

**Cascades Park Homeowners Association, Inc.  
Board of Directors Meeting Minutes  
Monday, August 9, 2021 – 7:00 p.m.**

Clubhouse  
21811 Mornington Crescent Terrace  
Sterling, VA 20166

**BOARD MEMBERS PRESENT**

Kevin Weltens	President <i>{joined the meeting via phone at 7:27 p.m.}</i>
AJ Glascock	Vice President
Heidi Lathrop	Treasurer
Cathy Daum	Member at Large

**BOARD MEMBERS ABSENT**

**MANAGEMENT ATTENDEES**

Monica Burdock                      Community Manager, SFMC, Inc.

**OTHER ATTENDEES**

Paul BJORLO                              Recording Secretary, Notable Minutes, Inc.

**HOMEOWNERS PRESENT**

Two homeowners (both of whom live on Waterloo Station) participated in tonight's meeting.

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

Mr. Glascock called the meeting to order at 7:09 p.m. and verified a quorum was present.

**II. OPEN FORUM**

Two homeowners (both of whom live on Waterloo Station) attended tonight's meeting. One of the homeowners expressed serious concerns about parking for the past 2-3 years. She said there is a covered car that has been parked in a visitor's spot and has not moved for more than a year.

Additionally, the homeowner said that a stretch of one of the streets near their house is dark and asked the Board to consider installing additional lighting. She also stated that she was concerned about the general state of the neighborhood such as trash on the ground. She commented that the neighborhood looked a bit run down and not well-maintained.

### III. COMMITTEE REPORTS

**A. Covenants Committee:** Management continues to perform regular inspections of homes throughout the community. The Community Manager sent an email to the Board on 8/5/21 reflecting the following statistics for outstanding / open violation notices:

# Currently Open (from all dates): **275**

Of those still open, # issued in 2021: **176**

Of those still open, # issued between 7/1/21 and 8/5/21: **135**

Total closed in 2021: **138**

Total violations issued in 2021 (open & closed): **314**

Total violations issued since 7/1/21 (open & closed): **171**

**B. Website Committee:** Nothing was discussed. Ms. Lathrop asked Ms. Barth for a report but did not have one to share with the Board in time for this meeting. Ms. Lathrop requested that Ms. Burdock post the minutes from the previous meeting to the website once they were approved.

**C. Newsletter Committee:** Mr. Weltens is currently working on the next iteration of the newsletter and hopes to have it ready to send 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 October 16-17, 2021 and is thinking of holding the event sometime in the 4:00 – 6:00 p.m. range. She has contacted the Fire Department about scheduling the event but has not yet confirmed a date and time for the event.

### IV. APPROVAL OF MINUTES

***MOTION: Ms. Lathrop moved, Mr. Glascock seconded, to approve the July 12, 2021 meeting minutes as submitted. The motion passed unanimously (4-0-0).***

### V. FINANCIAL MANAGEMENT

**A. Financial Management:** Management included the July 2021 Financial Summary Report in the Management Packet for review.

## VI. CONTRACT SERVICES

**A. Grounds Maintenance:** Ms. Burdock stated that she had invited a representative from Genesis Landscapes to come to the meeting so the Board could discuss some of their concerns with the landscaping work being done in their community. The Board had expressed concerns with weeds, vines, etc. that have become overgrown within the community. Mr. Glascock suggested that the Board explore the possibility of terminating their contract with Genesis Landscapes if their issues weren't addressed and resolved. The Board also noted their snow removal contract was with Genesis and said this needed to be considered prior to making any decision about their contract with Genesis Landscapes.

Additionally, Mr. Weltens suggested the possibility of using paver stones around the pet waste stations to beautify the areas and combat weed growth. And finally, Ms. Burdock said she has identified an issue with the community's irrigation system that she is meeting with a contractor tomorrow to discuss.

**B. General Maintenance:** No new issues to report.

**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:** The Board has stated that American Disposal occasionally misses a house or a row of homes when collecting trash and recycling within the community. Management reported that only one complaint has been received since last month's meeting. All issues are reported immediately to the Customer Service Manager at American Disposal.

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

**F. Irrigation Service:** Large areas of brown turf have been reported near and around the community pool. Management has contacted the irrigation vendor and has a meeting scheduled with them to look at the area in question and discuss what needs to be done to resolve it.

**G. Pool Service:** The Board continues to have a number of issues relating to their lifeguard(s) (including but not limited to only having one lifeguard on duty at the pool, checking passes prior to admitting residents, cleaning bathrooms, straightening the pool deck, etc. Management has had many discussions with multiple layers of management regarding these issues. Management is requesting permission to withhold future payments due to lack of notice.

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

## **VII. OLD BUSINESS**

**A. Tennis Court Fence Replacement** – Contractor has been secured to repair the tennis court fence instead of replacing it.

**B. Tennis Court Inspections** – Management has reached out to secure bids for this and will report back to the Board once they have been received. Management does expect to have them by the next meeting.

**C. Vines** – Management has spoken with Genesis Landscapes, a handyman, and an additional landscaper about the overgrown vines, and all of them have suggested waiting until fall/winter due to the cost to address these issues now. Based on the quotes received, the cost would be 3x as expensive which is the reason for delaying the work.

**D. Spraying of Roads & Sidewalks for Weeds** – The work was completed during the week following the July 2021 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.

## **VIII. NEW BUSINESS**

No New Business was discussed during this meeting.

**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 8:38 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 8:42 p.m. The motion passed unanimously (4-0-0).***

**XI. ADJOURNMENT**

***MOTION: Ms. Weltens motioned, Ms. Lathrop seconded, to adjourn the meeting at 8:42 p.m. The motion passed unanimously (4-0-0).***