

Meeting of the Board of Directors Minutes

Date: September 13, 2018
Time: 7:00 pm
Location: Cascades Library

Board Members Present

KC Holland
Steve Honard
Colleen Kerrigan
Lea Nigon
Debbie Voloshin

Steve Honard, Common Grounds Chair, called the meeting to order at 6:58 pm.
The presence of a quorum was established.

Approval of Agenda: After “ARC Applications” was moved from #6 to #4, a motion to approve the agenda was seconded and passed.

Approval of Minutes: A motion to approve the August 9, 2018 Board of Directors Meeting Minutes was seconded and passed.

Architectural Review (Chair: Lea Nigon):

- **ARC applications:** Applications #18-24 to #18-27 were approved by the ARC committee in the past month. Application #18-28 was reviewed by the board and approved.

Officer Reports:

- **President (Orest Swystun):** Not present, no report.
- **Vice President (Paul Southwick):** Not present, no report.
- **Secretary (Beth Baker):** Not present, no report.
- **Treasurer (Debbie Voloshin):**
 - **Financial Update:** Treasurer distributed a profit and loss statement year to date and a financial statement for the past month via email. Total balance is \$95,397.24.
 - **Reimbursement Requests:** A motion was made by KC Holland, seconded by Steve Honard, and passed to approve reimbursement of the following expenses: \$70.91 to Lea Nigon for postage of hearing letters and printing of newsletters; and \$300.00 to Colleen Kerrigan for directory/newsletter postage.
 - **2019 Budget and Assessment:** The board reviewed the current budget and made recommendations for any line item changes. Based on those recommendations, Debbie Voloshin will prepare a budget for the board to review at the October meeting.

Members’ Open Forum: The board conducted an open forum for members of the community.

Committee Reports:

- **Social Activities (Chair: Zeleste Henry):** Not present. Lea Nigon reported that she has arranged for a Fire Truck escort, and has submitted the necessary forms to VDOT, Loudoun County Emergency Management Office and the Auxiliary Sheriff's office.
- **Common Grounds (Chair: Steve Honard):**
 - Steve Honard has been contacted by a homeowner regarding common ground trees that present a hazard to his property; Steve Honard presented a tree removal/trim proposal. A motion was made by Lea Nigon, seconded by KC Holland, and approved unanimously to allocate \$3,060.00 for the necessary tree work.
 - Steve Honard received an estimate to repair and abate serious erosion on the path where it goes over water in three (3) places. Board will use portion of our reserve funds for these repairs.
- **Architectural Review (Chair: Lea Nigon):**
 - **Violation Complaints:** Debbie Voloshin moved that the board go into executive session at 7:50 pm to discuss matters related to the 6/02/18 Neighborhood Inspection. KC Holland seconded, and the motion carried. At 8:15 Steve Honard made a motion to return to regular session, KC Holland seconded, and the motion carried. No further board action was taken.
- **Newsletter:** Lea Nigon reported that the Fall 2018 newsletter was mailed out to homeowners.

Unfinished Business:

- **Asset Assessment Report:** See above under Common Grounds Committee report.
- **Candidates for November 8 Board Election:** It was determined that there will be four (4) vacancies to fill. Current board members Debbie Voloshin and KC Holland whose terms are expiring indicated their intention to run again. Homeowner Josee Arel also offered to run. Lea Nigon will contact candidates by email to request their 'bios' for the election announcement. The Fall 2018 Newsletter advised the community that there will be vacancies on the board to fill and solicited volunteers to run.
- **Resolution 18-1 Update:** At the board's request, Lea Nigon contacted legal to review the draft resolution on Solar Energy Collection devices. Lea will prepare the cover letter and policy resolution for adoption and signature at the October meeting.
- **Review of/changes to Standard Record Report:** Lea Nigon will prepare for October meeting.

New Business:

- Colleen Kerrigan offered to maintain the Association's Home Improvement Application Database.

A motion to adjourn the meeting at 8:20 was seconded and carried.

Respectfully submitted,
Lea Nigon, Asst. Secretary

Next scheduled meeting: October 11, 2018, 7:00 pm, at Cascades Library Group Study Room