

**Cascades Park Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, October 12, 2020 – 7:00 p.m.**

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

BOARD MEMBERS PRESENT

Kevin Weltens	President
AJ Glascock	Vice President
Heidi Lathrop	Treasurer
Cathy Daum	Member at Large

BOARD MEMBERS ABSENT

Christine Alexander	Secretary
---------------------	-----------

MANAGEMENT ATTENDEES

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

OTHER ATTENDEES

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

HOMEOWNERS PRESENT

None

I. CALL TO ORDER & VERIFICATION OF QUORUM

Mr. Weltens called the meeting to order at 7:02 p.m. and verified a quorum was present.

II. OPEN FORUM

No homeowners attended the meeting, nothing was discussed during Open Forum.

III. COMMITTEE REPORTS

A. Covenants Committee: Nothing was discussed.

B. Website Committee: Mr. Gilbert has received an estimate from Ms. Barth on what the Board should expect to spend on the website next year. Ms. Lathrop said that amount would likely be somewhere around \$2,000, and also noted that Ms. Barth has collected a number of emails and phone numbers from community residents and that the Board's efforts to use

technology to more efficiently disseminate information seemed to be working well at the moment. Ms. Daum said she felt like the Board's current efforts were working well and seemed to be effectively getting information to residents.

C. Newsletter Committee: Mr. Weltens will be working on the next iteration of the Newsletter and hopes to have it completed by next month's meeting.

D. Social Committee: Ms. Lathrop stated that the community's National Night Out was very successful. Ms. Daum stated that she was pleased to see how many participating community members were wearing masks and practicing safe social distancing. Ms. Lathrop suggested that the Board consider keeping this event in October (instead of holding it in August, as it has been traditionally) going forward (if, for no other reason, then because the weather is better for an event like this in October). She also reported that the Board was still exploring options for celebrating Halloween and said she did not think a parade would be feasible given the concerns with Covid-19. The Board also discussed protocols for ensuring children could trick-or-treat safely in the community on Halloween. They plan to encourage families to do what they can to make it clear (by doing things like turning on exterior lights) whether they're planning to participate in Halloween and trick-or-treating. The Board plans to make the community aware of the guidelines from Loudoun County regarding how to stay safe on Halloween but is not planning to coordinate any sort of event to coincide with Halloween. Mr. Weltens suggested that the Board not advertise anything, but that they should be prepared to respond to residents who inquire that they are not coordinating or planning any formal gathering to celebrate Halloween this year.

IV. APPROVAL OF MINUTES

MOTION: Mr. Weltens moved, Mr. Glascock seconded, to approve the August 11, 2020 meeting minutes as submitted. The motion passed with Ms. Daum abstaining (3-0-1),

V. FINANCIAL MANAGEMENT

A. Financial Management: Management included the September 30, 2020 Financial Summary Report in the Management Packet for review.

VI. CONTRACT SERVICES

- A. Grounds Maintenance:** No issues to report. Mr. Glascock asked if Genesis Landscapes had provided the Service Report that the Board had asked for, which they asked for because it looked like there were several areas in the community that had not been addressed by their workers (such as, in this case, the bushes near the settling pond along Victoria Station). This report was not included in the Board Packet, but Mr. Gilbert said he had received it and would e-mail it to the Board for their review as soon as possible.
- B. General Maintenance:** Mr. Gilbert stated that the painting of parking space numbers in the townhome section of the community is scheduled to be completed next Thursday (10/22).
- C. Signal 88 Patrol:** Nothing was discussed.
- D. Trash Service:** Mr. Gilbert stated that the Board had gotten a notice from American Disposal Services notifying them that their rate for trash collection had increased (and that the increase was based on something that had been mandated by Loudoun County and not on any decisions that had been made by ADS).
- E. Pool Management:** Management is working to obtain bids for the 2021 pool season.
- F. Irrigation Service:** No issues to report. Aspect Irrigation is providing a service proposal for maintenance of the community's irrigation system. If approved, Aspect Irrigation will include service of landscape lighting at no additional cost. Mr. Glascock asked if it would be possible to secure a bid from another vendor for the purpose of ensuring the Board could get a competitive rate on these services. Ms. Lathrop also suggested asking Aspect Irrigation whether they could / would be willing to submit a quote for two visits annually instead of four. Mr. Gilbert was planning to check with them and will report back to the Board.

VII. OLD BUSINESS

- A. Landscape Lighting:** Aspect Irrigation has completed installation of the new landscape lighting in the community.

VIII. NEW BUSINESS

A. Weekly Notes Spreadsheet: The Board reviewed a shared Excel Spreadsheet that Mr. Glascock had created as an example of how they could work together to share notes and track progress toward completing outstanding tasks. The Board agreed to explore an alternate platform with similar capability (such as Google Sheets) to find a way that made collaborating and sharing information like this as simple as possible.

B. FY2021 Budget: The Board reviewed the draft of the FY2021 Budget with Mr. Gilbert. Ms. Daum asked about whether it would be possible for the Board to get competitive bids for their trash services given some of the issues the community has had with missed service days, but Ms. Lathrop noted that a number of other communities in the area are experiencing even more significant issues with their trash collection. As such, the Board agreed it would be better to not make any changes to their trash collection services. The Board also looked at the possibility of increasing the amount allocated to snow removal based on the expectation that there could be a significant amount of snow that falls this year.

MOTION: Mr. Glascock moved, Ms. Lathrop seconded, to adopt the FY2021 Budget as presented with the following changes: line 7415 increases to \$2,000; line 9620 reduces to \$7,200; line 9800 increases to \$5,400. The motion passed unanimously (4-0-0).

IX. RESIDENT & MISCELLANEOUS MATTERS

Nothing was discussed during the meeting.

X. EXECUTIVE SESSION

MOTION: Mr. Weltens motioned, Mr. Glascock seconded, to enter Executive session for the purposes of discussing Legal Matters, Collections, Homeowner Violations, Accounts, Account Delinquencies, and Homeowner Correspondence at 8:58 p.m. The motion passed unanimously (4-0-0).

MOTION: Mr. Weltens motioned, Mr. Glascock seconded, to exit executive session and return to regular session at 9:04 p.m. The motion passed unanimously (4-0-0).

MOTION: Ms. Lathrop moved, Ms. Daum seconded, to approve the reimbursement of \$68.30 to account # the bank charge request of \$45 for account #1033016201. The motion failed to pass (2-2-0), with Mr. Weltens and Mr. Glascock voting not to approve it.

XI. ADJOURNMENT

MOTION: Ms. Weltens motioned, Ms. Lathrop seconded, to adjourn the meeting at 9:13 p.m. The motion passed unanimously (4-0-0).