

**Cascades Park Homeowners Association, Inc.  
Board of Directors Meeting Minutes  
Monday, October 10, 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
Jenna Burkette	Member at Large

**MANAGEMENT AND OTHER ATTENDEES**

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

**HOMEOWNERS PRESENT**

One homeowner attended 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**

The homeowner in attendance thanked the Board for making the switch in the trash companies and for their work on behalf of residents of the community.

**III. 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:** Mr. Weltens was appreciative of the text messages that were sent to residents reminding them to place their empty American Disposal bins out for pick up and to use the new Patriot bins for trash pickup. Ms. Lathrop has been working with Mr. Junnarkar for gaining access to send email blasts to the community which has previously been handled by Ms. Barth. Mr. Weltens will work with Ms. Barth to ensure that Board members can send messages to the community moving forward.

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

**D. Social Committee:** Ms. Lathrop reported that the Board has not yet awarded any winners for the month of October for the community Curb Appeal contest.

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

***MOTION: Ms. Lathrop moved, Ms. Daum seconded, to approve the August 8, 2022 meeting minutes as submitted. The motion passed unanimously (3-0-0).***

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

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

**B. 2023 Draft Budget:** The Board reviewed the 2023 Draft Budget as submitted in the Board packet.

**C. 2021 Draft Audit for Board Review:** The Board reviewed the 2021 Draft Audit.

**D. 2021 Rep. Letter to be Signed:** The Board signed the 2021 Representation Letter.

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

**A. Irrigation 2023:** Proposal from Aspect Irrigation for the 2023 Irrigation maintenance & service (which includes 3 service visits throughout the year plus startup & winterization services) is included in this month's Board Packet for discussion.

***MOTION: Ms. Lathrop moved, Mr. Weltens seconded, to approve the proposal from Aspect Irrigation, Inc. (Service Contract # AI22-002) in the amount of \$8,750.00 for irrigation services for the community during 2023. The motion passed unanimously (3-0-0).***

**VII. OLD BUSINESS**

No old business was discussed during tonight's meeting.

**VIII. NEW BUSINESS**

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

- i. 8/31/22 – approval of proposal from Aspect Irrigation in the amount of \$1,100.00 to install a new lighting transformer by the tennis courts
- ii. 9/1/22 – approval of recommendation by legal counsel for a delinquent account
- iii. 9/12/22 – approval of recommendation by legal counsel to approve \$500 / month payments with conditions for a delinquent account
- iv. 9/12/22 – approval of proposal from Criterion, Inc. in the amount of \$1,442.00 to complete repair of pool furniture
- v. 9/12/22 – approval of proposal from District Builds in the amount of \$2,450.00 to install the new cameras and cabling at the clubhouse

***MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to ratify each of the five above email votes which were conducted since last month's Board Meeting. The motion passed unanimously (3-0-0).***

**IX. RESIDENT / MISCELLANEOUS MATTERS**

There were no Resident or miscellaneous matters discussed during tonight's meeting.

**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 8:39 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 8:59 p.m. The motion passed unanimously (3-0-0).***

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to waive \$435.00 in late fees on the condition that the homeowner agrees to sign up for direct debit of future monthly HOA dues payments with SFMC / Cascades Park. The motion passed unanimously (3-0-0).***

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to waive the \$60 (late fee) but keep the \$50 for the trash violation for the cited homeowner. The motion passed unanimously (3-0-0).***

**XI. ADJOURNMENT**

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to adjourn the meeting at 9:00 p.m. The motion passed unanimously (3-0-0).***