

**Cascades Park Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, November 14, 2022 – 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.

HOMEOWNERS PRESENT

One homeowner attended tonight's meeting.

I. CALL TO ORDER & VERIFICATION OF QUORUM

Mr. Weltens called the meeting to order at 7:05 p.m. and verified a quorum was present.

II. OPEN FORUM

The attending homeowner said she had received a notice from Loudoun County Planning and Zoning regarding the airport expansion. Mr. Weltens told the resident that there were some plans to expand the footprint of the airport, but that the expansion was not likely to affect Cascades Park residents.

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. Ms. Daum reminded the Board that Stefan Giede

should be copied on any inquiries regarding the Covenants Committee to maximize the Board's ability to respond as quickly as possible to resident inquiries.

B. Website Committee: Ms. Lathrop reported there were no updates pertaining to the community website. Mr. Weltens has not had an opportunity to coordinate with Ms. Barth to give Board members access to the website.

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 awarded the October Curb Appeal Contest winners. The Social Committee has also begun working on plans for coordinating a holiday wreath-making event for the community.

IV. APPROVAL OF MINUTES

MOTION: Ms. Lathrop moved, Ms. Daum seconded, to approve the October 10, 2022 meeting minutes as amended. The motion passed (3-0-2), with Mr. Glascock and Ms. Burkette abstaining.

V. FINANCIAL MANAGEMENT

A. Financial Management: The Board reviewed the October 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.

MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to approve the FY2023 Budget with monthly dues of \$112 for townhouses and \$98 for single family homes. The motion passed unanimously (5-0-0).

VI. CONTRACT SERVICES / PROPOSALS

A. Tree Work Proposals: The Board will review and discuss proposals from several vendors for tree work to be done throughout the community at the January 2023 Board Meeting.

VII. OLD BUSINESS

No old business was discussed during tonight's meeting.

VIII. NEW BUSINESS

A. Ratify Board email votes since last meeting:

- i. 10/12/22 – Approval of proposal from JP Lange to do the RFP for the next phase of tree work in the amount of \$1,500.00.

MOTION: Mr. Weltens moved, Ms. Burkette seconded, to ratify the email vote for approval of the JP Lange proposal to complete the RFP for the next phase of tree work in the amount of \$1,500. The motion passed unanimously (5-0-0).

B. Roof Update: Management has spoken with a contractor about completing the roof replacement for the Community Clubhouse. The Board asked Management to get clarification from the contractor about what materials would be used to complete the replacement prior to approving the work.

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, Collections, Homeowner Violations, Accounts, Account Delinquencies, and Homeowner Correspondence at 8:37 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 8:53 p.m. The motion passed unanimously (5-0-0).

MOTION: Mr. Weltens motioned, Ms. Daum seconded, to approve a request to waive \$60.00 in late fees for the account ending in 8111 on the condition that the account is current as of November 14, 2022. If the

account is not current as of November 14, 2022, then the Board will reject the request. The motion passed unanimously (5-0-0).

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to approve Management's suggestion to call any pending violations from the July 2022 annual inspection to a hearing which will take place at the January 2023 Board Meeting. The motion passed unanimously (5-0-0).

XI. ADJOURNMENT

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to adjourn the meeting at 8:57 p.m. The motion passed unanimously (5-0-0).