

**Cascades Park Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, April 13, 2020 – 7:00 pm**

***** Meeting was conducted via teleconference due to concerns over Covid-19 *****

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.
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OTHER ATTENDEES

Paul BJORLO	Recording Secretary, Notable Minutes, Inc.
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HOMEOWNERS PRESENT

Three homeowners participated in the meeting by phone (though two of them joined the meeting long after the open forum had been completed).

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 Wembley Central Terrace) asked if the community had any sort of emergency plan in place for service vehicles who come to provide services to the community. This homeowner cited a recent instance where a utility company had to come to the community during a power outage but had trouble finding a place to park their trucks. Mr. Gilbert provided the homeowner with his email address and asked him to email any time he needed to reach Management.

III. COMMITTEE REPORTS

- A. Covenants Committee:** Mr. Giede stated the Covenants Committee has received several new applications that are still pending. Mr. Giede is working to get these processed and did not foresee any issues with anything that is currently pending.
- B. Website Committee:** The Board discussed a few small changes with Ms. Barth and asked her to make some minor updates to the community website.
- C. Newsletter Committee:** Mr. Weltens is currently working on the next iteration of the newsletter. He is working to complete it and hopes to have it ready to share with the Board shortly.
- D. Social Committee:** Ms. Lathrop noted the Board has had to cancel their Spring Egg Hunt due to concerns over Covid-19.

IV. APPROVAL OF MINUTES

MOTION: Mr. Glascock moved, Mr. Weltens seconded, to approve the February 10, 2020 meeting minutes as submitted. The motion passed unanimously (5-0-0).

V. FINANCIAL MANAGEMENT

- A. Financial Management:** Management included the February 2020 Financial Summary Report in the Management Packet for review.

VI. CONTRACT SERVICES

- A. Grounds Maintenance:** Mr. Giede noted that the company maintaining the grounds failed to mow a patch of land located between 45600 and 45608 Livingstone (the drainage ditch). Management will relay the feedback to their landscaping company.
- B. General Maintenance:** Nothing was discussed.
- 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: The Board mentioned there were a few large items (including a mattress) that had not been picked up by the trash company last time they came through the community and collected waste.

E. Pool Management: Contracted repairs have been made by Premier Aquatics. Management noted that, because of the stay-at-home mandate in place until June 10th across Virginia, the Board would need to delay their date for opening the pool.

F. Irrigation Service: No issues to report.

VII. OLD BUSINESS

A. Asphalt / Concrete: This project is on hold until further notice due to the current health crisis. Management is currently expecting this work to begin sometime around August.

B. Monument Sign Update: Management has not received any new information regarding the Monument Sign. The Board will discuss via email and revisit this at next month's Board meeting.

C. Landscape Lighting: Aspect Irrigation is working in conjunction with C.P. Electric on installation of the new lights. Work is on track to be completed the week of April 13th.

MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to approve the proposal from CP Electric (dated April 2, 2020 and in the amount of \$1,500) to extend the wiring and conduit and install a weatherproof GFI outlet near the stone wall behind the community pool. The motion passed unanimously (5-0-0).

VIII. NEW BUSINESS – There was no new business discussed.

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 8:08 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 8:19 p.m. The motion passed unanimously (5-0-0).

- XI. **ADJOURNMENT**

MOTION: Mr. Glascock motioned, Mr. Weltens seconded, to adjourn the meeting at 8:20 p.m. The motion passed unanimously (5-0-0).