

**Cascades Park Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, February 13, 2023 – 7:00 p.m.**

Clubhouse
21811 Mornington Crescent Terrace
Sterling, VA 20166

BOARD MEMBERS PRESENT

Kevin Weltens President *{arrived at 7:08 p.m.}*
AJ Glascock Vice President
Heidi Lathrop Treasurer
Cathy Daum Secretary

BOARD MEMBERS ABSENT

Jenna Burkette Member at Large

MANAGEMENT AND OTHER ATTENDEES

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

HOMEOWNERS PRESENT

None

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

No residents participated in tonight's meeting.

A. Resident Violation Hearings: The Board has acknowledged the completion of work that was being done in response to the violation issued to the resident who lives on Mornington.

MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to approve the requested timeline for a hearing extension received by the Board since last month's meeting. The motion passed unanimously (4-0-0).

III. COMMITTEE REPORTS

- A. **Covenants Committee:** Ms. Daum reported that the Covenants Committee has recently approved several applications. No additional applications are currently pending.
- B. **Website Committee:** Ms. Lathrop reported there were no updates pertaining to the community website at this time.
- C. **Newsletter Committee:** Mr. Weltens is currently working on the next iteration of the community Newsletter.
- D. **Social Committee:** No updates were provided by the Social Committee.

IV. APPROVAL OF MINUTES

MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to approve the January 9, 2023 meeting minutes as submitted. The motion passed unanimously (4-0-0).

V. FINANCIAL MANAGEMENT

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

VI. 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. Management has received the bid from one vendor that was revised (in accordance with the Board's request) and was included in the board packet for discussion.

MOTION: Ms. Lathrop moved, Mr. Weltens seconded, to approve the proposal from District Builds (Proposal # 7469) in the amount of \$1,450.00 for the work to be completed on the electrical panel. The motion passed unanimously (4-0-0).

- B. **Pool Entry / Electronic Proposals:** Two proposals for electronic pool pass service options were included in the board packet for discussion. The Board has asked Management to schedule an appointment with one of

these vendors to have an in-person demonstration of the service options prior to making their decision.

C. Clubhouse Improvements / Blinds: Three proposals from Blinds to Go for blinds in the community clubhouse were included in the board packet. The Board decided to table this issue temporarily until further notice.

D. Clubhouse Improvements / Misc.: One proposal (District Builds) for replacing the bathroom light, inside storage cabinet and shed were included in the board packet for discussion. The Board decided to table this issue temporarily until further notice.

E. Community Inspection Services (CIS): Management included information from Community Inspection Services about performing annual inspections for the community.

VII. OLD BUSINESS

A. DISCUSSION – Camera System update: Nothing was discussed.

VIII. NEW BUSINESS

A. Ratify Board email votes since last meeting:

- i. 2/1/23 – Proposal from Heritage Landscape Services in the amount of \$2,610.00 to complete corrective pruning and thinning of the 70 crepe myrtle trees in the community.

MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to ratify the email vote from 2/1/23 to approve the proposal from Heritage Landscape Services in the amount of \$2,610.00 to complete the specified corrective pruning. The motion passed unanimously (4-0-0).

B. DISCUSSION – Clubhouse Interior Improvements: Storage cabinets for supplies stored in conference room area; possible shed; possible replacement of items; blinds, flooring, patch & paint all three rooms main – kitchen – bath, doors inside for kitchen & bath & front. The Board decided to table further discussion of this issue temporarily until further notice.

C. DISCUSSION – Clubhouse Exterior Improvements: Rotted fascia & rake in multiple locations; side & front doors (painted inside & outside); gutter downspouts (damaged in a few areas and are too small – should be 3 x 4 instead of 2 x 3); flood light on side ramp should be changed to an

LED. Very old-style bulb & burns more electricity; power wash front of building & side ramp & white concrete wall going to pool; paint white wall; fix damaged concrete on top landing going to pool.

MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to approve the proposal to meet with King's Mason for a consultation at an expense not to exceed \$600 to discuss possible exterior improvements. The motion passed unanimously (4-0-0).

IX. RESIDENT / MISCELLANEOUS MATTERS

There were no Resident or miscellaneous matters discussed.

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 8:49 p.m. The motion passed unanimously (4-0-0).

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to exit Executive Session and return to regular session at 8:55 p.m. The motion passed unanimously (4-0-0).

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to approve the decision to write off the \$569.38 balance on a resident's account. The motion passed unanimously (4-0-0).

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to approve the decision to write off the \$45.00 balance on a resident's account. The motion passed unanimously (4-0-0).

XI. ADJOURNMENT

MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to adjourn the meeting at 8:58 p.m. The motion passed unanimously (4-0-0).