

**Cascades Park Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, November 9, 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
Christine Alexander	Secretary
Cathy Daum	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

Four Homeowners present

I. CALL TO ORDER & VERIFICATION OF QUORUM

Mr. Weltens called the meeting to order at 7:04 p.m. and verified a quorum was present.

II. OPEN FORUM

Four homeowners participated in this meeting via teleconference. One resident said that she had been emailing Mr. Gilbert about her neighbors perpetually leaving their trash cans out on the curb in front of their homes. Mr. Gilbert stated he has contacted the homeowners when he has been notified about the trash cans. Mr. Gilbert noted that he has contacted this specific homeowner about leaving their trash can out. He reiterated the community policy, which states that trash cans should be stored and out of sight on non-collection days.

Another homeowner (who lives on Waterloo Station) said she has noticed the same issue on her street. She stated several homeowners on her street

frequently leave trash bags out in front of their homes for days at a time and asked Management if there was anything that could be done to better enforce the community's policy on trash cans.

Another homeowner (who lives on Mornington Crescent Terrace) asked if community members could get larger trash and recycling bins to help resolve the issue. The homeowner was notified that these bins are available upon request from their trash and recycling collection vendors.

Another homeowner asked the Board if it would be possible to have Board members representing all parts of the community (townhomes and single-family homes) on the Board. Mr. Weltens notified the resident that the Board does currently have representation from all parts of the community.

Another homeowner stated the light at the pool entrance is currently out and asked if it would be possible to have it repaired. She also asked about the Cascades Park sign that was in disrepair with several broken letters. Mr. Gilbert notified her that the sign had been repaired.

Another homeowner stated there was a gray Honda Accord illegally parked at the end of Waterloo Station. This same homeowner also said she was having issues in her neighborhood with parking since the numbers had been repainted on the spaces. Another homeowner echoed this homeowner's frustration over the parking situation within the community. She said there was one particular homeowner on Waterloo Station who did this most often, and another homeowner said this resident had actually left "mean" notes on the cars of residents who had parked in the visitors' spots in front of their homes. Several homeowners were quite frustrated by this behavior and asked what the Board could do to help. The Board explained that they may be limited with enforcement options given the fact visitor parking spaces are essentially free spaces and can be filled on a first-come, first-serve basis. They discussed reaching out to counsel to determine what options are available.

III. COMMITTEE REPORTS

A. Covenants Committee: Nothing was discussed.

B. Website Committee: Nothing was discussed.

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 Social Committee had sent out a message to residents offering to deliver care packages to them (as an alternative way to celebrate Halloween) and then ended up delivering over 170 packages to residents throughout the community. Ms. Lathrop commented that she noticed people safely partaking in Halloween festivities (socially distancing, taking precautions when giving out candy, etc.) within the community. She was happy to see residents making responsible and intelligent decisions as they tried to celebrate Halloween to the best of their ability.

IV. APPROVAL OF MINUTES

MOTION: Mr. Glascock moved, Ms. Daum seconded, to approve the October 12, 2020 meeting minutes as submitted. The motion passed unanimously (5-0-0).

V. FINANCIAL MANAGEMENT

A. Financial Management: Management included the October 31, 2020 Financial Summary Report in the Management Packet for review.

VI. CONTRACT SERVICES

A. Grounds Maintenance: Fall flowers have been installed.

B. General Maintenance: Sign letters on the stone retaining wall at the pool were reattached.

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 vendor. Signal 88 has been informed to alert management to illegal parking of commercial vehicles within the community. Mr. Gilbert will follow up with Signal 88 regarding the gray Honda Accord.

D. Trash Service: No issues to report.

E. Snow Management: Management has requested an updated proposal from Fairfax Paving for snow removal services for the upcoming winter. Mr. Gilbert has reached out to them several times and has not been able to get a response from them, so he reached out to Genesis Landscapes to see if they could provide a quote for snow removal. The collection of bids for this service is ongoing, there is no action required at this time.

F. Irrigation Service: Irrigation system has been winterized for the season.

VII. OLD BUSINESS

A. Landscape Lighting: Aspect Irrigation has provided a proposal for additional landscape lighting.

MOTION: Mr. Weltens motioned, Mr. Glascock seconded, to accept the proposal from Aspect Irrigation to install and extend low voltage LED landscape lighting for 16 trees between Blossom Drive and Brondesberry in the amount of \$7,200.00. The motion passed unanimously (5-0-0).

B. 21794 Cypress Valley (Trees): SavATree proposal attached for discussion.

VIII. NEW BUSINESS

A. Pool Management Proposals: Bids from four separate vendors (one of which was Premier Aquatics, who currently services the community's pool) were gathered by Management and included in this month's packet for discussion. The Board reviewed and discussed the proposals. The Board asked whether Premier Aquatics would be able to guarantee service (specifically about hiring domestic or international guards) for the upcoming pool season in the event the Covid-19 pandemic impacts pool operations next summer. Mr. Gilbert will contact the vendors for clarification and follow up with the Board with a response.

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 8:16 p.m. The motion passed unanimously (5-0-0).

MOTION: Mr. Weltens motioned, Mr. Glascock seconded, to exit executive session and return to regular session at 8:45 p.m. The motion passed unanimously (5-0-0).

MOTION: Ms. Lathrop moved, Ms. Daum seconded, to approve the reimbursement of \$68.30 to the homeowner of account #1033027201. The motion failed with Mr. Weltens, Mr. Glascock and Ms. Alexander opposing (3-2-0).

XI. ADJOURNMENT

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to adjourn the meeting at 8:47 p.m. The motion passed unanimously (5-0-0).