750 to the Social Committee for the purpose of funding purchases for the Spring Egg Hunt. The motion passed unanimously (3-0-0).***

#### **IV. APPROVAL OF MINUTES**

***MOTION: Mr. Giede moved, Mr. Glascock seconded, to approve the January 13, 2020 meeting minutes as amended. The motion passed unanimously (3-0-0).***

#### **V. FINANCIAL MANAGEMENT**

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

#### **VI. CONTRACT SERVICES**

**A. Grounds Maintenance:** No issues to report. Genesis has provided two proposals (one for drainage improvements and one for tree trimming) for the board to consider.

***MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to accept Genesis Landscapes' Drainage Improvements Proposal in the amount of \$2,475.00. The motion passed unanimously (4-0-0).***

**B. General Maintenance:** Fireman's Pressure Washing is providing a proposal to clean the stone retaining wall below the pool. The Board also discussed the possibility of soliciting input and recommendations from an

architect about upgrades that could be made to the clubhouse to make it:  
a) a bit nicer; and b) rentable.

**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 sometime in March.

**F. Irrigation Service:** No issues to report.

## VII. OLD BUSINESS

**A. Asphalt:** Brothers' Paving walked the community with Management and Mr. Glascock on 1/24/20 to survey concrete in the townhome sections. Based on the survey, Brothers' has provided "Change Order #1" and bids for additional work. Mr. Gilbert discussed several aspects of the change order with the Board, including: a) the reduction in price from the concrete work; b) asphalt trail repairs; c) and d) the speed bumps that will be installed as part of this project.

***MOTION: Mr. Glascock moved, Mr. Giede seconded, to accept Change Order #01 from Brothers' Paving & Concrete in the amount of \$318,774.48. The motion passed unanimously (4-0-0).***

***MOTION: Ms. Lathrop moved, Mr. Giede seconded, to approve the proposal from Aspect Irrigation in the amount of \$1,900.00 to relocate irrigation pipe and wire to accommodate the new concrete sidewalks. The motion passed unanimously (4-0-0).***

***MOTION: Mr. Glascock moved, Ms. Lathrop seconded, to accept the proposal from Brothers' Paving & Concrete (Proposal # 018246-01) in the amount of \$3,684.00 for concrete improvements at the tennis court located at Willisden Junction Terrace. The motion passed unanimously (4-0-0).***

***MOTION: Mr. Glascock moved, Ms. Lathrop seconded, to accept the proposal from Brothers' Paving & Concrete (proposal # 018231-2) in the amount of \$220 for the whitening out of existing parking space numbers. The motion passed unanimously (4-0-0).***

***MOTION: Ms. Lathrop moved, Mr. Weltens seconded, to accept the proposal from Brothers' Paving & Concrete (proposal # 017641-1) in the amount of \$8,341.20 for repairs to be made to the asphalt trails in the community. The motion passed unanimously (4-0-0).***

**B. Monument Sign Update:** Kings Mason has provided general design information which was discussed during the meeting

**C. Landscape Lighting:** Aspect Irrigation is working in conjunction with C.P. Electric on installation of the new lights. There is nothing further to report at this time.

**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 8:51 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 8:57 p.m. The motion passed unanimously (4-0-0).***

**XI. ADJOURNMENT**

***MOTION: Mr. Glascock motioned, Mr. Weltens seconded, to adjourn the meeting at 8:58 p.m. The motion passed unanimously (4-0-0).***