

**Cascades Park Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, January 10, 2022 – 7:00 p.m.**

Clubhouse
21811 Mornington Crescent Terrace
Sterling, VA 20166

BOARD MEMBERS PRESENT

Kevin Weltens	President
AJ Glascock	Vice President
Heidi Lathrop	Treasurer
Cathy Daum	Secretary { <i>participated virtually</i> }

BOARD MEMBERS ABSENT

None

MANAGEMENT ATTENDEES

Jody Lee	Community Manager, SFMC, Inc.
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OTHER ATTENDEES

Paul Bjorlo	Recording Secretary, Notable Minutes, Inc.
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HOMEOWNERS PRESENT

No homeowners were present.

I. CALL TO ORDER & VERIFICATION OF QUORUM

Mr. Weltens called the meeting to order at 7:00 p.m. and verified a quorum was present.

II. OPEN FORUM

No homeowners were present.

III. COMMITTEE REPORTS

A. Covenants Committee: Management continues to perform regular inspections of homes throughout the community. Additionally, Mr. Weltens stated that he has noticed several residences within the community that have painted their front stoops and some of the concrete in front of their homes. The Board discussed what was allowed within the community under their current rules and guidelines and asked the

Covenants Committee to review them in preparation for further discussion at next month's meeting.

B. Website Committee: Nothing was discussed.

C. Newsletter Committee: Mr. Weltens sent the most recent version of the newsletter out last month and is planning to send the next iteration out sometime in the spring.

D. Social Committee: Ms. Lathrop has begun exploring the possibility of having a Clean Yard contest throughout the community in the spring.

IV. APPROVAL OF MINUTES

MOTION: Mr. Glascock moved, Ms. Lathrop seconded, to approve the November 8, 2021 meeting minutes as amended. The motion passed unanimously (4-0-0).

V. FINANCIAL MANAGEMENT

A. Financial Management: The Board reviewed the November 30, 2021 Financial Summary Report as submitted in the Board packet.

MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to open a dedicated account at Trustar Bank for the purpose of funding capital expenditures. The motion passed unanimously (4-0-0).

VI. CONTRACT SERVICES

A. Grounds Maintenance: JP Lange Consulting is currently working on a landscape cleanup plan.

B. Pool Service: Repairs to the two-foot washers on the pool deck have been completed. The water has been shut off and the pool winterization has been completed.

C. Trash Service: The Board reviewed proposals for trash service from three new companies and compared them to the current vendor's contract. The Board agreed to table the discussion until the March board meeting.

VII. OLD BUSINESS

- A. Tennis Court Inspections:** An engineer from Gardner Engineering was scheduled to inspect the tennis courts but the appointment was rescheduled due to inclement weather.
- B. Vines/Tree Work:** Nothing was discussed aside from the work JP Lange Consulting is currently working on for the community, which was discussed during Grounds Maintenance.
- C. Cleaning & Painting of Townhome Mailboxes:** Proposals will be secured for the Board to review with the goal of having this work done during the spring.
- D. Discussion: Retaining Wall / Pool / Clubhouse Improvements:** Management will explore the possibility of having an architect attend next month's meeting to discuss options.

VIII. NEW BUSINESS

A. Ratify email votes since last meeting:

- 11/17/21 Board approved JP Lange Consulting to design a landscape cleanup plan for 3 designated areas for \$2,700
- 11/17/21 Board approved the 2022 pool contract with High Sierra for \$41,200
- 11/18/21 Board approved JP Lange Consulting to provide a request for proposal for immediate tree attention for \$1,950
- 12/7/21 Board approved Aspect Irrigation to upgrade the system from a 3g to a 5g wireless card for \$760
- 12/10/21 Board approved Gardner Engineering to investigate the large crack in the tennis court for \$2,200-2,500
- 12/20/21 Board approved Mitchell Tree Service to do the emergency tree work for \$10,150

MOTION: Mr. Weltens moved, Ms. Daum seconded, to ratify the email votes (listed above) that were completed since the last meeting. The motion passed unanimously (4-0-0).

- B. Discussion: Design review guidelines (painting stairs & driveways):** Discussed previously during the Covenants Committee Report.

IX. RESIDENT AND MISCELLANEOUS MATTERS

There was no discussion.

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 8:36 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 8:48 p.m. The motion passed unanimously (4-0-0).

XI. ADJOURNMENT

MOTION: Ms. Weltens motioned, Ms. Lathrop seconded, to adjourn the meeting at 8:50 p.m. The motion passed unanimously (4-0-0).