

**Cascades Park Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Monday, July 12, 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

**BOARD MEMBERS ABSENT**

Cathy Daum	Member at Large
Christine Alexander	Secretary

**MANAGEMENT ATTENDEES**

Monica Burdock	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 (both of whom live on Brondesbury Terrace) participated in tonight's meeting.

**I. CALL TO ORDER & VERIFICATION OF QUORUM**

Mr. Weltens called the meeting to order at 7:06 p.m. and verified a quorum was present.

**II. OPEN FORUM**

Two homeowners (both of whom live on Brondesbury Park) attended tonight's meeting. (Both of the residents who participated in the meeting live on either side of the neighbor in question). One resident said there are renters in the house next door to him who are failing to clean up after their dog and are leaving dog waste in their yard. The resident said the dogs stay on the deck all the time, and that the neighbor's failure to clean up the pet waste is attracting flies and causing a stench in the area that makes them not want to use their back yard. The neighbors stated that they have called animal control out of concern for the safety of the dogs and Mrs. Burdock stated that she has already shared the residents' concerns with the county as well.

The other resident (who also lives on Brondesbury Park) said he had sent an architectural application on 6/15 to the Covenants Committee and has not yet received a response. Ms. Burdock said she would check the status of the application and get back to the homeowner.

### III. COMMITTEE REPORTS

- A. Covenants Committee:** Management continues to perform inspections of homes throughout the community monthly. The Community Manager recently inspected the following streets: Waterloo, Paddington, Brondesbury Park, Willesden, Mornington, Mountain Pine, Smoketree, and Cypress Valley. During last week's inspection by the Community Manager, 116 out of 185 townhomes had violations that were visible (looking only at their front yards). Most issues were relatively minor for example, trees overhanging on yards, brushes and shrubs need to be trimmed, overly weeded yards, and violations of ARC covenants like door colors, etc. Inspectors will be coming to the property weekly going forward to document and follow-up with residents who have violations.
- B. Website Committee:** Nothing was discussed. Ms. Lathrop asked Ms. Burdock if it would be possible for her to post meeting notices on the website or send an email blast to the community, so residents are aware of the location and time for the Board Meetings.
- C. Newsletter Committee:** Mr. Weltens is currently working on the next iteration of the newsletter and hopes to have it ready to send out no later than the end of the pool season.
- D. Social Committee:** Ms. Lathrop stated she is looking into planning an event in October with the Fire Department in honor of Fire Safety Month. She is tentatively looking at the weekend of Oct. 16 & 17, 2021, and is thinking of having the event sometime in the 4:00 – 6:00 pm range. Ms. Lathrop said she did not sign the community up for the National Night Out this year out of concerns for the weather.

### IV. APPROVAL OF MINUTES

***MOTION: Mr. Glascock moved, Mr. Weltens seconded, to approve the June 14, 2021 meeting minutes as submitted. The motion passed unanimously (3-0-0).***

**V. FINANCIAL MANAGEMENT**

**A. Financial Management:** Management included the June 30, 2021 Financial Summary Report in the Management Packet for review.

**VI. CONTRACT SERVICES**

**A. Grounds Maintenance:** The Board discussed their concerns with the level of service they're currently receiving from Genesis Landscapes. The Board discussed and briefly reviewed the contract they have with Genesis, and Mr. Glascock suggested reaching out to gather bids from other companies once Genesis' current contract expires. Additionally, Mr. Weltens stated there were some cracks in the sidewalk within the community that weeds are starting to grow up through, and he asked that Genesis be notified to address them. Mr. Weltens also asked about the pine trees that need to be removed from the community. Ms. Burdock stated she was still waiting to hear back from one of the vendors but that she would report to the Board when that happened.

**B. General Maintenance:** Mr. Weltens requested that Ms. Burdock follow up on having the tennis court inspected because the surface is starting to crack. He also requested for Ms. Burdock to check with SFMC about having a handyman inspect the mailboxes throughout the community. He also stated that the retaining wall which leads to the pool entrance feels hollow in spots and asked for it to be inspected as well.

**C. Signal 88 Patrol:** Management continues to provide patrol reports to the Board upon receipt. A truck with a plow was recently reported to Signal 88 (Signal 88 said they have reported the vehicle to the police already but agreed to report it again). Management will continue monitoring for the truck. The Board also noted their dissatisfaction with the level of service they've been getting from Signal 88 and asked Ms. Burdock if there were any viable alternatives to Signal 88. Ms. Burdock is going to reach out and will report back to the Board.

**D. Trash Service:** The Board has stated that American Disposal occasionally misses a house or a row of homes when collecting trash and

recycling. All issues are reported immediately to the Customer Service Manager at American Disposal.

**E. Snow Management:** Nothing was discussed.

**F. Irrigation Service:** Broken sprinkler head reported on 7/7/21, it is scheduled to be repaired during the week of 7/12/21 (but it had not yet been fixed as of this month's meeting).

**G. Pool Service:** The Board expressed their frustration with the level of service they have received this year from Premier Pools while paying \$20K more for their contract this summer. The Board continues to have issues with guards failing to check pool passes, failing to clean bathrooms, and failing to straighten the pool deck, etc. Management has had multiple discussions with multiple layers of management regarding these issues. A notice was sent to the Regional Level informing them that the next payment will be withheld until the issues are resolved. Additionally, Mr. Weltens noted the presence of dirt and sand in the bottom of the pool on a consistent basis and similarly noted they have failed to open the pool a handful of times as well. Mr. Weltens asked Ms. Burdock to contact other pool vendors to gather alternative options for next season.

**H. Pet Waste & Common Area Trash Can Service:** No additional issues have been reported since last month's meeting.

## **VII. OLD BUSINESS**

**A. SavATree:** Nothing was discussed.

## **VIII. NEW BUSINESS**

**A. Tennis Court Fence Replacement:** Discussed previously during General Maintenance portion of Contract Services.

## **IX. RESIDENT & MISCELLANEOUS MATTERS**

Nothing was discussed.

## **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 9:06 p.m. The motion passed unanimously (3-0-0).***

***MOTION: Mr. Weltens motioned, Mr. Glascock seconded, to exit executive session and return to regular session at 9:14 p.m. The motion passed unanimously (3-0-0).***

**XI. ADJOURNMENT**

***MOTION: Ms. Weltens motioned, Ms. Lathrop seconded, to adjourn the meeting at 9:14 p.m. The motion passed unanimously (3-0-0).***