

**Cascades Park Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, May 11, 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.
---------------	-------------------------------

OTHER ATTENDEES

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

HOMEOWNERS PRESENT

One homeowner participated in the meeting by phone.

I. CALL TO ORDER & VERIFICATION OF QUORUM

Mr. Weltens called the meeting to order at 7:05 p.m., noting the presence of quorum.

II. OPEN FORUM

Nothing was discussed during tonight's Open Forum.

III. COMMITTEE REPORTS

A. Covenants Committee: Mr. Giede stated the Covenants Committee received an application recently from a resident who didn't want to approach their neighbor to get the necessary signatures to complete the application. Management suggested that the resident could also use either email or certified mail as an alternative method of contacting the neighbor. Either way, the Board seemed to agree that some form of

evidence demonstrating that the neighbor has been made aware of the application needed to be included when it was submitted.

B. Website Committee: Ms. Barth stated that she posted information on the community's Facebook page for residents to sign up and receive text message updates about the community.

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 said not much was going on right now with the Social Committee because of concerns relating to Covid-19.

IV. APPROVAL OF MINUTES

MOTION: Ms. Lathrop moved, Mr. Glascock seconded, to approve the April 11, 2020 meeting minutes as amended. The motion passed unanimously (5-0-0).

V. FINANCIAL MANAGEMENT

A. Financial Management: Management included the April 2020 Financial Summary Report in the Management Packet for review.

VI. CONTRACT SERVICES

A. Grounds Maintenance: Management stated that there was a tree that was removed during the fall of 2018 (near the intersection of Ruislip Manor and Blossom). A resident has asked Management whether there were any plans to replace the tree. The Board thought they had previously agreed not to replace the tree because doing so could cause problems with sight lines for people driving through the community. Management has obtained a quote from Genesis Landscapes for replacing the tree, but the Board agreed that they wanted to see the proposed location for the tree, revisit their notes and emails from previous conversations on this topic before making a decision on how to proceed.

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: Nothing was discussed.

E. Pool Management: Management recently had the pool deck cleaned in hopes that the pool will open as scheduled. Management stated that the pool furniture has not yet been replaced due to concerns over Covid-19.

F. Irrigation Service: No issues to report. System has been turned on for the season.

VII. OLD BUSINESS

A. Asphalt / Concrete: This project is on hold until further notice due to the current health crisis. The current plan is for work to begin sometime in August, but the Board has acknowledged there may be a need to further delay the start of this work (possibly into 2021) to ensure it can be done as safely as possible.

B. Landscape Lighting: Aspect Irrigation and C.P. Electric have completed previously contracted work. Both have submitted proposals for additional work, which Management included in the Board Packet for discussion.

MOTION: Ms. Lathrop moved, Mr. Giede seconded, to accept the proposal from Aspect Irrigation (dated April 27, 2020 and in the total amount of \$44,700) to install and extend low-voltage LED landscape lighting for the trees along Blossom Drive and the asphalt walkway at Mountain Pine Square. The motion passed unanimously (5-0-0).

MOTION: Ms. Lathrop moved, Mr. Weltens seconded, to accept the proposal from CP Electric (dated April 27, 2020 and in the amount of \$23,500) for the electrical work that needs to be completed as part of this project. The motion passed unanimously (5-0-0).

VIII. NEW BUSINESS

A. Pool Opening: Management recommended that the Board consider implementing an amendment to the pool contract due to the current health crisis. The homeowner who participated in the meeting noted that she was a frequent user of the community pool and expressed the belief

(based on the pool's size and what she has observed of the usage patterns when she has been there) that it would be possible to safely open the pool as planned. The Board discussed possible steps that could be taken to manage the size of the crowd at the pool and ensure the safety of residents which included, restricting the number of people who would be allowed to use the pool at any given time and implementing a time limit on how long guests are allowed to stay.

The Board agreed that it made sense to proceed with ordering the pool passes and distributing them to residents as planned. They also agreed to inform residents that the pool would likely not be opening on time and additional updates would be provided as soon as they become available.

B. Use of Community Center: Mr. Giede stated there was a clause in the Community Handbook that says residents have the right to use or rent the Community Center. He suggested removing the clause from the handbook and asked the Board whether they thought it made sense to have the clause removed.

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 8:22 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 8:24 p.m. The motion passed unanimously (5-0-0).

XI. ADJOURNMENT

MOTION: Mr. Giede motioned, Ms. Lathrop seconded, to adjourn the meeting at 8:26 p.m. The motion passed unanimously (5-0-0).