

Cascades Park Homeowners Association, Inc.
Board of Directors Meeting Minutes
Friday, October 15, 2021 – 6:00 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

BOARD MEMBERS ABSENT

None

MANAGEMENT ATTENDEES

Monica Burdock Community Manager, SFMC, Inc. was not in attendance.

OTHER ATTENDEES

Tammi Butler Recording Secretary, Notable Minutes, Inc.
{joined the meeting via phone at 6:09 p.m.}

HOMEOWNERS PRESENT

No homeowners present

I. CALL TO ORDER & VERIFICATION OF QUORUM

Mr. Weltens called the meeting to order at 6:10 p.m. and verified a quorum was present.

II. OPEN FORUM

No homeowners present.

III. COMMITTEE REPORTS

A. Covenants Committee: Management continues to perform regular inspections of homes throughout the community.

B. Website Committee: Ms. Lathrop reported that the association's text notification provider is still active, and they are carrying over extra minutes. For renewal in the future, the estimated cost would be \$200.

C. Newsletter Committee: Mr. Weltens is currently working on the next iteration of the newsletter and hopes to have it ready within the next month.

D. Social Committee: Ms. Lathrop stated the Community Fire Safety/Halloween Event on Sunday, October 17 is from 4:30-6:30 p.m. The fire department has been invited and will be presenting fire safety tips. The sheriffs will also be in attendance to address any resident issues. The event will be held outdoors. There will be Halloween inflatables and sandwich meal boxes from Firehouse Subs. Ms. Lathrop will be passing out Halloween candy and raffling two carbon monoxide detectors.

IV. APPROVAL OF MINUTES

MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to approve the August 9, 2021 meeting minutes as submitted. The motion passed unanimously (4-0-0).

V. FINANCIAL MANAGEMENT

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

VI. CONTRACT SERVICES

A. Grounds Maintenance: As reported in the Management Report, concerns regarding weeds, vines, etc. continue.

Action Items for Management:

1. The Board would like confirmation from Management about the number of dead trees that were removed by Sav-A-Tree. The Board would like to know how much the association paid for removing the trees.
2. The Board is waiting for a report from another tree vendor for the removal of dead trees and trimming of trees which should include Cypress Valley and the whole development.
3. Confirm if Management followed up with Kate Davidson, the landscaping architect, about the plan for tree replacements
4. Issue with the weeds and vines. The Board requested that Management get a workable bid for the Board to take action.

B. General Maintenance: No new issues to report.

Action Item for Management:

1. Gather a bid for the clubhouse cleaning.

C. Signal 88 Patrol: Management continues to provide patrol reports to the Board upon receipt. Commercial and recreational vehicles continue to park on public roads within the community. Management has reported these vehicles to Signal 88, the Loudoun County Sheriff's Department, and the Loudoun County Zoning Department.

D. Trash Service: Complained to Loudoun County and seem to have only had one delay since. ADS apparently have a few new hires in training as SFMC Managers been having issues. Fairfax County just repealed their requirement due to all the service issues with vendors, but Prince William just put theirs in place beginning October 1st.

Action Items for Management:

1. Contact the trash company for confirmation that they are still picking up on Tuesdays. The Board is concerned about the yard debris.
2. Status update on bids for trash service companies.
3. SFMC provided guidance from Fairfax County yard debris. Was this supposed to reference Loudoun County or was this an error?

E. Snow Management: There are bids for Winter 2021-22 from Genesis, US Lawns, and a third pending. The Board noted that the snow removal contract from last year was for one-year only.

Action Item for Management:

1. Request that Genesis provide a bid to include hourly rates.

F. Irrigation Service: Issues with the last round of dead/dormant grass due to storm surge. The outlet for the irrigation timer and lights were replaced. The rest of the system was inspected.

Action Item for Management:

1. The Board requested that Aspect winterize the irrigation system and inspect the equipment (sprinkler heads etc.) and provide a report to the Board.

G. Pool Service: Received credit of \$9,443.11, in addition to a credit of \$1,500 already received.

Action Items for Management:

1. Verify the pool credit of \$9,443.11 is reflected in the financial report. The Board would also like to know when this credit was received.
2. Receiving bids for enhancements to the pool area, specifically with water features.

3. Gather bids for new pool service next year

H. Pet Waste & Common Area Trash Can Service: No issues reported this month.

VII. OLD BUSINESS

A. Tennis Court Fence Replacement – Repaired

B. Tennis Court Inspections – Inspection underway – Management should have bids to the Board at next meeting. There is a paint shortage so the repairs will not likely be immediate, once approved by Board. Management spoke with Mid-Atlantic and they are backed up until January but will still come by to give us a bid. Also, reached out to Bishop's and Tennis Courts Inc for a bid. Bishops should be out the last week of October and is still trying to set up the day for Tennis Courts, Inc.

C. Vines – Spoke with Genesis, Handyman, and additional landscaper, all who recommend waiting until Fall/Winter due to cost to address now. Getting bids for November meeting.

D. Spraying of Roads & Sidewalks for Weeds – Completed week following last meeting.

E. Cleaning & Painting of Townhome Mailboxes – Management is in the process of securing bids for this work and will report back to the Board once they've been received.

F. Retaining Wall for Playground - Management is in the process of securing bids for this work and will report back to the Board once they've been received. First bid was astronomical at more than \$15K. Management met with a pool construction company who is putting together ideas for the pool and sidewalk area (trash can alcove). Have another lead that I am trying, also.

VIII. NEW BUSINESS

A. 2022 Budget Draft- The Board reviewed the draft budget.

Action Items for Management:

1. The Board would like to know the reason for decreasing the amount for **8510 Trash Removal Expense** in the draft budget.

2. The Board would like to know how the association will budget for landscaping improvements/planting of trees (for example, will it be a new line item, paid out of operational or reserves).

IX. RESIDENT & MISCELLANEOUS MATTERS

No homeowners were present.

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 7:19 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 7:23 p.m. The motion passed unanimously (4-0-0).

XI. ADJOURNMENT

MOTION: Ms. Weltens motioned, Ms. Lathrop seconded, to adjourn the meeting at 7:25 p.m. The motion passed unanimously (4-0-0).