

# PARK WEST Community Association

c/o Summit Management Services, Inc., AAMC  
8405A Richmond Highway, Alexandria, Virginia 22309  
Main: (703) 360-0904  
Community Manager Direct: (703) 945-1425

Dear Resident,

Welcome to the Kings Park West Townhomes community. We are happy to have you as neighbors and would like to provide you with information about our community. This community has a Homeowners' Association (HOA) that is titled the Park West Community Association (PWCA). As a covenanted community, there are a variety of covenants and restrictions that govern the operations of this community. This and other information may be found at our website:

[www.parkwestcommunity.org](http://www.parkwestcommunity.org). The majority of the information will be useful to all residents, whether an owner or a renter.



For owners, we highly recommend taking some of your time to review your resale packet for the various governing documents. If you did not receive a copy of the Governing Documents at closing you may either obtain them in soft-copy from our website or if you'd prefer a hard-copy, please contact our community manager, Ms Lori Randall at [lori.randall@summitmanage.com](mailto:lori.randall@summitmanage.com) or the number listed above for further information.

As a townhome community we are all much closer to one another than if we were living in single family homes. As such, neighbor disputes can arise. The HOA does not and cannot arbitrate such discourses nor does the HOA act as an unofficial community police – you remain responsible for your actions.

Communication between and with our residents and members of the Association is critical to successfully moving forward and occurs through a variety of methods. First, there is a Board meeting on the third Tuesday of each month that is open to all. Feel free to attend, provide input, and listen to the current state and future plans for our community. Secondly; through official letters, correspondence, newsletters and updates to our website. Thirdly, through the message boards at both entrances and an email distribution list. Lastly, there is also an active Facebook group. Please take a moment and sign up for the distribution list on our website or join the Facebook group if you'd like. To join the distribution list, please send an e-mail message to [pwca\\_info\\_subscribe@parkwestcommunity.org](mailto:pwca_info_subscribe@parkwestcommunity.org) with the subject "Subscribe" (without the quotes) in the subject line of the message.

During certain monthly Board meetings we also bring in one of the major contractors who perform services for us to review the past year, look forward to the next year, and field questions from residents and members of the Board. This is a great opportunity for you to see what we are planning for the near-term.

Within the website you will find important information concerning:

- PWCA Monthly Meetings
- Parking Rules and Regulations
- Trash and Recycling Schedule and process
- Architectural Rules and Regulations
- Pet Rules and Regulations
- Lawn and Landscape Management Rules and Regulations
- Pool Information and Rules
- All current Resolutions

Our HOA is an active organization composed of volunteers. Their efforts have kept our association financially sound and nurtured our common areas and amenities – we look forward to working with you to make this community even better while also undertaking the necessary refurbishment activities for a 30+ year old community. Volunteering just a few hours a month can accomplish activities that can have far-reaching benefits at much lower cost than contracting someone to accomplish the work.

You are the Association. The Board and I need your help and guidance in the decisions we make and in the activities we undertake to maintain and improve the community. I look forward to meeting you in the future – congratulations on either your purchase or your signing of a lease in our community.

Sincerely,

A handwritten signature in black ink that reads "Mark J. Griffin". The signature is written in a cursive style with a large, stylized "M" and "G".

Mark Griffin  
President, Park West Community Association