

**PWCA
Board of Directors Meeting
Thursday, December 5, 2002
Koger Management Company**

The meeting was called to order at 7:05pm.

In attendance were:

Jim McHugh – President
George Burgee – Treasurer
Kristen Cigler
Rich Juchnewicz

Stephen Lubore-Board member, not in good standing
Brigette Peterson
Heather Villavicencio

Kevin Berry (Environmental Chair)
1 Homeowner

Absent was:

Don McBride

Old Business:

Annual Meeting minutes will be sent out to BOD in the next couple of days for review.

Jim motioned to approve the October minutes as written; George seconded; motion carried unanimously.

Treasurer's Report:

George questioned a refund of \$3000. No one was sure what it was for. George was going to check with Koger Management. George also wanted to ask Koger Management about some bills that were cancelled and reissued.

A \$25,000 CD is about to mature. George recommended tabling the issue until next meeting. George wanted to look into taking some of the money and putting it into First Virginia Bank as opposed to keeping money with Merrill Lynch. Apparently the Association pays ½% commission to Merrill Lynch. George wants to consider whether or not we should cut out the commission.

There was a discussion about the aging report—Koger Management had reassured George prior to the meeting that the numbers were correct and up-to-date.

Jim motioned to approve Alberg's auditing contract; Kristen seconded; motion carried unanimously.

There was a brief discussion about a new homeowner being charged a late fee before they had a chance to receive a bill. **Kristen motioned to waive the late fee due to the overlapping in property ownership; Rich seconded; motion carried unanimously.**

Environmental Committee:

There was a long discussion regarding a trash violation. Two homeowners were present to contest a violation. Heather offered to contact Koger about whether or not fine letters went out and the dates of those letters. There was a question about the notification of the homeowners about the violation. Matter was tabled until we could get further information from Koger.

There was another discussion regarding a trash violation. A homeowner had placed some wet carpets and other damaged goods at the corner before trash day. The homeowner wanted the violation waived due to the fact he had contacted Koger to let the management company know about broken water heater and that they would be placing the wet/damaged goods out earlier than trash day. **Jim motioned to waive homeowner's trash violation due to the fact that Koger had been contacted; Heather seconded; motion carried unanimously.**

Kevin Berry reported that the autumn tree trimming was finished. The total cost was \$3,200. There was a tree that had been missed near the bridge leading to the pool. The Board decided to wait until the spring to have this tree trimmed and felt that J & L owed the Association a credit for work that was paid for, but not finished. Kevin Berry was going to review the bill from J&L and if other trees were missed, he would add them to the list for the spring trimming.

Pool Committee:

There was a discussion about the light at the pool that is still not working. One light works, one doesn't. Kolb Electric needs to come out and check and repair. Jim was to notify Howell to get Kolb to the pool and check the lights. Rich requested to be present when Kolb comes to inspect the pool lights.

Communications Committee:

Heather reported that the January 2003 newsletter would be included in the January bills from Koger.

Heather also mentioned she has been unable to get in contact with the homeowner who volunteered to put together the community directory. She would continue to follow-up with another phone call. There was a brief discussion about the information being outdated due to the time that has elapsed since residents filled out the forms.

Streets and Sidewalks:

Jim reported that several sidewalks around the neighborhood had been repaired. He also reported that the speed bump repair would be scheduled for April 2003 when the weather breaks.

Jim reported that the snow removal contract had been signed. The company would be Advanced Towing again this year.

There was a brief discussion about the Braddock Road entrance sign and the light that is out again. George suggested that Koger contact Virginia Power and find out why the

power had been cut to the sign. The Power Company has had a history of turning off the power/turning it back on/and then back off again.

Parking Committee:

Jim reported fewer violations and no complaints. There has been a new sign about parking/towing regulations put up at the Braddock Road entrance on the corner of Carriagepark Court.

Web Committee:

Jim reported that hits are up year-over-year.

Unfinished Business:

None

New Business:

Jim read a letter from our attorneys regarding ACC guidelines/standards being mandatory/optional. The new standard states that the BOD has the discretion to decide the guidelines/standards for the community.

Election of Officers:

Kristen nominated Rich for President; George seconded; motion carried unanimously.

George nominated Kristen for Vice-President; Heather seconded; motion carried unanimously.

George nominated Heather for Secretary; Kristen seconded; motion carried unanimously.

Rich nominated George for Treasurer; Heather seconded; motion carried unanimously.

Committee Chairs:

ACC – Rich Juchnewicz

Pool – Renata McHugh

Parking – George Burgee

Environmental – Kevin Berry

Streets and Sidewalks – Brigitte Peterson

Website – Jim McHugh

Communications – Unassigned – George will talk to potentially interested homeowner.

Rich motioned to adjourn meeting at 8:15pm; Heather seconded; motion carried unanimously.

Next meeting date to be determined at a later time.