

**Cascades Park Homeowners Association, Inc.  
Board of Directors Meeting Minutes  
Monday, February 8, 2021 – 7:00 p.m.**

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

**BOARD MEMBERS PRESENT**

Kevin Weltens	President
Heidi Lathrop	Treasurer
Christine Alexander	Secretary
Cathy Daum	Member at Large

**BOARD MEMBERS ABSENT**

AJ Glascock	Vice President
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**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**

Two homeowners participated in tonight's meeting via teleconference.

**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**

One homeowner joined the meeting to compliment Mr. Gilbert for helping her resolve some issues she had brought to the attention of the board recently. She said he had been responsive and very helpful in resolving the issues she had brought to the Board's attention.

Another homeowner (who lives on Mountain Pine Square) said there were several issues they wanted to bring to the attention of the Board. First off, they were complimentary of the job Genesis Landscapes has done recently with removing snow from the roads but noted they had not done as well removing snow from the sidewalks. The homeowner requested that Genesis be informed about the sidewalks so they can do a better job. Mr. Weltens told the homeowner that having Genesis remove snow from the sidewalks within

the community was an option that was available to the Board, but that they had not previously elected to include this in their list or regularly-scheduled services because doing so is quite expensive.

This same homeowner told the Board that there was a lot of dog waste along Victoria Station because homeowners were not cleaning up after their pets. Mr. Weltens explained that this was a difficult issue to police unless someone observes a homeowner not cleaning up after their pet. Mr. Weltens suggested that if they see a homeowner not cleaning up to speak to the person about it. Mr. Weltens stated there was little the community could do to enforce the policy.

This homeowner also said they had seen trash left along Victoria Station (empty alcohol bottles, beer cans, paper plates with leftover food) and asked whether any of the contracted service providers could help police this issue. Mr. Weltens told the homeowner that trash service comes twice per month during the winter. He said this type of service is done more regularly when the weather is warm outside. Mr. Gilbert also added that Genesis tends to focus on the areas where they would normally be doing grounds work.

Finally, the homeowners said there are several cars parked on Short Leaf Terrace and asked whether this was consistent with the Board's parking policies and regulations. The Board let the homeowner know that they often receive feedback from community members that parking within the community is inadequate. The Board let the homeowner know that the parking that was in question was allowed, which resolved the homeowner's concern.

### III. COMMITTEE REPORTS

- A. Covenants Committee:** Four architectural applications have recently been received by the Covenants Committee and each of them have been approved.
- B. Website Committee:** Mr. Weltens said he had received an e-mail from Ms. Barth letting him know the website had been updated to reflect current Board Members, and that all meeting minutes from Board meetings had been uploaded to the website.
- C. Newsletter Committee:** Mr. Weltens has not yet completed the latest iteration of the newsletter but has said he will continue working on it and

would try to get it sent out to the Board for review and revisions by the end of this week.

**D. Social Committee:** Ms. Lathrop stated that the Social Committee held a family workshop yesterday where residents (including some children) assembled to work on Valentines' Day crafts. She also said they were planning to do a similar event before the end of the month geared toward adults where they will work on wood crafts. The Social committee is also planning to hold a similar event in March but acknowledged that they're somewhat limited in what they can do right now because of the constraints imposed by the Covid-19 pandemic.

#### **IV. APPROVAL OF MINUTES**

***MOTION: Ms. Lathrop moved, Mr. Weltens seconded, to approve the January 11, 2021 meeting minutes as amended. The motion passed unanimously (4-0-0).***

#### **V. FINANCIAL MANAGEMENT**

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

#### **VI. CONTRACT SERVICES**

**A. Grounds Maintenance:** Issues were discussed briefly during Open Session. Genesis continues to do trash pickup twice per month. Mr. Weltens asked Mr. Gilbert if it would be possible to have Genesis advise the Board of when they would be coming to the community to perform this service so that they could ensure they were performing the work. Mr. Gilbert said he would check with Genesis and report back to the Board.

**B. General Maintenance:** The Board discussed whether it would be possible to have security cameras installed within the community so that they can monitor some of the areas where issues typically arise or where vandalism sometimes occurs (such as the tennis courts and swimming pool). Mr. Weltens had provided the Board with a suggestion of a product that could work. Mr. Gilbert stated that he would do some research to see if there were any products that might meet the Board's needs.

**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 noted that several vehicles had been recently towed from the community. Ms. Lathrop said there was one car that has been illegally parked for some time that had not yet been addressed (a covered vehicle parked on Blossom Drive in between Ruislip Manor and Victoria Station). Mr. Gilbert said he would pass this along to Signal 88 to see if the car could be towed.

- D. Trash Service:** Ms. Daum has noticed that the trash removal company that services the community has been leaving trash behind that she has been leaving out recently. She said that she had called the trash removal company to discuss this with them and only discovered once she spoke with one of the collectors who was out collecting trash recently was that the reason this was happening is because she was putting her trash out in front of her house but was not putting it in a trash can.
  
- E. Snow Management:** No complaints have been made about snow removal and nothing was discussed during this meeting (beyond what was mentioned by residents during Open Forum).
  
- F. Irrigation Service:** Nothing was discussed.
  
- G. Pool Service:** Premier Aquatics has provided Mr. Gilbert with an Assumption of Risk and Liability waiver, which he forwarded to the Board's legal counsel for review. Feedback from counsel was that this waiver did not mean much. Mr. Gilbert stated that he had also sent it to other lawyers with which he has relationships and received very similar feedback from all of them. Mr. Gilbert said he expects pools will be opened this summer but with some restrictions. While the Board agreed that they might need to amend this disclosure slightly before presenting it to their residents, the Board agreed unanimously that a form like this (specifically, a waiver where residents acknowledge and agree to assume all risk and liability that stems from use of the community pool) should be part of the requirement for issuing pool passes to residents during the upcoming summer season.
  
- H. Pet Waste & Common Area Trash Can Service:** Doody Calls is providing the attached proposal which recreated the current services being provided.

**VII. OLD BUSINESS**

A. There were no Old Business items discussed during this meeting.

**VIII. NEW BUSINESS**

A. There were no New Business items discussed during this meeting.

**IX. RESIDENT & MISCELLANEOUS MATTERS**

Nothing was discussed.

**X. EXECUTIVE SESSION**

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to enter Executive Session for the purposes of discussing Legal Matters, Collections, Homeowner Violations, Accounts, Account Delinquencies, and Homeowner Correspondence at 8:45 p.m. The motion passed unanimously (4-0-0).***

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to exit executive session and return to regular session at 8:53 p.m. The motion passed unanimously (4-0-0).***

***MOTION: Mr. Weltens motioned, Ms. Daum seconded, to deny the owners' request to waive the legal fees and costs, but approve their request to waive late fees and interest on the condition that the owners submit all payments in accordance with a Board approved payment plan. Additionally, the Board accepted the owners' payment plan proposal to pay \$150.00 per month (in addition to the regular assessment) until the account is paid in full, on the condition that the owner signs a Confessed Judgment Promissory note. The motion passed unanimously (4-0-0).***

**XI. ADJOURNMENT**

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to adjourn the meeting at 9:00 p.m. The motion passed unanimously (4-0-0).***