

**Cascades Park Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, November 8, 2021 – 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

BOARD MEMBERS ABSENT

None

MANAGEMENT ATTENDEES

Jody Lee	Community Manager, SFMC, Inc.
Dana Merch	Vice President, SFMC, Inc.
Sammy [?]	SFMC, Inc.

OTHER ATTENDEES

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

No homeowners 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: Nothing was discussed.

B. Website Committee: Nothing was discussed.

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 gave a report on the recent Community Fire Safety/Halloween Event held in October.

IV. APPROVAL OF MINUTES

MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to approve the October 15, 2021 meeting minutes as amended. The motion passed unanimously (4-0-0).

V. FINANCIAL MANAGEMENT

A. Financial Management: The Board reviewed the October 31, 2021 Financial Summary Report as submitted in the Board packet.

B. 2022 Draft Budget: The Board and Management reviewed and discussed the 2022 draft budget. Board approved the monthly budget with several changes including rounding the monthly assessment amounts to the nearest dollar.

MOTION: Mr. Weltens moved, Mr. Glascock seconded, to approve the 2022 Budget Draft as amended. The updated monthly fees will be \$112 for townhome residents and \$98 for single-family home residents. The motion passed unanimously (4-0-0).

VI. CONTRACT SERVICES

Guest Speaker: Jeff Lange, JP Lange Consulting (Tree preservation, design, and planning).

Jeff Lange from LP Lange Consulting joined the meeting via Zoom. Mr. Weltens stated that the Board is looking for recommendations to beautify the community. Mr. Lange provided an overview of his services. Mr. Weltens requested that Mr. Lange schedule a walkthrough with SFMC and any Board members available to get recommendations.

A. Grounds Maintenance: Aside from the Board's conversation with Mr. Lange, nothing additional pertaining to Grounds Maintenance was discussed.

Action Items for Management:

1. The Board would like confirmation from Management about the number of dead trees that were removed and how many stumps and how much the association paid for removing the trees.

B. General Maintenance: Ms. Lee included a bid from Maid Services, Inc. for the Board to review in this month's Board Packet. The Board asked Management to secure a revised bid that includes costs for cleaning the windows and shampooing the carpets in the clubhouse.

MOTION: *Mr. Weltens motioned, Mr. Glascock seconded, to accept the proposal from Maid Services, Inc. for a one-time cleaning of the clubhouse (modify contract to include cleaning the windows and shampooing the carpets) for an amount not to exceed \$450. The motion passed unanimously (4-0-0).*

C. Signal 88 Patrol: Mr. Weltens stated that 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. Snow Management: The Board reviewed two proposals for Winter 2021-22 from Genesis & U.S. Lawns which were included in the Management Packet for discussion.

MOTION: *Mr. Glascock motioned, Mr. Weltens seconded, to accept the proposal from Genesis Landscapes for 2021-22 snow removal services. The motion passed unanimously (4-0-0).*

E. Pool Service: Four proposals for the Summer 2022 pool season were included in the Management Packet for discussion. The Board requested revisions from two of the presented proposals. Mr. Glascock also asked Management if they could provide an itemized breakdown of the costs associated with Pool Management from the previous season. Management also stated that the community had received a credit of \$9,443.11, in addition to a credit of \$1,500 already received.

MOTION: *Mr. Weltens motioned, Mr. Glascock seconded, to accept the proposal from a vendor yet to be determined for pool management services for the 2022 pool season (in an amount not to exceed \$50,000). The motion passed unanimously (4-0-0).*

F. Trash Service: Proposals from Republic Services, Patriot Disposal, Inc., and KMG Hauling were presented to the Board. The Board decided to table this issue and will discuss the trash contract at the January 2022 meeting

G. Irrigation Service: Irrigation has been turned off for the 2021 season. Contractor still needs to clear the lines. Management reported two areas at the corner of Blossom Drive & Livingstone Station that do not work, which will need repaired in the spring.

VII. OLD BUSINESS

A. Tennis Court Inspections – The Board noted that Pickleball is growing in popularity and asked Management to consider the possibility of repurposing a portion of the Tennis Courts for Pickleball as they consider ongoing tennis court maintenance.

B. Vines – Guest speaker Jeff Lange joined the Board via Zoom to discuss this tonight (his feedback was discussed previously during Grounds Maintenance section of Contract Services).

C. 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.

VIII. NEW BUSINESS

No new business was discussed during this month's meeting.

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 9:16 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 9:19 p.m. The motion passed unanimously (4-0-0).

XI. ADJOURNMENT

MOTION: Ms. Weltens motioned, Ms. Lathrop seconded, to adjourn the meeting at 9:20 p.m. The motion passed unanimously (4-0-0).