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APPROVED MINUTES
CASCADES COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
January 25, 2007

A meeting of the board of directors was convened at the Lowes Island Community Center, 47620 Saulty Drive, Potomac Falls, Virginia 20165.

PRESENT

Board members: Lauren Englander, President; John Aslanes, Vice President; Tom Cooke, Treasurer; Ben Hale, Secretary; Steve Olekszyk, Karl Nobert, and Jo Harvey. Staff Members: Martha Kaczmarczyk, General Manager; and Renee Thompson, Assistant General Manager

MEMBERS ABSENT

Lou Devenow and Hampton Dowling were absent.

CALL TO ORDER

Lauren Englander called the meeting to order at 6:30 p.m.

RESIDENT'S FORUM

1. A resident stated that the association should be shoveling all common ground sidewalks, including townhomes, per a Loudoun County ordinance. He specifically mentioned a sidewalk that runs from Sheel Terrace to Esterbrook Circle. Additionally, he said that the current towing company doesn't respond to calls, and said the Board should consider looking into another company. The Board responded that they will look into the issue of shoveling sidewalks.
2. A resident stated that an additional sidewalk that should be shoveled is the new one on Cutwater Place.
3. A resident was present to let the Board know that he was interested in participating in the new County Liaison Committee. He also mentioned that Lauren Englander responded to his previous request, via a letter he received from her.
4. A resident thanked Martha for her help on the Potomac Terrace Parking Committee. He also stated that Battlefield was unresponsive, and that their lot in Sterling had been closed, so residents had to go to Chantilly to pick up their vehicles. He requested that the Board look at another company, possibly Greenway Towing.
5. A resident inquired whether a light was going to be installed in the Potomac Terrace section, near NOVA. Martha responded that staff will be obtaining prices and it will be put on a Board agenda. The resident also inquired as to when dog stations would be installed. Martha responded that they will be installed in the spring. Lastly, the resident asked that when fire lanes were to be repainted, if the residents in the section could be notified at least two weeks in advance, so they could wire brush the existing paint. Martha responded that they would be notified in advance.

SET THE AGENDA

1 Steve Olekszyk MOVED to amend the agenda to include the amendment to the snow contract-
2 sidewalk plowing along Potomac Terrace. Jo Harvey SECONDED the motion and it was
3 APPROVED unanimously.

4
5 **TENNIS BUBBLE LETTER TO COUNTY**

6 Ben Hale MOVED to direct the Board President to send the attached letter to the Loudoun
7 County Zoning Administrator in reference to the tennis bubble appeal. The motion was
8 SECONDED by John Aslanes. Discussion followed. The motion was APPROVED
9 unanimously.

10
11 **TENNIS PROGRAM AND SUMMER SPORTS DAY CAMP**

12 John Aslanes MOVED to execute a contract with Tennis Dan for the 2007 Tennis Program and
13 the Summer Sports Day Camp available only to Cascades residents and at no cost to the
14 association. The motion was SECONDED by Ben Hale. Discussion followed. Tom Cooke
15 MOVED to table the motion until Dan McNeil, of Tennis Dan, was present to address questions.
16 Steve Olekszyk SECONDED the motion to table, and the motion to table was APPROVED
17 unanimously.

18
19 **POTOMAC TERRACE PARKING COMMITTEE CHAIRPERSON**

20 John Aslanes MOVED to appoint Donna Taglieri as Chairperson of the Potomac Terrace
21 Parking Committee. The motion was SECONDED by Tom Cooke and APPROVED
22 unanimously.

23
24 **AMENDMENT TO SNOW CONTRACT – SIDEWALK PLOWING POTOMAC**
25 **TERRACE**

26 John Aslanes MOVED to add to the current snow contract the snow plowing of the sidewalk
27 adjacent to Potomac View from Palisades to the end of the turn lane into the Potomac Terrace
28 neighborhood. The motion was SECONDED by Tom Cooke. Discussion followed. The motion
29 was APPROVED unanimously.

30
31 **POTOMAC TERRACE BUS STOP SHELTER**

32 Ben Hale MOVED to remove the Potomac Terrace bus stop. The motion was SECONDED by
33 John Aslanes. Discussion followed. The motion FAILED with a vote of 0-6. Tom Cooke
34 MOVED to repair the existing bus stop with matching materials, install a trash can, and include
35 the site for trash pick up. The motion was SECONDED by Jo Harvey and APPROVED
36 unanimously.

37
38 **SCHEDULE OF BOARD MEETINGS 2007**

39 Jo Harvey MOVED to approve the following schedule of Board meetings for 2007: January 25,
40 February 22, March 22, April 26, May 24, June 28, July 26, August 23, September 27, October
41 25, November 15 (Annual Meeting of Membership), December 6 (Board Orientation). The
42 motion was SECONDED by Ben Hale. Discussion followed. The motion was APPROVED
43 unanimously.

1 **TENNIS PROGRAM AND SUMMER SPORTS DAY CAMP**

2 Dan McNeil, of Tennis Dan, was present to address any questions from the Board regarding this
3 program. Jo Harvey MOVED to execute a contract with Tennis Dan for the 2007 Tennis
4 Program and the Summer Sports Day Camp available only to Cascades residents and at no cost
5 to the association. The motion was SECONDED by Ben Hale and APPROVED unanimously.
6

7 **BOARD GOALS 2007**

8 John Aslanes MOVED to approve the following Board Goals for 2007: 1. Retain Auditors; 2.
9 Multi-Year Budget; 3. Swim Team Contract; 4. 2008 Budget; 5. Appointment of Election
10 Committee. The motion was SECONDED by Ben Hale. Discussion followed. The motion was
11 APPROVED unanimously.
12

13 Lauren Englander provided the Board with a list of additional goals to prioritize. The Board
14 reviewed the list and gave them to Martha Kaczmarskyj, who will provide Lauren with the
15 results. They will be discussed at the next Board meeting.
16

17 **CHANGE IN ATTENDANCE**

18 Karl Nobert arrived at 7:20 p.m.
19

20 **RETAIN AUDITORS FOR 2007**

21 Tom Cooke MOVED to retain Ahlberg and Company as the auditors for 2006 and 2007. The
22 motion was SECONDED by Jo Harvey and APPROVED unanimously.
23

24 **CREATE COUNTY LIAISON COMMITTEE AND APPOINT CHAIRPERSON AND**
25 **MEMBERS**

26 Ben Hale MOVED to create a County Liaison Committee and appoint Jane Kirchner as
27 Chairperson of the County Liaison Committee and Dave Magnelia and Susan Buckley as
28 members. The motion was SECONDED by John Aslanes. Discussion followed. Ben Hale
29 MOVED to amend the motion to include David Groo as an additional member of the committee.
30 John Aslanes SECONDED the amendment and it was APPROVED unanimously. Lauren
31 Englander then appointed Steve Olekszyk as the Board Liaison to the committee.
32

33 **WEBSITE ADMINISTRATIVE RESOLUTION #26**

34 Jo Harvey MOVED to approve the attached Website Administrative Resolution #26 Home
35 Page/Discussion Forum Policies and Guidelines. The motion was SECONDED by Ben Hale.
36 Lengthy discussion followed. Jo Harvey accepted the following friendly amendments:

- 37 1. Additional paragraph stating "The Managing Agent will correct errors and add or update
38 information contained on the Home Page at their discretion. The information which can
39 be added or updated in this manner will be information that does not require review by
40 the Web Site Editorial Team (i.e. meeting Attachments, Minutes, Finalized Resolutions,
41 Cascades Current versions...) Content proposed by the Managing Agent that does not
42 fall into this category will be considered equal to content controlled by policies defined
43 in paragraphs C and D."
- 44 2. The words Home Pages will be changed to Web Pages.

- 1 3. On page 5, number 3, the third and fourth lines should be removed. Also, the words “or
- 2 any other appointed Board member should be added to the second line.
- 3 4. On page 5, number 5, the word “three” should be removed from the first line.
- 4 5. On page 4, under Private Messages, the sentence “You also agree that you will not post
- 5 in any of the forums the contents of any private messages you receive.” should be
- 6 removed.
- 7 6. On page 2, number 5, the words “reserves the right” will be replaced with “may”.

8
9 The amended Resolution was APPROVED unanimously.

10
11 **RECESS**

12 Lauren Englander recessed the meeting at 8:15 p.m.

13
14 **RECONVENE**

15 Lauren Englander reconvened the meeting at 8:40 p.m.

16
17 **ITSY BITSY YOGA**

18 Ben Hale MOVED to establish an Itsy Bitsy Yoga program in Cascades. The motion was

19 SECONDED by John Aslanes. Discussion followed. The motion was APPROVED

20 unanimously.

21
22 **WOMEN’S WELLNESS DISCUSSION GROUP**

23 John Aslanes MOVED to allow Ms. Kugelman to conduct monthly Cascades Women’s Wellness

24 Discussion Group meetings at the Lowes Island Community Center at no cost. The motion was

25 SECONDED by Ben Hale. Discussion followed. The motion was APPROVED unanimously.

26
27 **DOMINION HIGH SCHOOL PROM DREAMS REQUEST**

28 Ben Hale MOVED to allow Dominion High School to use the Quarterpath Trace Community

29 Center for a week end in April or May 2007 at no cost. The motion was SECONDED by John

30 Aslanes. Discussion followed. The motion was APPROVED unanimously.

31
32 **COMMITTEE REPORTS & MINUTES**

33 Tom Cooke inquired as to the enforcement of Covenants. Martha responded that enforcement is

34 even throughout the community and stated how violations are addressed. Karl Nobert stated that

35 he attended the last Covenants Committee meeting, as Board Liaison, and he found the

36 committee and Andre Arman, the Covenants Manager, to be very effective.

37
38 **RE-APPOINT COMMITTEE MEMBERS FOR 2007**

39 John Aslanes MOVED to re-appoint the following committee members for a one year term:

40 Covenants: Kevin Aylward, Tammy Linskens, Christina Saxon, Michele Weatherly, Julie

41 Bauer, and Jim Northrup.

42 Finance: Julie Challis, Adrienne Jackman, Ethel Masten, David Lurie, Martin Hurden, Todd

43 Turner, Todd Donohue, and Paul Lin.

44 Programs: Patty Demon, Doug Dorsey, Cindy Dowling, and David Jackino.

45 Technology: Brian Goodhart.

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2 The motion was SECONDED by Tom Cooke. Discussion followed. The motion was
3 APPROVED unanimously.

4
5 **MINUTES FROM OCTOBER 26, 2006**

6 Jo Harvey MOVED to approve the October 26, 2006 Board minutes. The motion was
7 SECONDED by Ben Hale. Discussion followed. The minutes were APPROVED with a vote of
8 6-0-1, with Tom Cooke abstaining.

9
10 **MINUTES FROM NOVEMBER 16, 2006**

11 The Board reviewed the minutes from the Annual Meeting on November 16, 2006. No action
12 was taken, as the minutes will be approved at the Annual Meeting in 2007.

13
14 **MINUTES FROM DECEMBER 14, 2006**

15 John Aslanes MOVED to approve the December 14, 2006 Board minutes. The motion was
16 SECONDED by Tom Cooke and APPROVED unanimously.

17
18 **PRESIDENT'S REPORT**

19 Lauren Englander reported the following:

- 20
- 21 • Lauren told the Board that she and Steve Olekszyk have been working to find a
22 date to hold a community meeting regarding the day care center that is being built
23 on Fernbank Court. The agreed upon date is February 20, at 7 p.m.
 - 24 • Lauren read a resignation letter from Hampton Dowling. Ben Hale MOVED to
25 appoint Bob Robinson to the Board until the end of 2007. The motion was
26 SECONDED by Tom Cooke and APPROVED unanimously.
 - 27 • Lauren also noted that Hampton had requested a reimbursement for an
28 expenditure. Lauren and Tom Cooke, Treasurer, had discussed it and declined the
29 reimbursement. Lauren said that if any Board members disagree, it can be added
30 to the agenda for next month. The request for reimbursement was denied.

31 **TREASURER'S REPORT**

32 The Board asked questions regarding the financial information that was provided. Tom Cooke
33 stated that he would begin to make presentations as he becomes more familiar with the
34 financials.

35
36 **MANAGEMENT REPORT**

- 37
- 38 1. The Board agreed that the fire lanes could be painted over. If residents participate in the
39 paint removal, they can be reimbursed for the brushes (with a receipt) and they need to
40 clean up the paint chips.
 - 41 2. Karl Nobert requested that the collections attorney give a presentation. Martha stated
42 that she would prepare a document regarding collections and if the Board still felt it
43 necessary to meet with the attorney, he could be invited.
 - 44 3. The Board agreed to put the bocce court on the February agenda. Also, an article in the
45 newsletter would be run, to ascertain whether there is still sufficient interest in the
program.

- 1 4. John Aslanes asked if staff is still researching whether landscaping can be put in on
2 Palisades, near Potomac View Road. Staff responded that it is being investigated.
3 5. Lauren mentioned to the Board that the upcoming CAI Conference and Expo might be
4 worth attending.
5

6 **GOALS AND ACTION ITEMS**

7 The Board discussed the ongoing action items and made minor changes to outstanding issues.
8

9 **FINANCIAL MANAGEMENT REPORT**

- 10 • Karl Nobert inquired as to the collection process, how much is being collected and how
11 much the collections attorney is paid. Martha stated that she will compile a report for the
12 Board.
13 • Ben Hale asked what the computer services are for. Martha responded that it is the
14 monthly fee for servicing the office computers.
15 • Karl Nobert asked if the mat cleaning expenditure was necessary. The Board agreed that
16 it was necessary.
17 • Ben Hale asked why the pest control was paid monthly. Martha will research and
18 respond to him via email.
19 • The Board asked if the dog waste receptacle bags could be obtained at a less expensive
20 price. Martha will look into it.
21 • Ben Hale inquired if Lauren had reviewed the information regarding expenditures for
22 Rees, Broome & Diaz. Lauren responded that she has, and will share her comments via
23 email.
24

25 **FACILITIES REPORT**

26 Steve Olekszyk commented that there may be instances where homeowners could perform some
27 smaller projects, rather than have staff or a contractor do them. Martha responded that it would
28 increase the Association's liability.
29

30 **STAFF COMMUNITY AWARENESS REPORT**

- 31 • John Aslanes inquired about the Cascades National Night Out.
32 • Ben Hale asked if the wall at the Estates pool had been repaired yet. Jo Harvey stated
33 that it has.
34 • Lauren Englander inquired if anyone from Allegheny Circle had complained about the
35 new landscaping. Staff responded that there had been no complaints, but there had been
36 one positive comment.
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1 **ADJOURN**
2 Jo Harvey MOVED to adjourn the meeting at 10:25 p.m. The motion was SECONDED by John
3 Aslanes and APPROVED unanimously.

4
5 **Respectfully submitted,**

6
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8 _____
9 Ben Hale, Secretary Date