

**Cascades Park Homeowners Association, Inc.
Board of Directors Meeting Minutes
Tuesday, August 11, 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

BOARD MEMBERS ABSENT

Stefan Giede	Secretary
Teresa Barth	Member at Large

MANAGEMENT ATTENDEES

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

OTHER ATTENDEES

Tammi Butler	Recording Secretary, Notable Minutes, Inc.
--------------	--

HOMEOWNERS PRESENT

Christy Alexander
Arturo Chang
Jessica Orio
David Zhou

I. CALL TO ORDER & VERIFICATION OF QUORUM

Mr. Weltens called the meeting to order at 7:03 p.m. and verified a quorum was present.

II. OPEN FORUM

Mr. Chang asked about the cleanup/removal of dead trees in the nature area between the two houses on Regents Park. He wanted to bring it to the Board's attention that the area was too difficult for him to cut the branches. Ms. Lathrop stated that the Board would be discussing a proposal at tonight's meeting and all his concerns were included.

Ms. Alexander commended the Board on the work with the paving project. She commented that it looked nice and the project was progressing well. She asked the Board how she should address a neighbor who has modified his

muffler which is a violation of the noise ordinance. She also noted that his car is parked illegally. She has filed a complaint with Loudoun County Sheriff's Office (LCSO) and has been unsuccessful with getting a resolution. LCSO can only issue a noise ordinance when they witness the car in operation. Ms. Alexander had a second concern with speeding in the neighborhood. She believes there should be a four-way stop at the corner of Victoria Station Drive and Blossom Drive. She was concerned about people's safety when walking. She filed a complaint with Loudoun County; however, county's response was that northbound and Victoria Station westbound both lead to a dead end. In addition, they will not install a four-way stop because there is no vehicular traffic from all four directions. Ms. Alexander has also filed a complaint concerning loud cars drag racing on Victoria Station Drive during the night. She suggested to the county conducting a study with the consideration for installing speed bumps. Their response was that speed bumps were not permitted because the speed limit is 35 mph which is higher than 25 mph. They recommended that she contact LCSO to patrol for heavy speeding which she has done. Mr. Weltens asked that she email him any correspondence she received from Loudoun County. Management and Mr. Weltens will follow up on the requests she has filed. Mr. Weltens explained the history as to why the four-way stop was removed from Victoria Station Drive and Blossom Drive. Management requested she send the address of the vehicle and he will follow up.

Ms. Orio had concerns about parking and trash in the community. She stated residents were using the visitor spots. She further stated there was a car on her street with expired tags. Ms. Orio's second concern was with her neighbor not maintaining their yard. Management explained that she should email her concerns to him directly and she would remain anonymous. She mentioned that some residents were storing their trashcans outside. Management explained that he contacts homeowners who are not adhering to the rules and if they do not follow the rules, then a Due Process Hearing is scheduled. Management informed Ms. Orio that there were no assigned parking or visitor spots in the community.

Mr. Zhou had a concern that he did not receive any notice about the asphalt project. He explained that he has been in Florida and had to FedEx his key fob which cost over \$60 to have his car moved. He asked if the Board could cover the cost for the mailing. Management explained that because his email address was not provided to the HOA, he did not receive the email blast announcing the project. In addition, Management stated there were signs posted and notices posted on mailboxes. Mr. Weltens noted that the asphalt project was included in the newsletter which was mailed to all residents. Mr.

Weltens informed him that he should sign up on the website to receive email communication and text messages. Management explained to Mr. Zhou that he can submit a reimbursement request including documentation for the Board's consideration. Management asked the he email him tomorrow and he will provide the form. Mr. Zhou asked if the association was paying for email and text messaging services. Ms. Lathrop suggested he join the private Facebook page for updates.

III. COMMITTEE REPORTS

A. Covenants Committee: All applications that were submitted have been processed except for two applications. The first pending application was missing a signature but should be processed soon. The second application requires additional information from the homeowner. The denied application discussed at the July meeting has no further action. The homeowner has not submitted pictures.

B. Website Committee: No report.

C. Newsletter Committee: Mr. Weltens stated information was sent to residents about the pool closure. No other updates about the newsletter were discussed.

D. Social Committee: Ms. Lathrop reported she was waiting for a response from the Sheriff's Department for the October event. There was a discussion about having an ice cream truck. Ms. Lathrop commented that it would be nice to have police car and/or fire truck for the children. Management directed Ms. Lathrop to email the Board once she has the cost for the ice cream truck. Ms. Lathrop stated she would work with Ms. Barth on finalizing the details. Ms. Lathrop stated she would reach out to the Sheriff's office again.

IV. APPROVAL OF MINUTES

MOTION: Ms. Lathrop moved, Mr. Glascock seconded, to approve the July 13, 2020 meeting minutes as submitted. The motion passed unanimously (3-0-0).

V. FINANCIAL MANAGEMENT

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

Lathrop asked about the Edward Jones CD maturing on September 21, 2020. Mr. Weltens and Management will be consulting with a representative from Edward Jones to discuss the CDs. Management has started working on the draft budget. Management asked the Board members to email him if they had any comments and/or suggestions related to the budget. He noted that there may be an increase with the insurance premium and trash removal.

VI. CONTRACT SERVICES

- A. Grounds Maintenance:** Management had nothing to report. Mr. Weltens had a concern about the poison ivy in the tree save area. Mr. Weltens stated the poison ivy in the common area was growing through the fences. Management will follow up with Matt and have him inspect the area. The Board stated they were not pleased with the flowers at the entrance and would like for the contractor to cover the cost. Mr. Glascock requested a copy of the service report of any pruning completed. There are trees hanging over the common area sidewalks specifically along Blossom Drive near the pipe stem. Management will email the service reports.
- 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. Management is working to obtain bids from other vendors.
- D. Trash Service:** Management asked if there were any issues with trash pickup. Management has been in constant communication with Brothers Paving about accommodating American Disposal trucks. Management explained that the only time they would not be allowed in the area was if they had laid fresh asphalt. Management noted there may have been some homeowners who were impacted by not having their trash picked up. Overall, there has been minimal impact on trash removal from the asphalt project. Ms. Lathrop requested Management confirm with Brothers Paving that the numbers on the parking spaces were blocked out. The Board discussed tagging cars with the expired tags. Mr. Weltens stated that the Governor has suspended all new registrations on license plates until October. Management will follow up the issue.

E. Pool Management: The Board reviewed the addendum from Premier Aquatics as presented in the Board packet. Mr. Glascock requested closing the pool now and did not believe the credit was adequate. Management will follow up with Jeff at Premier Aquatics.

F. Irrigation Service: No issues to report.

VII. OLD BUSINESS

A. Asphalt / Concrete: Project is progressing and is on schedule to be completed this week.

B. Landscape Lighting: Aspect Irrigation is experiencing delays due to the pandemic. Work now expected to be completed by the end of August.

C. Tree Removal: SavATree is providing a revised proposal for work near 21828 Regents Park and a new proposal for work near 21974 Cypress Valley. Management will forward additional information to the Board regarding 21974 Cypress Valley and decide via email.

MOTION: Ms. Lathrop motioned, Mr. Glascock seconded, to approve Estimate # 467541 from SavATree in the amount of \$1,740. The motion passed unanimously (3-0-0).

VIII. NEW BUSINESS

No new business.

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, Collections, Homeowner Violations, Accounts, Account Delinquencies, and Homeowner Correspondence at 8:11 p.m. The motion passed unanimously (3-0-0).

MOTION: Mr. Weltens moved, Mr. Glascock seconded, to exit executive session and return to regular session at 8:25 p.m. The motion passed unanimously (3-0-0).

MOTION: Mr. Weltens motioned, Mr. Glascock seconded, to deny the bank charge request of \$45 for account #1033016201. The motion passed unanimously (3-0-0).

MOTION: Mr. Glascock motioned, Ms. Lathrop seconded, for the email sent to covenants dated Tuesday, July 21, 2020 at 9:28 a.m., to accept the resident request for extension to make repairs to the violation by October 31, 2020. The motion passed unanimously (3-0-0).

XI. ADJOURNMENT

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to adjourn the meeting at 8:52 p.m. The motion passed unanimously (3-0-0).