

Cascades Park Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, March 14, 2022 – 7:00 p.m.
Clubhouse
21811 Mornington Crescent Terrace
Sterling, VA 20166

BOARD MEMBERS PRESENT

Kevin Weltens	President
Heidi Lathrop	Treasurer
Cathy Daum	Secretary

BOARD MEMBERS ABSENT

AJ Glascock	Vice President
-------------	----------------

MANAGEMENT AND OTHER ATTENDEES

Jody Lee	Community Manager, SFMC, Inc.
Paul Bjorlo	Recording Secretary, Notable Minutes, Inc.

HOMEOWNERS PRESENT

Two homeowners were present.

I. CALL TO ORDER & VERIFICATION OF QUORUM

Mr. Weltens called the meeting to order at 7:05 p.m. and verified a quorum was present.

II. OPEN FORUM

A resident who lives on Smoketree Terrace had a question about an old violation they received. The Board will discuss in Executive Session and Management will get back to the resident with a response.

A resident had some questions about the process for submitting an ARC application.

III. COMMITTEE REPORTS

A. Covenants Committee: Ms. Daum reported that the Covenants Committee has received several applications since last month's meeting. All received applications have been reviewed and processed.

B. Website Committee: Nothing was discussed.

C. Newsletter Committee: Mr. Weltens has been working on the next iteration of the newsletter and is planning to send it sometime before the end of March.

D. Social Committee: Ms. Lathrop stated that the Social Committee continues to plan the Spring Curb Appeal Contest, which will start on May 1, 2022.

IV. APPROVAL OF MINUTES

MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to approve the February 14, 2022 meeting minutes as submitted. The motion passed unanimously (3-0-0).

V. FINANCIAL MANAGEMENT

A. Financial Management: The Board reviewed the January 31, 2022 Financial Summary Report as submitted in the Board packet.

VI. CONTRACT SERVICES

A. Paint Mailboxes: Several mailbox cleaning and painting proposals have been included in this month's Board Packet for review and discussion.

MOTION: Ms. Daum moved, Mr. Weltens seconded, to approve the proposal from NOVA Painting (dated March 7, 2022) in the amount of \$6,475.00 for cleaning and repainting 26 mailboxes within the community. The motion passed unanimously (3-0-0).

B. Tennis Court RFP: A proposal was presented to the Board for an RFP from Gardner Engineering to repair the Tennis Courts. The Board would like to work on an RFP themselves and reevaluate prior to deciding on whether to proceed further with Gardner Engineering.

C. Tennis Court Repair: A proposal to repair problem areas on the community tennis court and to paint Pickle Ball court lines on the tennis courts has been included in this month's Board Packet for review and discussion. The Board reviewed these items and agreed to address the structural issues with the tennis courts prior to deciding on the conversion to the Pickle Ball courts.

D. Pool / Clubhouse Maintenance Items: A proposal from one vendor for completing several maintenance items for the pool and clubhouse has been included in this month's Board Packet for review and discussion.

MOTION: Ms. Lathrop moved, Mr. Weltens seconded, to approve the proposal from District Builds LLC (proposal # 7254) in the amount of \$2,325.00 to complete the list of miscellaneous maintenance items for the Pool and Clubhouse. The motion passed unanimously (3-0-0).

E. Pool Chemical Room Insulation: A proposal from one vendor for insulating all the copper piping in the pool chemical room has been included in this month's Board Packet for review and discussion.

MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to approve the proposal from District Builds LLC (proposal # 7253) in the amount of \$3,125.00 to complete the insulation of the copper piping in the chemical room of the Pool and Clubhouse. The motion passed unanimously (3-0-0).

F. Monument Sign RFP: Management has included an RFP from JP Lange to enhance the monument sign area. Board asked Management to move forward with securing 3 proposals for the work described.

VII. OLD BUSINESS

A. Discussion – The Board discussed additional ideas for community survey regarding the pool & clubhouse; improvements to the retaining wall; ideas for improving the clubhouse, pool, and sidewalk areas; adding a trash can alcove.

VIII. NEW BUSINESS

A. Discussion – Pool Locker Rooms / Floors & cleaning the guards' room (furniture will be moved next week to the pool deck): Discussed previously during contract services.

B. Landscape & Snow Contracts: Current vendor is Genesis/Advantage Landscape; contract expires December 31, 2022. The Board requested Management contact 3 prospective vendors for contract bids.

C. Pool Passes & Electronic Options: The Board had a brief discussion about whether they wanted to pursue electronic pool pass options but

decided to continue with passes for the 2022 season. Electronic options will be discussed later as a possibility for the 2023 pool season.

IX. 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 8:56 p.m. The motion passed unanimously (3-0-0).

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to exit executive session and return to regular session at 9:07 p.m. The motion passed unanimously (3-0-0).

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to approve homeowner's request to waive \$900.36 for charges from 2011 for which the statute of limitations has now passed. The motion passed unanimously (3-0-0).

X. ADJOURNMENT

MOTION: Ms. Weltens motioned, Ms. Lathrop seconded, to adjourn the meeting at 9:12 p.m. The motion passed unanimously (3-0-0).