

**Cascades Park Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Monday, May 8, 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.
Tammi Butler	Recording Secretary, Notable Minutes, Inc.

**HOMEOWNERS PRESENT**

None

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

Mr. Weltens called the meeting to order at 7:00 p.m. and verified a quorum was present.

**II. OPEN FORUM**

There were no residents present.

**III. COMMITTEE REPORTS**

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

**B. Website Committee:** Ms. Lathrop shared Rajdeep Junnarkar has taken over the website.

**C. Newsletter Committee:** Mr. Weltens has not completed the newsletter.

- D. Social Committee:** Ms. Lathrop stated the pool event is scheduled for Sunday, July 23 from 1-4 p.m. Management will contact the pool company and request that two additional lifeguards are hired for the event.

**IV. APPROVAL OF MINUTES**

***MOTION: Ms. Lathrop moved, Ms. Daum seconded, to approve the April 10, 2023 meeting minutes as amended. The motion passed with Ms. Burkette and Mr. Weltens abstaining (3-0-2).***

**V. FINANCIAL MANAGEMENT**

- A. Financial Management:** The Board reviewed and discussed the March 31, 2023 Financial Summary Report as submitted in the board packet. Mr. Weltens shared that \$250,000 was reinvested into two CDs (\$125,000 - CD for 18 months and \$125,000 CD for 24 months). Management will arrange for legal counsel to attend the June meeting.

**VI. CONTRACT SERVICES / PROPOSALS**

- A. Pool opening punch list from High Sierra:** One proposal High Sierra Pools for opening the pool.

***MOTION: Mr. Glascock moved, Ms. Burkette seconded, to approve the proposal (EST #3862661) from High Sierra pool opening repairs in the amount of \$735.03. The motion passed unanimously (5-0-0).***

- B. Pool restrooms cleaning:** For Board information and review is one proposal for cleaning the restrooms for the 2023 pool opening from Maid Services Inc. for \$430. Ms. Lathrop volunteered to get pool cleaning supplies.

***MOTION: Mr. Weltens moved, Mr. Glascock seconded, to approve the Maid Services proposal (#53749) for cleaning the men and women's bathroom in the amount of \$430. The motion passed unanimously (5-0-0).***

- C. Pool foot station:** For Board information and review is one proposal from District Builds to remove and cap off the broken foot station and enclose the fence area required by the health department for \$553.

***MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to approve the District Builds proposal (#7514) to remove and cap off the broken foot station and enclose the fence area required by the health department in the amount of \$553. The motion passed unanimously (5-0-0).***

- D. Replace HVAC Split system in Clubhouse:** For Board information and review is four proposals to replace the HVAC System in the clubhouse. 1) J Hood Services A) \$10,112 (Carrier system); B) \$8,821 (Goodman system); 2) ASG \$7,500 (Bryant System); 3) HVAC Unlimited \$8,956 (Carrier system).

***MOTION: Ms. Daum moved, Ms. Burkette seconded, to approve the ASG proposal for the HVAC System (Bryant System) in the amount of \$7,500. The motion passed unanimously (5-0-0).***

- E. Leak Survey for wading/baby pool:** For Board information and review is one proposal from High Sierra for a leak survey for the baby pool for \$695; (Vote to approve “only if needed after replacing the skimmer throat”).

***MOTION: Mr. Weltens moved, Ms. Lathrop seconded, to approve the High Sierra Pools proposal (EST #3791184), only if needed after replacing the skimmer throat, for a leak survey for the baby pool in the amount of \$695. The motion passed unanimously (5-0-0).***

- F. Motion Lights for Tot Lot and Tennis Courts:** For Board information and review is a proposal from District Builds for motion lights in front of the clubhouse (for the tennis courts and tot lot). 1) 450 Lumens \$475; 2) 18,000 Lumens \$1,263. Tabled the discussion.

- G. Landscape - secondary entrances:** For Board information and review is an email from JP Lange regarding the proposals with original proposal and pictures. (No contractor bids attached). Mr. Weltens had concerns about the condition of the white pine trees in the community. Tabled the discussion.

## **VII. OLD BUSINESS**

- A. Discussion:** Camera system update (recording 24/7= 3-4 weeks)

- B. Discussion:** Management presented the Community component report from The Kings Masons (NOTE: completed items locations #3, and #4. #9 will be completed on 5/9. Items still on report: - #6 side entry to club house/#5 Tennis court area repairs/ #8 Retaining wall behind Ladbroke/#2 painting white wall at clubhouse steps/Lighting for monuments/ #14 Smoketree drainage behind

THs/#4 Monument lettering renovation/ #7 pool renovations/ #13 Cascades Parkway fence repairs.

***MOTION: Ms. Daum moved, Mr. Weltens seconded, to approve the King's Masons location #5 not to exceed \$3,430. The motion passed unanimously (5-0-0).***

***MOTION: Ms. Daum moved, Mr. Weltens seconded, to approve King's Masons location #8 not to exceed \$3,430. The motion passed unanimously (5-0-0).***

***MOTION: Ms. Daum moved, Mr. Weltens seconded, to approve King's Masons location #2 (c & d) not to exceed \$4,000. The motion passed unanimously (5-0-0).***

***MOTION: Ms. Daum moved, Mr. Weltens seconded, to approve King's Masons location #14 (awaiting proposal). The motion passed unanimously (5-0-0).***

***MOTION: Ms. Daum moved, Mr. Weltens seconded, to approve King's Masons together for location #6 (option a & b) and location #7 (option b) not to exceed \$10,000. The motion passed unanimously (5-0-0).***

***MOTION: Ms. Daum moved, Mr. Weltens seconded, to approve King's Masons location 13 (awaiting proposal). The motion passed unanimously (5-0-0).***

## **VIII. NEW BUSINESS**

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

On 4/27/23 Approved High Sierra to rebuild the skimmer throat and replace tiles at the wading/baby pool for \$450.

***MOTION: Mr. Glascock motioned, Mr. Weltens seconded, to ratify the email vote on April 27, 2023 for approving High Sierra to rebuild the skimmer throat and replace tiles at the wading/baby pool for \$450. The motion passed unanimously (5-0-0).***

**B. Discussion:** Pool supplies needed (paper towels/TP/soap/disinfectant bathroom cleaner) – Ms. Lathrop has agreed to pick up pool supplies.

**IX. RESIDENT / MISCELLANEOUS MATTERS**

There were no Resident or miscellaneous matters discussed.

**X. EXECUTIVE SESSION**

***MOTION: Mr. Weltens motioned, Mr. Glascock seconded, to enter Executive Session for the purposes of discussing Legal, Collections, Homeowner Violations, Accounts, Account Delinquencies, and Homeowner Correspondence at 8:57 p.m. The motion passed unanimously (5-0-0).***

***MOTION: Mr. Glascock motioned, Ms. Lathrop seconded, to exit Executive Session and return to regular session at 9:04 p.m. The motion passed unanimously (5-0-0).***

***MOTION: Mr. Weltens motioned, Mr. Glascock seconded, to impose a \$10 daily penalty charge effective in 24 hours for the homeowner discussed during Executive Session. The motion passed unanimously (5-0-0).***

**XI. ADJOURNMENT**

***MOTION: Mr. Weltens motioned, Ms. Lathrop seconded, to adjourn the meeting at 9:04 p.m. The motion passed unanimously (5-0-0).***