

**Cascades Park Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, March 9, 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
Teresa Barth	Member at Large

BOARD MEMBERS ABSENT

None

MANAGEMENT ATTENDEES

Larry Gilbert Community Manager, SFMC, Inc.

OTHER ATTENDEES

Paul BJORLO Recording Secretary, Notable Minutes, Inc.

HOMEOWNERS PRESENT

Four 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 (who lives on Waterloo Station Square) told the Board she has allergy problems that are being negatively affected by a tree in her back yard. She said she has called Management previously in an effort to get the tree trimmed but has not been able to get someone out to trim it. Mr. Weltens told the resident they would look into whether the resident or the association was responsible for maintaining the tree and would go from there.

Another homeowner (who lives on Brondesbury Park) told the Board that her neighbor has a tree in front of her home that is too big for the yard. She noted

that the tree has started pushing her driveway up and is likely starting to grow in the direction of her water line. She asked the Board for help getting the tree down because of the problems it is causing. The homeowner said she had previously discussed this with her neighbor (and even offered to pay a portion of the cost for removing the tree) but that nothing had been done to deal with the tree.

Another homeowner (who lives on Cypress Valley) asked the Board if they needed any help planning / executing the Spring Egg Hunt. Ms. Lathrop said the Board would love to have their help.

One last homeowner said he has his kayak out in the driveway and has received letters from the Board notifying him to remove it. He asked the Board to give him one week to clean out his garage so that he could move it inside. The Board agreed to his request.

III. COMMITTEE REPORTS

- A. Covenants Committee:** Mr. Giede stated that the Covenants Committee has received several new applications that are still pending (but which will likely be approved).
- B. Website Committee:** Ms. Barth said she had inquired about how residents could update their phone numbers and/or email addresses in Mail Chimp to ensure they are receiving the most current information. She noted that it had been years since resident email addresses had been updated in Mail Chimp. Mr. Gilbert suggested taking advantage of community events (such as the pool party) since many residents are present which would give her an opportunity to gather contact information. Ms. Barth mentioned the possibility of using door hangers to encourage residents to update their information while a resident suggested the Management Company could include something in the next mail correspondence to residents.
- C. Newsletter Committee:** Nothing was discussed.
- D. Social Committee:** Ms. Lathrop noted that most of the planning for the Spring Egg Hunt had been completed. She also reminded the Board that they needed to finalize a date for this year's pool party.

MOTION: Ms. Lathrop moved, Mr. Weltens seconded, to schedule this year's pool party for Saturday, August 1, 2020. The motion passed unanimously (5-0-0).

IV. APPROVAL OF MINUTES

MOTION: Mr. Glascock moved, Mr. Giede seconded, to approve the February 10, 2020 meeting minutes as submitted. The motion passed with Ms. Barth abstaining (4-0-1).

V. FINANCIAL MANAGEMENT

- A. **Financial Management:** Management included the January 2020 Financial Summary Report in the Management Packet for review.
- B. **2018 Draft Audit:** Draft Audit had previously been provided to the Board for review.

VI. CONTRACT SERVICES

- A. **Grounds Maintenance:** Tree-trimming and drainage improvements have been completed.
- B. **General Maintenance:** Fireman's Pressure Washing has provided a revised proposal to clean the stone retaining wall below the pool.
- 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:** Pool cover has been removed and Premier Acquatics has provided an additional assessment (which is attached for the Board to discuss). It is important to note that this proposal pre-dates the most current assessment but is not accurate.

MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to accept the proposal from Premier Aquatics (proposal ID # 3481) for items and services for maintaining and repairing the swimming pool. The Board

has asked that the cost for the first two line items (which totals \$3,590.00 and relates to the skimmers) be paid from their Reserve account and that the balance of the contract (\$1,995.00) be paid out of general operating costs for pool maintenance. The motion passed unanimously (5-0-0).

F. Irrigation Service: No issues to report.

VII. OLD BUSINESS

A. Asphalt / concrete: Brothers' Paving has completed all concrete work. Power washing of fire lane curbs took place on March 9th & March 10th. Asphalt work is tentatively scheduled to begin during the first week of April.

B. Monument Sign Update: Mr. Glascock has obtained a proposal from Fast Signs for the Board to discuss.

C. Landscape Lighting: Aspect Irrigation is working in conjunction with C.P. Electric on installation of the new lights. Contractor is currently waiting on issuance of permits before work can continue. 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 8:45 p.m. The motion passed unanimously (5-0-0).

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 (5-0-0).

MOTION: Mr. Weltens motioned, Mr. Glascock seconded, to follow the advice of their legal counsel (which was that the Board waive their late

fees but still assess legal fees) to the residents of account numbers 103301310 and 103300781. The motion passed unanimously (5-0-0).

XI. ADJOURNMENT

MOTION: Mr. Glascock motioned, Mr. Weltens seconded, to adjourn the meeting at 8:59 p.m. The motion passed unanimously (5-0-0).