

**Cascades Park Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Monday, May 9, 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
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**MANAGEMENT AND OTHER ATTENDEES**

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

**HOMEOWNERS PRESENT**

No homeowners were present for tonight's meeting.

**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**

There were no homeowners present.

**III. COMMITTEE REPORTS**

**A. Covenants Committee:** Ms. Daum reported that she spoke with another member of the Covenants Committee about color options for painting concrete outside homes. She presented several recommendations for color options to the Board for residents who want to paint the concrete outside their homes.

The Covenants Committee recently denied applications from two residents within the community. One application was denied because the shutters were painted with a non-approved color. The second application was denied because the deck was painted with a non-approved color.

- B. Website Committee:** The Website Committee is in the process of uploading the most recent copies of the Monthly Board Meeting Minutes to the community website.
- C. Newsletter Committee:** Mr. Weltens is currently working on the next iteration of the community newsletter.
- D. Social Committee:** Ms. Lathrop stated that Community Pool Party has been scheduled for Sunday, June 12 from 1:00 – 4:00 pm. The Board also briefly discussed the upcoming summer curb appeal contest.

#### **IV. APPROVAL OF MINUTES**

***MOTION: Ms. Lathrop moved, Ms. Daum seconded, to approve the April 4, 2022 meeting minutes as submitted. The motion passed unanimously (3-0-0).***

#### **V. FINANCIAL MANAGEMENT**

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

#### **VI. CONTRACT SERVICES / PROPOSALS**

- A. Annual Inspections:** The Board reviewed their process for identifying and following up on violations notices during annual inspections.

***MOTION: Ms. Lathrop moved, Mr. Weltens seconded, to approve the proposal from SFMC, Inc. in the amount of \$5,000.00 for completing the 2022 Annual Inspections. The motion passed unanimously (3-0-0).***

- B. Security Agreement Renewal:**

***MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to approve the proposal from Signal 88 Security (in the amount of \$861.30 per month) to provide Vehicle Patrol Services to the community from June 1, 2022 to May 31, 2023. The motion passed unanimously (3-0-0).***

- C. Main Monument RFP:** RFP attached from JP Lange for the main monument entrance off Cascades Parkway.

**VII. OLD BUSINESS**

**A. Discussion – Survey Update:** The Board discussed additional ideas for updates / enhancements to the retaining wall, clubhouse, pool, and sidewalk area, and adding a trashcan alcove.

**VIII. NEW BUSINESS**

**A. Ratify Board email votes since last meeting:**

- The Board approved 3 High Sierra proposals on April 26, 2022:
  - 1) Pump leak = \$346.36
  - 2) Punch list = \$636.74
  - 3) Hydro drain covers = \$665.00.
- Board approved Bishop's Tennis, Inc. on April 29, 2022 to repair the tennis court, replace both nets, and mark it for pickleball at a cost of \$6,050.00.

***MOTION: Mr. Weltens motioned, Ms. Daum seconded, to ratify the two Board email votes that had taken place since the previous meeting. The motion passed unanimously (3-0-0).***

**IX. EXECUTIVE SESSION**

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to enter Executive Session for the purposes of discussing Legal Matters, Collections, Homeowner Violations, Accounts, Account Delinquencies, and Homeowner Correspondence at 8:13 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 8:16 p.m. The motion passed unanimously (3-0-0).***

***MOTION: Mr. Weltens motioned, Ms. Daum seconded, to write off two delinquent account balances equaling \$15.24. The motion passed unanimously (3-0-0).***

**X. ADJOURNMENT**

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to adjourn the meeting at 8:20 p.m. The motion passed unanimously (3-0-0).***