

**Minutes of PWCA Board Meeting
Thursday, January 10, 2002
Robinson High School Recital Hall**

The meeting was called to order at 7:06PM.

In attendance were:

Jim McHugh – President	Joanne Biagi
George Burgee – Treasurer	Rich Juchnewicz
Elise Converse – Secretary	Don McBride
	Heather Villavicencio

Kevin Berry – Environmental Chair
Judy O'Rourke - Koger Management Representative

Absent were:

Kristen Cigler
Paul Downey, Vice President

Also in attendance were two homeowners.

Jim motioned that the December minutes which were already approved via e-mail and posted on the website, be approved formally. Heather seconded the motion and the motion passed unanimously. Jim also motioned that the 2001 Annual Meeting minutes be amended to note that there were 27 homeowners present and 15 proxies in hand. Joanne seconded the motion and the motion passed unanimously.

Treasurer's Report:

George said he needed to figure out a way to see the bills, which were behind each line item on the statement; in this regard he asked Judy to send a copy of the bills. Judy said he could always just compare expenses to the budget report. Jim said that we needed to see the bills - not contractual obligations, however. It was agreed that payment did not have to be held up and that all George needed was a copy of the bills in order to review the statement. George also stated he needed to meet with Elise Converse to review other Treasurer's information.

The Board discussed the \$15 expense for the Braddock newsletter and whether or not it was beneficial. Jim McHugh said that it kept him posted on local street information.

It was noted that the back taxes were paid. Jim also noted that one outstanding collection on a home had a levy filed to get it paid in full to include principal, interest, legal fees and costs.

Environmental Committee:

Kevin stated that was nothing major to report. Gib-Mor missed leaves at 4800 Carriagepark Road and he called Gib-Mor to check out the problem. Kevin stated he did not think they had picked up the leaves. Kevin also reported that he personally did a trash pick up all along Roberts Road. He also asked to be informed if any tree trimming needs came to anyone's attention so that he could include it on his list.

Don McBride volunteered take over the research of an entrance monument at the old Chelsea entrance since it had been under the stewardship of a former Board member. It was also noted that there had at one time been an entrance sign in the location the Board was now considering when the development was originally for sale.

Jim read a letter in which a homeowner volunteered to anonymously donate a flag to replace the one that was recently stolen. There followed some discussion about getting a flagpole for the entrance and a catalog was produced which showed a pole and flag available for about \$400. Jim noted that the flag could be tied in place high enough so that it could not be lowered (and possibly stolen). Jim requested more options. There also followed discussion on the need to illuminate the flagpole and Rich said a spot light could be run off the existing fixture. Jim said he would let the homeowner donate the flag and in the meantime, we would get additional information about a flagpole and take a vote next month. Jim volunteered to call the homeowner and accept his gracious offer of a new flag on behalf of the Board and the community.

Recycle bins are due to be delivered at the pool where Board members would write addresses on the bins prior to distributing them.

Pool Committee:

The Board voted on and approved the purchase of two pools covers via e-mail prior to the meeting - one for the big pool for \$3,750 and one for the wading pool at \$900. **Jim motioned to formally accept these bids and contracts. Don McBride seconded; the motion passed unanimously.**

Jim presented the new pool contract, which came in from Atlantic at \$26,350. The Pool Chair said she was happy with their service last summer and recommended we accept the Atlantic bid over the Splash bid. This contract amount represented a \$900 increase over last year's contract. **Joanne motioned to accept the new contract and Jim seconded the motion. It passed unanimously.**

Architectural Control Committee:

Rich mentioned there were a couple of homes that had replaced their front carriage lights with flood lights and that he could find no record of this having been approved. Rich recommended that the Board require they be removed and replaced with carriage lights. He noted that he was not talking about the floods people lights put on the backs of their homes, but only those homes that put flood over their doors where carriage lights used to be.

Jim stated that from this point on the ACC should be sure to enforce this and send a letter to those who already have the lights in place requesting they be replaced since the ACC can find no record of approval of their architectural change. Judy O'Rourke, of Koger Management, suggested that a letter be drafted which states the ACC understands and appreciates their concern for safety but also discusses the need for compliance to the community's rules and regulations. The Board decided to have Kristen Cigler work on the wording with Rich.

Rich also stated he wants to work on the wording of the first Violation Notice. Judy volunteered to send him a copy of Koger's first notice. She also asked if there was in existence a spread sheet already outlining all the first, second etc. violations since it would take an incredible amount of time to create one. Rich stated that one exists and will be forwarded to Koger ASAP. Rich also stated he had a copy of the community color schemes in Word which Jim said he would post on the web.

Don McBride wanted to be sure architectural violation inspections were done on time to facilitate the pool opening this year.

Communications:

Jim thanked Heather for the newsletter. The next newsletter is scheduled for April. The article deadline is March 1. One homeowner present requested a note be included in the next newsletter about taking care of all flags on display in order to show proper respect.

Park West Directory:

People have been requesting a directory for several years and since Jim recently found an old form used in the creation of the last one, he felt that perhaps The Board should look more closely into producing another one. Judy reviewed the pratfalls of creating one and how they were out of date almost as soon as they were created. She suggested we send out the form with the April assessment bill and see what response is generated. Homeowner, Joan Murphy, volunteered to help with creating a database and the final directory.

Community Watch:

Paul Downey, Chairman, said he would try to get a “dump” of the police call log to see if patrols have increased in the neighborhood. Paul is trying to schedule a meeting for recruits.

The Board reviewed the increased vandalism in the neighborhood and Jim emphasized the need to document all incidents so we can get increased police patrols. The most recent incident of vandalism, other than the flag already discussed, is a bent stop sign. Rich also noted that the community entrance Christmas lights had to be replaced once since the original ones were stolen. Vandalism seems to have spurred increased interest in the Neighborhood Watch program.

Streets and Sidewalks:

The Board reviewed recent damage by AAA trash drivers: this included a broken light post and, more recently, a crushed sewer shelf/curb on Carriagepark Court. Judy stated she called AAA and requested that their driver be reassigned. There will be insurance compensation from the trash company on these two items. There was concern that the sewer entrance damage was unsafe for walkers and Judy said she would call NV Concrete to see what they would recommend to make it safe until weather permitted a repair.

Speed bumps - Jim stated, in his opinion, they are not working and he wants to re-examine the effectiveness of the speed bumps and other traffic calming measures. He has a copy of the study the county used which discusses traffic calming measures and will bring a digested version of it to the next meeting. He is very concerned that someone will get hurt if the speeding issue is not addressed.

Parking - a homeowner called protesting a tow, which apparently may not be able to be backed up with a picture. The tow company owner thought perhaps another community got the picture and said he would look into it. Jim said that if a picture could not be produced he would ask the tow company to refund the homeowner their money.

Website:

Our domain name (www.parkwestcommunity.org) was retained for another two years at a cost of \$70.00.

Welcoming Committee:

Jim read Kristen Cigler's report into the minutes regarding the Holiday Home Decorating Contest. The Board thanks: Bridget Peterson and Katherine Heimerman, the judges of the contest, for contributing their time and efforts to the contest. It was brought to the Board's attention that no one in the community knew who won. Jim said he would post it on the website. Judy O'Rourke said she would mail one check to Kristen to cash so that Kristen could then distribute the prizes.

Unfinished Business:

The entrance sign to the community at Roberts Road should be considered a replacement since there was a sign in the considered location when the property was being sold according to Jim McHugh. Judy O'Rourke said that this being the case the funds to replace it could come from Reserves.

Don McBride motioned that the Board drop the issue of bulletin boards anywhere in the community. Jim seconded and the motion passed unanimously.

Jim returned to Street and Sidewalks to discuss the parking problem on Roberts Road. Don McBride mentioned that VDOT had marked the street so it looked like they were ready to go as far as putting the "No Parking Here to Curb" signs in place.

New Business:

One homeowner in attendance wanted to know what her trash violation was on January 3, 2002. The BOD and the homeowner in question discussed the details of the violation. **Jim motioned to remove the violation, Joanne seconded and the motion passes unanimously.**

Another homeowner at the meeting discussed how the trash situation seemed to be getting worse. Jim discussed how we are in the last month of an expiring contract, which gives the Board little leverage in enforcement. He stated that from the first pick-up with the new company the contract would be strictly enforced regarding the requirement that the trash company employees police each area after the cans are emptied. Judy said she would request that a representative from BFI attend an upcoming Board Meeting.

Finally, the April meeting date was changed **from April 18th to April 11th** to accommodate scheduling conflicts.

Jim motioned that the meeting be adjourned at 8:55 PM, it was seconded by Joanne and unanimously passed.