

Cascades Park Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, April 10, 2023 – 7:00 p.m.
Clubhouse
21811 Mornington Crescent Terrace
Sterling, VA 20166

BOARD MEMBERS PRESENT

AJ Glascock	Vice President
Heidi Lathrop	Treasurer
Cathy Daum	Secretary

BOARD MEMBERS ABSENT

Kevin Weltens	President
Jenna Burkette	Member at Large

MANAGEMENT AND OTHER ATTENDEES

Jody Lee	Community Manager, SFMC, Inc.
Tammi Butler	Recording Secretary, Notable Minutes, Inc.

HOMEOWNERS PRESENT

One resident (45627 Livingstone Station Street) attended tonight's meeting

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

One resident attended the meeting to discuss the removal of trees in the common area on the left side of his yard. He was concerned about losing his privacy and not receiving a notification letter about the tree removal. Management explained the area was cleared for safety reasons and for accessing the retaining wall. He requested the Board clean up the area and plant the same species trees. The Board will discuss his concern during Executive Session and Management will follow up with a response to the homeowner.

III. COMMITTEE REPORTS

A. Covenants Committee: Ms. Daum reported there were no issues with submitted applications.

B. Website Committee: Ms. Lathrop provided an update about the website. Ms. Lathrop contacted Rajdeep Junnarkar, a previous Board member, about helping with updates and posting the meeting minutes to the website.

C. Newsletter Committee: Management plans on sending a mailing to residents about spring inspections, Digital Pool Passes, and swimming pool rules and regulations.

D. Social Committee: Ms. Lathrop stated the HOA pool event is scheduled for Sunday, July 23.

IV. APPROVAL OF MINUTES

MOTION: Ms. Lathrop moved, Ms. Daum seconded, to approve the March 13, 2023 meeting minutes as submitted. The motion passed unanimously (3-0-0).

V. FINANCIAL MANAGEMENT

A. Financial Management: The Board reviewed the February 28, 2023 Financial Summary Report as submitted in the board packet.

B. 2022 Draft Audit/Representation letter to be signed: The Board reviewed the 2022 draft audit as presented in the board packet.

MOTION: Ms. Daum moved, Mr. Glascock seconded, to approve the 2022 draft audit. The motion passed unanimously (3-0-0).

VI. CONTRACT SERVICES / PROPOSALS

A. Landscape Enhancements/Secondary Entrance beds: Four proposals for the areas established by JP Lange Consulting for secondary entrance bed enhancements; Blossom & Waterloo (North & South 4 beds); Victoria Station & Brondesbury (2 beds) Victoria & Redmon (2 beds); and Victoria Station & Shortleaf (2 beds). Ms. Lathrop requested substituting the boxwoods with compact holly shrubs and provide four seasons of interest. Ms. Lathrop requested Management contact Jeff Lange about Ms. Lathrop's questions.

B. Electrical Repair Area w/ Rotted Wood: Two proposals from District Builds and CP Electric for replacing rotted wood around the power site located next to 45681 Waterloo Station.

MOTION: Ms. Lathrop moved, Ms. Daum seconded, to approve the District Builds proposal (#7502) for meter improvements on Waterloo Station in the amount of \$2,173. The motion passed unanimously (3-0-0).

C. Fire Lane Sign Replacement Enclosed: Three proposals from District Builds, KPS, and Lee & Sons for replacing the faded (unreadable) fire lane signs throughout the community.

MOTION: Mr. Glascock moved, Ms. Lathrop seconded, to approve the KPS proposal (#7482) for replacing the fire lane signs in the amount of \$2,850. The motion passed unanimously (3-0-0).

D. Pressure Wash tennis courts: Two proposals from Ecotek Soft Wash and Gettier Commercial to pressure wash the tennis courts. A report was not provided by Bishop Tennis at the time of this report.

MOTION: Ms. Lathrop moved, Mr. Glascock seconded, to approve the proposal from Ecotek Soft Wash for pressure washing the tennis courts in the amount of \$1,646. The motion passed unanimously (3-0-0).

E. Foot Station Replacement: Two proposals from District Builds and Kings Masons for replacing the broken foot station at the pool. The Board requested shutting the water off instead of repairing the foot station. Management will request a quote from District Builds to shut the water off and cover it with a weatherproof material.

F. Waste Bin Storage Pad & Wall: One proposal from Kings Masons to create an area for the trash totes by the pool.

MOTION: Ms. Lathrop moved, Mr. Glascock seconded, to approve the proposal (#223405) from Kings Masons to do the waste bin storage pad and wall for \$6,310. The motion passed unanimously (3-0-0).

G. Miscellaneous Repairs: Three proposals from Kings Masons for the following items: 1) Timber Wall by clubhouse- replace approximately 10 rotted boards; 2) Repair fence post base and wall around pool; and 3) Repair retaining wall and guardrail behind Ladbroke.

MOTION: *Ms. Lathrop moved, Ms. Daum seconded, to approve the proposal from Kings Masons (#223405) for the following items: 1) Timber Wall by clubhouse - replace approximately 10 rotted boards; 2) repair fence post base and wall around pool; and 3) repair retaining wall and guardrail behind Ladbroke not to exceed \$7,310. The motion passed unanimously (3-0-0).*

H. Replace HVAC Split system in Clubhouse: Proposal from J Hood Services to review two proposals for replacing the HVAC system in the clubhouse. The Board requested Management gather an additional bid for the Board to review at next month's Board meeting.

VII. OLD BUSINESS

A. Discussion: Pool Mailing for new digital system & pool rules

B. Discussion: Resident Handbook/ Changes (annual meeting month for September)

C. Discussion: Camera system update (recording 24/7= 3-4 weeks) change run time to motion only 3-4mths/Board access; The Board agreed to change the run time to motion.

D. Discussion: Community component walk with The Kings Masons; Board will review the report at next month's Board meeting.

VIII. NEW BUSINESS

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

On 3/29/23 Approved D&D Tree Care at \$2,350 to clear behind the retaining wall and railing on Ladbroke for repairs.

MOTION: *Mr. Glascock motioned, Ms. Lathrop seconded, to ratify the email vote on March 29, 2023 for approving D&D Tree Care to clear behind the retaining wall and railing on Ladbroke for repairs in the amount of \$2,350. The motion passed unanimously (3-0-0).*

IX. RESIDENT / MISCELLANEOUS MATTERS

There were no Resident or miscellaneous matters discussed.

X. EXECUTIVE SESSION

MOTION: Mr. Glascock motioned, Ms. Lathrop seconded, to enter Executive Session for the purposes of discussing Legal, Collections, Homeowner Violations, Accounts, Account Delinquencies, and Homeowner Correspondence at 8:51 p.m. The motion passed unanimously (3-0-0).

MOTION: Mr. Glascock motioned, Ms. Lathrop seconded, to exit Executive Session and return to regular session at 9:01 p.m. The motion passed unanimously (3-0-0).

The Board discussed the homeowner's concern regarding the tree removal behind his home during Executive Session. Management will inform the homeowner that the trees will not be replaced but that he may plant tree(s) on his property. The trees were removed to prevent root damage to the retaining wall and for safety reasons.

XI. ADJOURNMENT

MOTION: Mr. Glascock motioned, Ms. Lathrop seconded, to adjourn the meeting at 9:02 p.m. The motion passed unanimously (3-0-0).