

**Minutes of PWCA Board Meeting
Thursday, December 6, 2001
Oak View Elementary School**

The meeting was called to order at approximately 7:10; in attendance were:

James McHugh , President (late)	Kristen Cigler
Rich Juchenwicz, Vice-President	Paul Downey
Elise Converse, Treasurer	Don McBride
George Burgee	Heather Villavicencio

3 homeowners were also in attendance.

Absent: Joanne Biagi, Secretary

The meeting started with discussion regarding the October Minutes. Ultimately, it was decided that the Board did not formally vote to approve the October minutes. **Thus, Kristen motioned that we approve the October minutes as written, Paul Downey seconded. The motion passed unanimously.**

The Board tabled the Annual Meeting minutes and the President's report in order to wait for Jim McHugh to arrive.

Treasurer Elise Converse reviewed the November financials. **Jim motioned that the Board instruct Koger to pay for the back taxes the state claims that we did not pay based on Judy O'Rourke's suggestion that we do this to avoid accumulating penalties. The motion was seconded and unanimously approved.** Jim and Elise said that they would look for copies of the taxes in question since it was felt that the taxes were indeed paid. Elise made the observation that it was difficult interpreting the financials without copies of the bills and recommended she get with Judy to arrange either reviewing them in her office or getting copies of them.

With Jim's arrival, the Board returned to the November minutes. Don McBride requested the minutes be changed to show that the newly elected Board members were voted in by "Unanimous acclimation" of the homeowners., **Jim motioned that the minutes be approved with this change, the motion was seconded by Elise. The minutes were approved unanimously.**

Jim McHugh then reviewed the Board accomplishments as detailed at the Annual Homeowner's meeting and thanked everyone on the Board for their efforts. He outlined his goals for the Board for the coming year. They are:

1. To address the parking issue on Roberts Road by Robinson High School students, as well as the lesser problem of student parking in the community
2. To address the lighting patterns in the common areas
3. To examine the need for an environmental study of the community that would address water flow problems, among other issues.

Jim did note that he was able to discover that there is no money available in the county's budget for streetlights on Roberts Road and Braddock Road

Environmental Committee

The Board reviewed the problem with ending the Gib-Mor contract. Jim noted that when the Board accepted the new grounds contract and terminated the old one, neither he nor any other BOD was not aware that Paul Downey had signed an extension of the old contract which obligated the Board through 2002. Paul Downey only remembered signing the contract after seeing a copy that was provided to the BOD by Gib-Mor. Thus, it was apparent that the Board would have to terminate Gib-Mor's contract by invoking the 90 day termination clause, ending the contract at the beginning of February and causing the Board the pay almost \$4,500 in termination fees. In light of this, Jim reminded all Board members that according to the community By-Laws only the President of the Association is able to sign contracts. He also stated that all Board members should be familiar with all of our contractual obligations. He noted that this is why he always signs contracts at Board meetings. Jim said that he called and apologize to the owner of Gib-mor and told him that he would not have broken the contract if he had known we had had valid contractual obligation thru 2002.

Jim noted that the Eagle Scout project is completed - twice now, in view of the vandalism of the project soon after its initial completion. This vandalism caused three Board members (Jim, Rich and Don) and Kevin Berry, the environmental chair, to spend a day replanting a majority of the trees. Jim said he sent a letter to Steve thanking him for his hard work and read the contents of the letter into the minutes (attached). The additional \$51.72 expenditure needed for delivery of the trees was approved formally after noting that the amount was approved initially by e-mail. **Rich motioned for formal approval of this amount, Jim seconded it. The vote was unanimous to approve the new amount.**

The Board discussed the theft of the flag from the entrance and noted that Rich replaced it with two new ones.

Pool Committee:

The main pool was resurfaced. The pool chair is trying to get additional proposals for the baby pool cover. There is an additional bid outstanding for \$900, which is the same as Atlantic's bid. There was some discussion about getting a large pool cover - including the possibility of delaying the whole project. Heather and Rich requested that the pool chair ask Atlantic if they could match Splash's offer on the big pool cover, which included a 5% reduction in price if the contract was accepted prior to January 2, 2002. **Rich motioned that this request be put to Atlantic, Jim seconded it; the motion passed unanimously.**

Architectural Committee:

There was nothing to report.

Newsletter:

Heather noted that the newsletter was finished and was four pages long plus a new page, which would note all newly elected officers. There was some discussion of when and how the newsletter would be copied.

Community Watch:

Paul noted that he had asked for more patrols in the area in view of our recent spate of vandalism. - The police department told Paul they would patrol more frequently. Paul said he would continue to call them urging them to tour the property more frequently to be sure they kept their promise.

Streets and Sidewalks:

Jim requested that the Board approve the \$650 bid to repair and repaint the metal railings at 4816-4827 Carriagepark Road. The actual project has been tabled until next spring due to the weather. The Board reviewed the bill from Becker Electric for \$628 to repair streetlights damaged by a homeowner's contractor (the wire was cut). The Board requested that a letter be sent to the homeowner with a copy of the bill requesting repayment for the repair since the homeowner had indicated in the past that she was aware that she might be obligated for the damage. **Paul motioned that the letter be sent, it was seconded by Elise and the motion passed unanimously.**

The Board once again reviewed the issue of damage in the streets caused by the spilled paint from a renter's truck. The tenant said he would make it right, but that right now we are restricted by the weather. The main concern was whether the hole in the parking space gets worse over the winter costing the tenant more money. Rich requested that Jim call the contractor who did the sealing and ask for their recommendation. Any additional action was tabled until the March meeting, which would be closer to better weather for a repair.

Parking:

After some discussion on the parking problems on Roberts Road, Jim motioned that the Board write a letter to Sharon Bulova and the police requesting their help with enforcing the parking rules and regulations as they apply on Roberts Road. This motion was seconded by Kristen and was unanimously approved. Jim stated that the police told him that they couldn't do anything about the students head in parking because there was no curb on the road. Sharon Bulova said they could get a "No Parking" zone clearing the corners further back to improve visibility, but the community could not get it zoned "No Parking 9-4" because there are no houses that front on Roberts Road. Sharon Bulova also said that she would try to get signage up requiring parallel parking to the roadway. If this sign is installed, then the police can assist with the head in parking problem.

Website:

There was nothing to report

Holiday Home Decorating Contest:

Kristen reported that we had two judges lined up and once again requested discussion on allowing Board members to participate. Kristen felt that as long as the judges did not know where Board members lived, there would or should be no problem. Several members noted that they felt that there should be no hint of bias in the contest and that Board members should not be allowed to participate. **Jim made a motion that Board members not be allowed to participate in the Holiday Home Decorating Contest. The motion was seconded by Paul. Ayes were: Elise Converse, Rich Juchenwicz, Paul Downey, Jim McHugh, George Burgee. Don McBride and Heather Villavicencio abstained, Kristen voted No. The motion passed and Board members will not be allowed to participate in the Holiday Home Decorating Contest.**

New Business:

A homeowner reported she was almost hit by a car and that she knew who the driver was. She volunteered to watch and take down license plates of drivers who carelessly drive through the neighborhood. Jim said he would give her warning notices and that he would get with her to review procedure on their use.

The Board reviewed trash pick up over the holidays.

Election of Officers:

President - James McHugh indicated he would like to run for President. He was unopposed. Elise seconded the motion to re-elect Jim. Jim was elected President for a new term by unanimous vote.

Vice President - Paul Downey put forth his name, his nomination was seconded by Don McBride. Paul was elected Vice President by unanimous vote.

Treasurer - Jim nominated George Burgee, George accepted the nomination, Don McBride seconded the nomination. George was elected Treasurer unanimously.

Secretary - Jim nominated Elise Converse, she accepted. Rich seconded the nomination and Elise was elected Secretary unanimously.

Committee Assignments:

The following committee assignments were made by Jim:

Architectural - Rich Juchenwicz
Communications - Heather Villavicencio
Community Watch - Paul Downey
Environmental - Kevin Berry
Parking - James McHugh
Streets and Sidewalks - James McHugh
Pool - Renata McHugh
Website - James McHugh
Welcome / Social Committee - Kristen Cigler.

Meetings:

Before adjourning the meeting at approximately 8:45 the Board set dates for all the meetings for 2002. They are: January 16th, February 21st, March 20th, April 18th, May 15th, June 20th, July 17th, August 15th (budget only), September 18th, October 17th, November 21st, and December 5th. **Kristen made the motion to accept these dates and to adjourn the meeting, it was seconded by Paul Downey and passed unanimously.**