

**Minutes of PWCA Board Meeting  
Thursday, February 21, 2002  
Robinson High School Recital Hall**

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

**In attendance were:**

Jim McHugh – President	Joanne Biagi
Paul Downey - Vice President	Kristen Cigler
George Burgee – Treasurer	Don McBride
Elise Converse – Secretary	Heather Villavicencio

**Absent was:**

Rich Juchnewicz

**Also in attendance:**

Jane C. Bryan and her son - homeowners.

Jim announced that we would change the order of the agenda to accommodate Ms. Bryan and that we would move her portion to the top of the agenda. Ms. Bryan attended the meeting to protest a warning letter she received about trash in early January. She was cited for placing “Trash bags & boxes with packing popcorn out day before collection.” She was concerned that she was cited for using boxes to dispose of packing “peanuts” when boxes were never mentioned as not allowed in any of the recent correspondence on trash. Jim told her that the point was not so much that she put boxes out, but that the trash inside was not secured and that the “peanuts” had blown all around a great deal of the Malone Court area and that several homeowners had complained. Jim stated that all trash, no matter how it is set out, is required to be secured to prevent such littering. Ms. Bryan also stated that her son had put out the trash that was in black bags not the night before, as was cited in her warning letter, but early the next morning when they were allowed out. Jim stated that the bags were indeed out the night before. There followed some discussion about the Board’s discussion of her warning issue at the January meeting. Heather explained to Ms. Bryan that it was presented very informally to the Board and that the warning letter was not dismissed as it was clear that the trash in question had been the subject of several homeowner complaints. Ms. Bryan stated that she wished that the Board would communicate their decisions more effectively. Jim told her that her appearance at the February meeting was considered her first appeal of the warning letter and she would be informed in writing of the Board’s decision. Ms. Bryan allowed that it was upsetting that the Board changed the policy from no trash cans to requiring trash cans when for so long trash cans were not allowed to be used. Jim pointed out in fact that “covered containers” are required by the by-laws and that accommodations were made for those homeowners who did not want to drag trashcans around by allowing the use of dark colored trash bags as long as they were placed out at the proper time.

After Ms. Bryan left the room, the BOD discussed the request in executive session. **Jim motioned to allow the warning letter stand as written; Don seconded the motion. Voting aye were: Jim McHugh, Don McBride, Elise Converse, Joanne Biagi, Paul Downey, George Burgee. Heather Villavicencio abstained. The motion passed.** Jim said he would write Ms. Bryan a letter informing her of the Board's decision.

Since trash and the fining process had been brought to the table, Don discussed his memo to the Board in which he expressed his concern that perhaps we were not following "due process" in our fining procedure. After some discussion, the Board discussed adding a sentence to the fining notice, which indicates a fine is being charged and that the homeowner must attend a meeting, in person or via proxy, to protest the fine or the fine will stand as stated in the letter. **Jim made a motion that the trash fining letter be modified to state that unless the homeowner attends the following month's meeting (which would be specifically mentioned in the letter) the fine will be considered uncontested and will stand as stated. Paul seconded the motion and it passed unanimously.** It was decided to put the final wording up for review and vote via e-mail and formally approved at the next meeting.

One more trash issue was brought up - that of homeowner Mark Davis of 4760 Gainsborough. The Board decided to table the issue until Rich would be in attendance since he was the Board member who did the trash report on the night in question. **Don motioned to table the issue of the fine until next month, it was second by Jim and unanimously approved.**

The Board next turned to the issue of a flagpole at the entrance to the property on Braddock Road. Jim wanted to go with a one-piece flagpole, feeling it would be sturdier. Don recommended the purchase of a 20' pole because he felt that height was needed to keep the flag from getting stolen. Elise Converse commented that she did not want a flag pole at the entrance, that she felt the flags were a nice spontaneous gesture, but she did not feel that a permanent installation was necessary. **Jim motioned that the Board vote to purchase the \$425 20' flagpole with foundation tube. The motion was seconded by Joanne Biagi. Jim McHugh, Paul Downey, George Burgee, Joanne Biagi, Don McBride all voted to approved the purchase of the flag pole. Elise Converse voted no, Heather Villavicencio abstained. The motion passed.**

### **Treasurer's Report:**

George said he got copies of the bills from Koger and wants to be sure all our bills are billed in our correct name so there is no confusion with any other homeowner's association. He said the electric bills appeared to be late and one was not ours. The bills appeared to be on automatic debit and he was concerned that the bills were getting paid twice. He was also not sure that income from an insurance payment was reflected on the statement, but it could have been timing. He said he would get with Koger on that. Jim asked that George get with Judy to be sure our new budget was reflected on the next statement since it appeared that our final revised version with the lowered dues had not yet been entered. George also was concerned that the Verizon bills were paid late and pointed out that they were stamped with the wrong received date. Jim noted that the stamps in question were Armstrong's.

## **Pool Report:**

There was nothing to report this month.

## **Architectural Control Committee:**

Since Rich was out of the area on business, there was not much to report. Jim noted that there were continuing problems getting information transferred from Armstrong in a useable state to Koger and that they were continuing to look for a spread sheet which contained all the data.

Rich had sent some information regarding alternate vinyl sheds he would like to see the Board approve for homeowner use. It was noted that the Board made a blanket approval in the past of any Rubbermaid shed as long as the top of the shed did not rise above the top of the enclosing fence. Joanne noted that there would be no problem if the color of the shed matched the siding, as is required on all sheds that rise above the fence line. Jim stated he wished to table any further discussion of this until Rich can attend and discuss his ideas.

Don wanted to review some suspended ACC violation fines with the possibility of having them reinstated. Jim pointed out that since the error was ours and that since the fines were so old, it was pointless to have them reinstated. Jim said that the home in question would undoubtedly come up again on the next inspection and that for now the accounts would not be re-fined. **Jim motioned to remove the suspended violation fines from the accounts in question, Heather seconded. The vote was unanimous and the motion passed.**

## **Communications:**

Regarding the survey for the new directory, Jim said we should send them to all residents and non-resident homeowners and that they should be returned to Koger for collection. Heather said she needed to get all the newsletter information to Judy on the 8<sup>th</sup>; Paul and Don said they will get their articles to her by that date. Heather also said she did not anticipate soliciting business card style advertising for the first directory. The Board reviewed the subjects to be covered in the next newsletter and also decided that the neighborhood clean up date would be set for the third Saturday in April.

## **Community Watch:**

Paul noted he would pick up another Community Watch sign, which was available at no charge to the community, on February 28<sup>th</sup>. He also noted that the sheriff wanted to offer free labor from work release prisoners to help with neighborhood clean up. Kristen pointed out that at her place of employment, she had seen this type of labor being used and that they are not chained but they are supervised; she also pointed out that these are not hardened criminals that would be allowed on the property. Paul said he would get more information on the program.

Paul said he would ask for more patrols on the property. It was noted that a resident had a car broken into and had their CD collection stolen. Heather commented that she rarely saw the police driving through the neighborhood. Jim asked Paul to write the police a letter requesting more patrols and to not just call, since a letter would give us a record of our request.

### **Parking:**

Jim reviewed a conversation he had with a high school student's mother about her daughter's parking in the community. He noted that he told the mother that the car would be towed if the car was parked in the community again; he believes it will not be an issue.

Jim also noted that the tow company could not produce a picture for one of the tows a homeowner questioned and that the tow company was refunding the charge.

### **Streets and Sidewalks:**

The issue of speed humps and bumps was temporarily tabled. Jim noted that he spoke with two local fire departments and was told that the speed bumps do not bother them since they travel so slowly through the community.

The Board also reviewed the letter from a homeowner who had been contacted about a cut wire caused by the installation of a new fence in which the homeowner stated they would not pay for the Association's expense in the repair. It was pointed out that she did not get permission to install a new fence and that the wire was cut by her contractor causing the streetlights in an entire court to be out for several weeks. There was some discussion about the wires running through the property, about Ms. Utility coming out and the need to be careful when digging within 3' on either side of the Ms. Utility markings. Jim stated he would contact the homeowner concerning this issue.

### **Welcome Committee:**

This agenda item was tabled.

### **Unfinished Business:**

Don McBride reviewed the sign estimates he had received to date. The Board requested that Don get a bid on a smaller version of the sign at the Braddock Road entrance and that it be totally brick with a concrete or similar insert. The Board also agreed to put landscaping at the entrance to whatever sign was erected.

### **New Business:**

The Board discussed whether or not to keep the PO Box past its current term. Elise Converse said that since we now have a constant address with a management company, she didn't see a need for a PO Box, since it was originally obtained to avoid having to constantly change mailing addresses each time the Board positions changed. Don McBride stated that he felt we should keep the box. **Jim made a motion to get rid of the PO Box when it's current rental expired (July 2002). Joanne seconded it. Jim McHugh, George Burgee, Paul Downey, Elise Converse, Joanne Biagi, Kristen Cigler and Heather Villavicencio all voted aye to stop the box rental in July, Don McBride vote nay; the motion carried and the box will not be renewed when it comes up this summer.**

Next the Board set the deadline for the directory survey for the date of the next dues payment - this way the survey could naturally be returned to Koger with the check for dues.

Kristen asked about the checks for the Christmas prizes and after some discussion it was decided that the prize checks were mailed directly to the homeowners.

Jim noted the letter from the USO thanking the Association for our contribution to the Pentagon Relief Fund. He suggested that several quotes from the letter be put in the next newsletter.

Don discussed the Easter Egg hunt and was concerned about the kids running through the new mulch at the playground. It was decided that the new mulch would not yet be down and it would be a non-issue.

For convenience sake, the rest of the year's meetings were moved to the second Wednesday of each month starting in May. The new dates are approved as follows: May 8, June 20, July 10, September 12<sup>th</sup> and December 5<sup>th</sup>. The August meeting is traditionally just a working budget meeting and is not open to the homeowners and the November meeting remains on the third Thursday of the month as stated in our bylaws.

The meeting was adjourned at approximately 9:15 PM.