

**Cascades Park Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, June 13, 2022 – 8:00 p.m.**

Clubhouse
21811 Mornington Crescent Terrace
Sterling, VA 20166

BOARD MEMBERS PRESENT

Kevin Weltens	President
AJ Glascock	Vice President <i>{participated via phone}</i>
Heidi Lathrop	Treasurer
Cathy Daum	Secretary

BOARD MEMBERS ABSENT

None

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 8:03 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 the Covenants Committee has approved all applications received since last month's meeting. No applications have been denied and none are currently under review. SFMC is scheduled to begin their inspections in early July.

B. **Website Committee:** Ms. Lathrop has been working with Ms. Barth to ensure the Board has a backup person to help with the community

website. Ms. Barth has updated the Cascades Park website with the minutes from the recent monthly board meetings.

C. **Newsletter Committee:** Mr. Weltens is currently working on the next iteration of the community newsletter.

D. **Social Committee:** Ms. Lathrop stated that the Community Pool Party went well. Ms. Lathrop has made signs for the Community Curb Appeal contest and will send them to Management for production.

IV. APPROVAL OF MINUTES

MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to approve the May 9, 2022 meeting minutes as submitted. The motion passed unanimously (4-0-0).

V. FINANCIAL MANAGEMENT

A. **Financial Management:** The Board reviewed the April 30, 2022 Financial Summary Report as submitted in the Board packet.

VI. CONTRACT SERVICES / PROPOSALS

A. **Streetscape Pruning:** There is a proposal in this month's Board Packet to complete pruning of trees with low-hanging limbs located on Shagbark. Vendor will submit a proposal for additional pruning to take place in the other areas of the community, and Management plans to get additional bids for this work as well.

B. **Landscaping Contract –** The current landscaping contract expires the end of 2022. Management discussed details on meeting multiple landscape vendors in July to get bids. Management will request separate bids from each for landscaping, snow removal, and irrigation. Hoping to keep all 3 contracts under one contractor if possible.

VII. OLD BUSINESS

No old business was discussed.

VIII. NEW BUSINESS

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

- No email votes have been conducted since last month's meeting.

B. Discussion: Tennis Court reopening after renovation (change code / post new signs / e-mail blast, etc.): The Board discussed the possibility of having residents sign a waiver stating they will not leave the gate unlocked, will not share the tennis courts code, and will only use the tennis courts for their intended purpose. The Board discussed the possibility of replacing the current lock mechanism on the tennis court door with a key card or key FOB system. Management will review options and gather proposals for the Board to review.

IX. RESIDENT / MISCELLANEOUS MATTERS

MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to approve the resident request to place a dumpster in their driveway on a temporary basis. The motion passed unanimously (4-0-0).

X. 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 8:55 p.m. The motion passed unanimously (4-0-0).

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to exit executive session and return to regular session at 8:59 p.m. The motion passed unanimously (4-0-0).

MOTION: Mr. Weltens motioned, Ms. Daum seconded, to write off six inactive account balances totaling \$397.98. The motion passed unanimously (4-0-0).

XI. ADJOURNMENT

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to adjourn the meeting at 9:00 p.m. The motion passed unanimously (4-0-0).