

Minutes of PWCA Board Meeting
Thursday, June 21, 2001

Meeting called to order at 7:07 P.M. at Park West Community Pool

Attendees:	Jim McHugh, President	Paul Downey
	Rich Juchnewicz, Vice President	Heather Villavicencio
	Elise Converse, Treasurer	

Also in attendance were Renata McHugh, Pool Chair and six homeowners.

Not in attendance:	Joanne Biagi, Secretary	Donald McBride
	Kristen Cigler	Pam Switzer

Approval of Minutes:

- The May minutes were read and approved; the motion to approve was made by Jim McHugh, seconded by Rich Juchnewicz. The motion passed.

Treasurer's Report:

- Elise Converse reviewed the May financials and stated that there were two items of concern:
 1. A \$657 charge from Armstrong that she had not been able to get a break down.
 2. Several charges that had been billed to the wrong G/L numbers that Elise will have corrected.

Architectural Control Committee:

- Jim reviewed one homeowner's request that his architectural violation charges be reduced. Jim proposed a 20% discount be given the homeowner if he paid his fine in full by July 16th. Seconded by Rich Juchnewicz. Motion approved (5 - 0)
- Jim requested Rich Juchnewicz send a letter stating the above action of the BOD.
- Rich stated that the follow-up inspections had not started at the time of the meeting since Brian of Armstrong was out of the office.

Communications:

- Heather reported that homeowner Melissa Messner had volunteered to help prepare a newsletter and that she wanted to include her in the process.
- Heather stated that she wanted to change the procedure somewhat and that she would be willing to write up any article for a Committee Chair if they did not have time to write an article.
- Heather's goal is to make the newsletter more interesting and to include more items of simple community interest rather than just hammering away at rules and regulations.

Community Watch Report:

- Paul Downey stated that August 7 is National Night Out. He reported that a lot of communities were having parties and that he must submit his idea by July 10.
- He further reported that crime in Fairfax County is down, especially in the West Springfield District.
- The County Police have instituted "Community Policing" and 6 officers are assigned to our community.
- He also stated he is going for Community Watch training in August.
- The Board discussed ideas for our "night out" - Paul suggested an ice cream social, perhaps at the pool. This discussion was tabled until the July meeting.

- Paul said he would work on a flyer for distribution about the National Night Out when the details are completed after the next BOD meeting in July.
- Homeowner Susie Dorman mentioned that when she was on the Board, she remembers being told that we had to give permission for the police to patrol our community. Jim stated that this permission had been given.
- Rich also discussed how the police can track crime events on their computer system and how they make up their patrol routes based on these events.

Environmental:

- Jim reported that the Chair of the committee, who was not in attendance, forgot to give him a report.
- Jim reported that we did have many trees trimmed and that the bill would be close to \$2500.
- One homeowner in attendance queried why we trimmed trees that were on private property. Jim McHugh stated that this was a gray area and that because some trees on private property had branches that hung over the common area it was felt it was a safety issue the Board needed to address.
- One homeowner wondered why trees at the pool were not trimmed. Jim stated they were, but lightly to preserve their balance.
- There was a great deal of discussion on The Board's ability to levy fines and the use of dark trash bags prompted by questions from homeowner Deborah Daniels. Jim stated that the BOD has always advocated the use of dark trash bags. Rich also mentioned that there was a scientific study that showed crows were attracted to light-colored objects.
- Ms. Daniels also wondered where the Board got the authority to levy charges for violations. Jim read Article 7 Section 1A of our bylaws which does give the Board general authority to make rules and regulations and to enforce those rules and regulations. Further, he stated Virginia law gives the Board the authority to fine homeowners for non-compliance. He further stated that the Board of Directors has their attorney review all major policy changes prior to their implementation, such as the trash issue.
- Ms. Daniels further stated she felt that changes to rules, and other items of note, needed to be better brought to the attention of the homeowner. She mentioned specifically that the open June meeting had not been properly advertised, that there was one notice Roberts Road entrance but not one at the Braddock Road entrance. Rich apologized for that oversight, but it was mentioned that a great deal of information is communicated on the web and that the trash issue had been communicated via several mailings.
- Ms. Daniels requested that more information about what transpired at Board meetings be made available to homeowners; Jim stated that every effort had been made to do that.
- Next, a homeowner commented that he felt the letters spoke with arrogance. He specifically mentioned that he got a notice in December requesting that he paint his house in which he felt the wording was arrogant and the request ridiculous, given the time of year. Jim stated he would review the wording of, minimally, the first notices, but that the feeling was the second and third notices needed to convey a stronger message.
- Also discussed was the fine structure for trash. It was felt it was confusing and someone wondered why the BOD did not come up with a warning notice for first violations the first time around.
- Jim reviewed a request from a handicapped homeowner who wanted to leave her trash at the end of her parking space to minimize strain on her back. Jim made a motion to allow her request that she place her trash on her parking space instead of the common area. Seconded by Rich Juchnewicz. The motion was passed.
- The use of the tot lot by non-residents was discussed. Jim recommended that if a community resident sees someone using the lot who is not a community resident that you simply request them to leave.

Streets and Sidewalks:

- Board approval was given to the adjusted contract price of \$31,107 for the cold tar sealing project.
- A homeowner in attendance wanted to know why better notice was not given about moving cars for the sandblasting. Jim stated that basically, the Board didn't find out about the 20-foot requirement until the last minute.
- Also discussed was some sort of permanent signage where notices to homeowners could be posted.
- Jim announced that parking would be made available to homeowners at GMU during the sealing project, but that parking passes needed to be obtained.
- The Board discussed whether our towing company should tow cars to their impound lot vs. to a public area. Elise Converse wondered why we could not tow the cars the next morning rather than the night before to avoid towing people who felt that they did not have to move their cars because they would be out of the lot prior to the start time. Jim stated that the whole idea was to have the lots ready to go at 7:00 AM so work could progress smoothly. He stated that he felt plenty of notice had been given about moving the cars. Jim made a motion that all towed cars be taken to the towing company's impound lot based on our current towing contract rather than have the cars moved to a local public area due to liability issues. Heather seconded the motion and the motion was passed.
- Elise Converse made a motion to put the visitor labels on the visitor spaces both at the ends of the spaces and at the curbs. Paul Downey seconded the motion and it passed.
- It was announced that all of the sidewalk repair/construction was completed and that the concrete work cost about \$12,500. The vandalism of some areas of new walks was discussed. It was noted that we budgeted about \$15,000 for concrete work and that the work done at the tot lot, plus the new work would probably put us under budget for the year.

Parking:

- Jim McHugh noted that the last of the tax notices on cars went out and that the county would be contacted in July of those cars that do not have current county tax stickers.
- Towing was discussed. Deborah Daniels mentioned that a friend of hers was towed and that the tow company would not show her a picture of the towed vehicle. Jim said that his understanding is that the cars and the pictures were kept in two separate places and that the tow company sends him all pictures on the 15th of each month. Any person wishing to review pictures can do so by setting up an appointment with the parking chair.

Pool:

- Committee Chair Renata McHugh noted that more passes were picked up this year.
- She felt it was a positive thing not having to deal with temporary passes. The one incident of vandalism so far for the year was noted.
- Jim reviewed a recent Supreme Court decision which addressed attractive nuisances and its conclusion that owners are still liable even if the pool, playground or whatever was surrounded by a fence.
- There was some discussion on the old pool alarm and former BOD, Susie Dorman, said that it never did work well and that it was disconnected because we had too many false alarms.
- The July 4th party was discussed. Hours will be 4:00 - 9:00 PM with adults only 8:00 - 9:00 pm.
- Jim made a motion to get new shower curtains for the pool showers. Seconded by Rich Juchnewicz. Motion passed.
- The Board discussed allowing the pool to stay open late one night each week (until 9:00). There was some discussion about which night, but ultimately, the Board decided to put up a survey asking the homeowners to vote on which day they wanted. Heather motioned that we take a survey, Rich seconded. It was passed unanimously.

Website:

- Jim noted that the website was updated in May.
- Jim said he would give it a face-lift this summer.
- Someone requested that homeowners be e-mailed whenever the website was updated. Jim said he would look into providing this service.

Welcome Committee

- No Report – committee chair not in attendance.

Unfinished business

- The Board discussed briefly the issue of whether or not to have a full service management contract vs. the limited service (financials only) contract currently in place. Some homeowners questioned what it would cover and whether it was needed. The additional cost was discussed and it was noted that once the regular contract expense was added to the architectural expense, the difference was only about \$6,000 per year. The Board assured those homeowners present that dues would not have to be increased to cover this increase. Elise Converse mentioned that it would provide help to committee chairs during events like the resealing so that BOD members would not have to take vacation time to oversee contracts. It was decided to vote on accepting one of the contracts since a quorum was present. Elise Converse protested the vote stating that Pam Switzer, who knew all the contracts well since she was the one who prepared a comparison grid, was not in attendance. Jim stated that all BOD members had a copy of the agenda and that everyone knew it would be discussed. Rich Juchnewicz stated that he had worked with Kroger and was not happy with their service. He also said that he had worked with Armstrong at a development in which they acted in a full service contract and they performed quite well. It was noted that Cardinal Management, while it had a good reputation, was by far the most expensive. Jim noted that he would have to get back and get the numbers and the contracts updated since the original bids were more than six months old. Paul Downey made a motion to accept a one-year contract with Armstrong, this was seconded by Heather Villavicencio. There were 4 votes in favor of the motion, 1 against. The motion passed. Elise Converse noted that she had no objections to going with a full service contract, but that she was simply not prepared to vote that night.
- Susie Dorman suggested that at the end of the first year homeowners be polled regarding whether or not they liked the contract; she also suggested that the Board make it clear to homeowners that the BOD would not be giving up any authority to the managing agent and that the managing agent would simply do the BOD's bidding.

New Business:

- Susie Dorman mentioned how she had offered to come to the monthly meetings to act as a note taker for the minutes. Jim looked up in the by-laws which stated that the Secretary was responsible for the minutes. He would have the BOD discuss this at the next meeting and get back to her with the BOD's decision.
- Susie requested that the minutes, from the next meeting forward, record votes by name so that homeowners could see the records of the Board members for whom they were voting at the annual meetings. A motion was made by Jim that votes be recorded in the minutes by name of Board Member, and the motion was seconded by Rich. The motion passed unanimously.
- The next PWCA BOD meeting would be held July 24th at 7:00 at Heather Villavicencio's house.

The meeting was adjourned at approximately 9:10 P.M..