

**Cascades Park Homeowners Association, Inc.  
Board of Directors Meeting Minutes  
Monday, August 8, 2022 – 7:00 p.m.**

Clubhouse  
21811 Mornington Crescent Terrace  
Sterling, VA 20166

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

None

**MANAGEMENT AND OTHER ATTENDEES**

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

**HOMEOWNERS PRESENT**

One homeowner participated in tonight's meeting.

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

Mr. Glascock called the meeting to order at 7:01 p.m. and verified a quorum was present.

**II. OPEN FORUM**

The homeowner has been unable to access the tennis courts and asked how to gain access to them. The Board explained the courts were currently not accessible because of an issue with the gate lock and are working on having it repaired. Additionally, maintenance on the courts to include surface repairs and adding pickleball courts are in progress. Management will send an email to the community when the tennis courts are ready to be reopened.

**III. COMMITTEE REPORTS**

**A. Covenants Committee:** Ms. Daum asked for clarification about the policy regarding portable basketball hoops within the community. Mr. Weltens

believed the hoops could remain in the resident's driveway overnight but need to be removed if located on street or sidewalk.

Additionally, Ms. Daum mentioned a resident, whose neighbor is selling their house, has requested the seller paint their roof to conform with community guidelines prior to finalizing the sale of the home. Ms. Daum informed the resident that the roof must be painted back to the original color before selling the house.

**B. Website Committee:** Ms. Lathrop reported Ms. Barth has fixed / repaired several items on the community website. The Board acknowledged there was still a lot of work needed to the website. Ms. Barth shared that a text blast was sent to the community informing residents about the trash company not collecting yard waste this week due to labor shortages.

**C. Newsletter Committee:** Nothing was discussed.

**D. Social Committee:** Ms. Lathrop stated the Social Committee recently rewarded the second round of Curb Appeal Award Winners within the community.

#### IV. APPROVAL OF MINUTES

***MOTION: Ms. Lathrop moved, Ms. Daum seconded, to approve the July 11, 2022 meeting minutes as amended. The motion passed unanimously (4-0-0).***

#### V. FINANCIAL MANAGEMENT

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

#### VI. CONTRACT SERVICES / PROPOSALS

**A. Pool Chemical Vat:** A proposal from High Sierra Pools for an additional chemical vat for the pump room to hold chlorine was included in this month's Board Packet for discussion. Given the current pool season will be ending shortly, the Board agreed to forego further discussion of this matter until next year.

**B. Tennis Court Security:** Several proposals for new gate locks and enclosures were included in this month's Board Packet for discussion.

***MOTION: Mr. Glascock moved, Mr. Weltens seconded, to approve a proposal from District Builds in the amount of \$1,450.00 to replace the existing lock and closer on the tennis court gate. The motion passed unanimously (4-0-0).***

**C. Camera Security:** Proposals from three vendors for cameras at the tot lot, pool, and tennis courts were included in this month's packet for discussion. The Board wanted clarification on a few elements of one of the proposals and agreed to decide on this matter at next month's meeting.

**D. Monument Landscape Proposal (for Fall):** Three proposals to enhance the main monument landscape design were included in this month's Board Packet for discussion.

***MOTION: Ms. Lathrop moved, Mr. Weltens seconded, to approve the proposal from Advantage Landscape (Estimate # 2580) in the amount of \$5,147.41 to complete the specified landscape improvements at the front Monument Sign. The motion passed with Mr. Glascock abstaining (3-0-1).***

**E. Landscape Enhancement / Streetscape Proposal:** Three proposals to complete tree elevation and other miscellaneous maintenance items throughout the community were included in this month's Board Packet for discussion.

***MOTION: Mr. Glascock moved, Ms. Lathrop seconded, to approve the proposal from D & D Tree Care & Landscape, LLC (Estimate # 2109) in the amount of \$9,600.00 to complete the tree elevation and small tree removals at common ground and streetscape areas throughout the community. The motion passed unanimously (4-0-0).***

**F. Pet Waste (6 stations) Trash Cans (2):** Two proposals for servicing community pet waste stations were included in this month's Board Packet for discussion.

***MOTION: Mr. Glascock moved, Ms. Lathrop seconded, to approve the proposal from Pet Waste Stations of Virginia, LLC in the amount of \$5,720.00, including all supplies, to provide service existing pet waste stations within the community. The motion passed unanimously (4-0-0).***

**G. Tennis Court Fence Repair:** Hercules Fence provided a proposal for repairing the tennis court fence on the side where it is rolled up.

***MOTION: Mr. Glascock moved, Mr. Weltens seconded, to approve the proposal from Hercules Fence in an amount not to exceed \$1,500.00 to repair the tennis court fence on the side where it is rolled up. The motion passed unanimously (4-0-0).***

**H. Landscape Management 2023 – 2025:** Management included seven proposals for 2023 – 2025 Grounds Maintenance service in this month's Board Packet for review and discussion.

***MOTION: Ms. Lathrop moved, Mr. Weltens seconded, to approve the proposal from Heritage Landscape Services in the amount of \$86,784.00 to provide Grounds Maintenance for the community from 2023 – 2025 and Snow Removal services for the community for the 2022 – 2023 snow season. The motion passed with Mr. Glascock abstaining (3-0-1).***

**I. Snow Contract 2022 – 2023:** Six proposals for the snow removal service for the 2022 – 2023 season have been included in this month's Board Packet for review and discussion. See previous motion for Grounds Maintenance services for decision on snow removal service.

**J. Irrigation 2023:** Four proposals for the 2023 irrigation maintenance and service all of which included startup and winterization services were included in this month's Board Packet for review.

***MOTION: Mr. Weltens moved, Mr. Glascock seconded, to approve the proposal from Aspect Irrigation in an amount not to exceed \$8,710.00 to provide irrigation maintenance and service for the 2022 – 2023 season on the condition that they agree to add a third maintenance visit to their proposal. The motion passed unanimously (4-0-0).***

## **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:**

- i. 8/3/22 – approve Continental Pools to replace the wading pool pump for \$982.33.

***MOTION: Mr. Glascock moved, Mr. Weltens seconded, to ratify the email vote to approve the proposal from Continental Pools in the amount of \$982.33 to replace the wading pool pump. The motion passed unanimously (4-0-0).***

#### **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 8:53 p.m. The motion passed unanimously (4-0-0).***

***MOTION: Mr. Glascock motioned, Ms. Lathrop seconded, to exit Executive Session and return to regular session at 9:08 p.m. The motion passed unanimously (4-0-0).***

***MOTION: Mr. Glascock motioned, Ms. Lathrop seconded, to proceed in accordance with the recommendation of their legal counsel on the outstanding balance for the homeowner account that ends in 4110. In so doing, the Board is denying the payment plan proposed by the homeowner, but will instead allow the homeowner to pay off the outstanding account balance over a period of 48 months on the condition that the homeowner signs a Confessed Judgment Promissory Note. The motion passed unanimously (4-0-0).***

#### **XI. ADJOURNMENT**

***MOTION: Mr. Glascock motioned, Ms. Lathrop seconded, to adjourn the meeting at 9:10 p.m. The motion passed unanimously (4-0-0).***