

**Cascades Park Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Monday, January 9, 2023 – 7:00 p.m.**

Clubhouse  
21811 Mornington Crescent Terrace  
Sterling, VA 20166

**BOARD MEMBERS PRESENT**

Kevin Weltens	President
AJ Glascock	Vice President
Heidi Lathrop	Treasurer
Cathy Daum	Secretary
Jenna Burkette	Member at Large

**BOARD MEMBERS ABSENT**

None

**MANAGEMENT AND OTHER ATTENDEES**

Jody Lee	Community Manager, SFMC, Inc.
Paul Bjorlo	Recording Secretary, Notable Minutes, Inc.
David Wilderman	Vice President of Operations, Heritage Landscape Services (HLS)
David Brown	Business Development Management, HLS
Brandon Craft	Account Manager, HLS

**HOMEOWNERS PRESENT**

Three homeowners attended tonight's meeting.

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

Mr. Glascock called the meeting to order at 7:03 p.m. and verified a quorum was present.

**II. HEARINGS**

Three residents were present for Resident Violation Hearings. Each of the three residents were able to show proof that their violations were corrected. Ten other residents who were scheduled for a hearing did not attend the meeting. Charges of \$10 per day will be assessed for the residents not in attendance for up to 90 days (\$900) or until the violation is corrected- whichever comes first.

### III. OPEN FORUM

There were no concerns from residents.

### IV. COMMITTEE REPORTS

**A. Covenants Committee:** Ms. Daum stated that the Covenants Committee has not received any new applications and does not currently have any applications pending.

**B. Website Committee:** Ms. Lathrop reported there were no updates pertaining to the community website. Mr. Weltens has not been able to coordinate with Ms. Barth to give Board members access to text blast functionality.

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

**D. Social Committee:** Ms. Lathrop stated that the Board had held their wreath-making holiday event in early-December.

### V. APPROVAL OF MINUTES

***MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to approve the November 14, 2022 meeting minutes as submitted. The motion passed unanimously (5-0-0).***

### VI. FINANCIAL MANAGEMENT

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

### VII. CONTRACT SERVICES / PROPOSALS

**A. Electric Proposals:** Two proposals to replace a damaged PVC conduit and install (1) new gang weatherproof junction box were discussed and reviewed by the Board. The Board asked Management to obtain a revised proposal prior to taking any action.

## VIII. OLD BUSINESS

- A. **DISCUSSION:** Survey update (Retaining wall / pool / clubhouse improvements / ideas for the pool and sidewalk area; trash can alcove; clubhouse improvements).
- B. **DISCUSSION:** Camera system update – Nothing was discussed.

## IX. NEW BUSINESS

- A. **HLS Snow & Landscape contracts:** David Wilderman, David Brown, and Brandon Craft, attended the meeting to discuss both service contracts. Mr. Glascock will be the primary board member POC for the remainder of the 2023 snow season. HLS did clarify that the Board will have a staff member who is assigned to their property. Mr. Wilderman assured the Board they would be communicating closely with the Board throughout any major snow event.

After discussing the snow removal contract, HLS reviewed the landscaping services contract with the Board. Mr. Glascock asked HLS what the protocol should be for communicating concerns with them. Mr. Weltens asked that HLS be aware of the recent steps the Board has taken to ensure the monument sign is visible. Mr. Weltens requested the landscapers be aware of the irrigation system that has been installed throughout the community.

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

- i. 12/14/22 – Growing Earth Tree Care to do the tree work specified by JP Lange for \$6,517.50.

***MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to ratify the email vote from 12/14/22 to approve the proposal from Growing Earth Tree to complete the next phase of the work (as outlined in the JP Lange proposal) in the amount of \$6,517.50. The motion passed unanimously (5-0-0).***

- C. **Tennis Court:** Management reported there may be another issue developing on the tennis court that may require attention and action from the Board.

**X. RESIDENT / MISCELLANEOUS MATTERS**

There were no Resident or miscellaneous matters discussed.

**XI. EXECUTIVE SESSION**

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to enter Executive Session for the purposes of discussing Legal, Collections, Homeowner Violations, Accounts, Account Delinquencies, and Homeowner Correspondence at 8:55 p.m. The motion passed unanimously (5-0-0).***

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to exit Executive Session and return to regular session at 9:08 p.m. The motion passed unanimously (5-0-0).***

***MOTION: Ms. Burkette motioned, Mr. Weltens seconded, to approve the decision to waive \$15 in late fees for two residential accounts. The motion passed unanimously (5-0-0).***

***MOTION: The Board has approved a recommendation from their legal counsel to proceed with foreclosure process for a unit. The motion passed unanimously (5-0-0).***

**XII. ADJOURNMENT**

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to adjourn the meeting at 9:10 p.m. The motion passed unanimously (5-0-0).***