

**Cascades Park Homeowners Association, Inc.  
Board of Directors Meeting Minutes  
Monday, March 13, 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.

**HOMEOWNERS PRESENT**

None

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

Mr. Glascock called the meeting to order at 7:02 p.m. and verified a quorum was present.

**II. OPEN FORUM**

No residents participated in tonight's meeting.

**III. COMMITTEE REPORTS**

**A. Covenants Committee:** Ms. Daum reported that there is one application that recently came in that is currently under review.

**B. Website Committee:** Ms. Lathrop reported that all the minutes from meetings from previous months have been uploaded to the community

website. There are no additional updates pertaining to the website currently.

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

**D. Social Committee:** Ms. Lathrop stated that she is in the process of finding a weekend to host the community pool party. She is going to explore Sunday, July 23<sup>rd</sup> as an option.

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

***MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to approve the February 13, 2023 meeting minutes as submitted. The motion passed unanimously (5-0-0).***

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

**A. Financial Management:** The Board reviewed the January 31, 2023 Financial Summary Report as submitted in the board packet.

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

**A. Pool Entry / Electronic Proposals:** Two proposals for electronic pool entry systems have been included in this month's Board Packet for discussion.

***MOTION: Mr. Weltens moved, Mr. Glascock seconded, to approve the proposal from Pool Entry, Inc. (Estimate # 233058) in the amount of \$484.38 for electronic pool pass entry at the community pool for the upcoming summer. The motion passed unanimously (5-0-0).***

**B. Landscape Enhancements:** Five proposals from Heritage Landscape Services for completing sign area and entrance bed enhancements were included in this month's Board packet for discussion. The Board decided to table further discussion of this issue until further notice.

**C. Electrical Repair Area w/ Rotted Wood:** One proposal for replacing the rotted wood around the power site located next to 45681 Waterloo Station was included in this month's Board packet for discussion. The Board agreed they would like to secure a second bids prior to deciding on this issue.

**D. Landscape – Clear retaining wall on Ladbroke:** One proposal from Heritage Landscape Services for removing the vines and vegetation against the retaining wall and railing up to 4 feet back from the wall have been included in this month’s Board Packet for discussion. The Board agreed they would like to secure additional bids prior to deciding on this issue.

**E. RFP from JPLange / Tree Removal:** Management included three proposals for addressing issues with trees in common areas throughout the community.

***MOTION: Ms. Lathrop moved, Mr. Weltens seconded, to approve the proposal from D & D Tree Care & Landscape, LLC (Estimate # 2192) in the amount of \$13,000.00 for tree work in the common areas within the community. The Board approved an additional cost not to exceed \$1,500.00 to include 1 extra tree on Ladbroke that was not included as part of this job. The motion passed unanimously (5-0-0).***

## **VII. OLD BUSINESS**

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

**B. DISCUSSION – Clubhouse Improvements:** Nothing was discussed.

## **VIII. NEW BUSINESS**

**A. Ratify Board email votes since last month’s meeting:**

- i. No email votes have been ratified or approved since last month’s meeting.

**B. Pre-Inspection Letter for Spring 2023:** Spring 2023 annual maintenance inspections will be conducted sometime between May and June 2023. Letters will be mailed to residents shortly making them aware of these dates.

**C. Annual Meeting / Election Committee:** The Board reviewed the Resident Handbook and discussed other elements of the upcoming Annual Meeting.

**D. DISCUSSION – Community component walk with The King’s Masons:** The Board reviewed a packet of information that was prepared by King’s Masons (after a recent walkthrough of the community) which included

suggestions for minor exterior improvements. The Board requested Management to get actual proposals from the contractor for several of the immediate issues.

**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 9:11 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 9:23 p.m. The motion passed unanimously (5-0-0).***

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to approve the recommendation of counsel for RB File # 1655175 to take the following actions: deny the owners' request to waive legal fees and court costs, agree to waive the accrued interest charges on the account on the condition that the owners submit all payments in accordance with a Board-approved payment plan, and accept the owners' payment plan proposal to submit payment in the amount of \$550.00 per month until the account is paid in full. The motion passed unanimously (5-0-0).***

**XI. ADJOURNMENT**

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to adjourn the meeting at 9:25 p.m. The motion passed unanimously (5-0-0).***