

**Cascades Park Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, July 11, 2022 – 7:00 p.m.**

Clubhouse
21811 Mornington Crescent Terrace
Sterling, VA 20166

BOARD MEMBERS PRESENT

AJ Glascock	Vice President
Heidi Lathrop	Treasurer
Cathy Daum	Secretary

BOARD MEMBERS ABSENT

Kevin Weltens	President
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MANAGEMENT AND OTHER ATTENDEES

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

HOMEOWNERS PRESENT

One homeowner

I. CALL TO ORDER & VERIFICATION OF QUORUM

Mr. Glascock called the meeting to order at 7:00 p.m. and verified a quorum was present.

II. OPEN FORUM

A homeowner asked what information was required for adding solar panels to the exterior of his home. Ms. Daum stated the application should include detailed information about the solar panels because it is helpful for the Board to decide when the application includes detail information about the to provide detailed information.

A tenant stated he received a letter from his landlord about leaving his trashcan outside his home. The tenant asked the Board where he should store the trashcan. The Board shared that the policy requires trashcans to be kept out of sight. The Board suggested storing it behind the house as an alternative to storing it in the garage or leaving it outside.

III. COMMITTEE REPORTS

- A. **Covenants Committee:** Ms. Lathrop reported the dumpster in front of the resident's house on Regents Park was full and needs emptied.
- B. **Website Committee:** Nothing was discussed.
- C. **Newsletter Committee:** Nothing was discussed.
- D. **Social Committee:** Ms. Lathrop stated the Social Committee recently gave awards to two homes for the Community Curb Appeal contest. The committee plans on having another contest in July. The committee is also planning a pool party at the end of the summer around Labor Day.

IV. APPROVAL OF MINUTES

MOTION: Ms. Lathrop moved, Ms. Daum seconded, to approve the June 13, 2022 meeting minutes as submitted. The motion passed unanimously (3-0-0).

V. FINANCIAL MANAGEMENT

- A. **Financial Management:** Nothing was discussed.

VI. CONTRACT SERVICES / PROPOSALS

- A. **Pool Chemical Vat:** A proposal from High Sierra Pools was included in this month's Board Packet for discussion. The Board tabled the discussion so they could review the proposal before deciding.
- B. **Tennis Court Security:** Three proposals to secure the tennis court gate with electronic security were included in this month's Board Packet for discussion.

MOTION: Mr. Glascock moved, Ms. Lathrop seconded, to approve a proposal in an amount not to exceed \$1,500.00 to have the existing lock on the tennis court gate serviced and reset. The motion passed unanimously (3-0-0).

- C. **Monument Landscape Proposal (for Fall):** Two proposals to enhance the main monument landscape design were included in this month's Board Packet for discussion. The Board needed clarification on one of the two

included proposals and decided to table the discussion until next month's Board meeting.

VII. OLD BUSINESS

A. DISCUSSION: Survey update (Retaining Wall / pool / clubhouse improvements / ideas for the pool and sidewalk area; trash can alcove; clubhouse improvements): Nothing was discussed.

B. DISCUSSION: Tennis court reopening after securing (post new signs / email blast): Nothing additional was discussed.

VIII. NEW BUSINESS

A. Ratify Board email votes since last meeting:

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

IX. RESIDENT / MISCELLANEOUS MATTERS

There were no Resident or miscellaneous matters discussed.

X. EXECUTIVE SESSION

MOTION: Mr. Glascock 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 8:08 p.m. The motion passed unanimously (3-0-0).

MOTION: Mr. Glascock motioned, Ms. Lathrop seconded, to exit Executive Session and return to regular session at 8:40 p.m. The motion passed unanimously (3-0-0).

MOTION: Mr. Glascock motioned, Ms. Lathrop seconded, to write off three inactive account balances totaling \$8,788.03. The motion passed unanimously (3-0-0).

MOTION: Mr. Glascock motioned, Ms. Lathrop seconded, to approve a request from a resident to write off \$135.00 in late fees. The motion passed unanimously (3-0-0).

MOTION: Mr. Glascock motioned, Ms. Lathrop seconded, to process the results of five exterior trash can violation hearings. Two violations were corrected, and three homeowners were assessed violation charges. The motion passed unanimously (3-0-0).

XI. ADJOURNMENT

MOTION: Mr. Glascock motioned, Ms. Lathrop seconded, to adjourn the meeting at 8:45 p.m. The motion passed unanimously (3-0-0).