

**PWCA Board of Directors Meeting**  
**PWCA Pool**  
**Wednesday, July 14, 2010**

**Present:** Joanne Biagi, Tammi Jackson-Griffin, Rich Juchnewicz, Debbie Kirvan, Steve Lubore, Joan Murphy, and Bob Ritchie, and four residents: Elizabeth Bernard, , Courtney Dotson, Scott Judkins, and T. J. Hanton,.

**Absent:** Don McBride and Karen Conroy, Capitol Property Management representative.

**Call to Order:** The meeting was called to order at 7:08 PM.

**Approval of Minutes:** June minutes were not available and will be approved at the August Board Meeting.

**President's Report:** No report.

**Treasurer's Report:** Treasurer, Steve Lubore, reported that the Association is doing well financially. There are, however, unpaid resident accounts that are longstanding.

Steve discussed the reserve account including charges, quarterly deposits and audit. He recommended that we issue a new auditor's contract for FY2011.

**Architectural Control Committee:** No report.

**Communications and Website Committee:** The Board commended Steve Lubore on maintaining our website. We have been receiving inquiries from other communities on developing websites for their associations.

Debbie Kirvan discussed the communication budget including funds for a magnet displaying the PWCA Website address. She is waiting for a photo of the entrance to the community that she will display on the magnet. The next newsletter is scheduled to go out in September with the October invoices. Articles should be sent to Debbie Kirvan by August 25<sup>th</sup>.

**Environmental Committee:** Lawn maintenance violations were discussed. If a lawn is in need of mowing, upon notifying Karen Conroy, she will send out a letter allowing five days to correct. If the lawn has not been mowed within five days, the Health Department will be notified.

Trees that need pruning or removal were discussed. Karen Conroy will get an estimate from Blade Runners. Rich volunteered to walk around the community with Blade Runners and identify the trees that are in need of repair.

Bob Ritchie agreed to October 2<sup>nd</sup> for a fall community clean up day.

**Parking Committee:** No report.

**Pool Committee:** The July 4<sup>th</sup> pool celebration was successful. The date for a wine and cheese event with David Bulova as a guest speaker was set for July 22<sup>nd</sup>. A flyer was posted on the pool bulletin board. Joan Murphy suggested that we get a flyer out to the residents advertising this event. Debbie Kirvan volunteered the Block Captains to pass out the flyer.

**Streets and Sidewalks Committee:** The Board discussed a proposal from Fairfax Excavation & Paving Co. Work proposed was for sidewalk replacement in the area of 4827 Carriage Park Rd. Steve Lubore motioned that the Board accept the proposal at a cost of \$6822.00. Rich second the motion and all approved.

The Board reviewed a proposal from Fairfax Excavation to repair or replace six speed bumps. In addition, Fairfax Excavation will paint all the other speed bumps. Steve Lubore motioned that we accept their proposal and Joanne Biagi second the motion. The Board approved the motion.

**Old Business:** Trip hazards created by raised water meter housings have been identified and communicated to Fairfax Water for removal.

Trash being put out too early and in white bags is still a major problem. The newsletter will contain an article about the trash situation.

The “Good Neighbor” award recognized Jay Converse for his service to the community on July 4<sup>th</sup> at the pool. Rich Juchnewicz announced the award and presented Jay with a gift certificate for his continuous efforts on behalf of our community.

The Board discussed a quotation from Power Systems Electric to perform electrical repairs to the existing feeders serving pole lights located on Carriage Park Rd. The Board also discussed a proposal for a site visit from Solar Services, Inc. The cost for a site visit exceeded the original quote. Thus, the survey was not accepted. Rich Juchnewicz motioned that we accept the Power Systems quote and fix our present lighting problems. Steve seconded the motion and all approved.

Courtney Dotson presented her issue regarding fines assessed for a scooter parked in front of the house and other violations. Rich informed Courtney that if the scooter were parked in an assigned parking space in front of the house the fines would not apply. If it were not moved every 10 days the fines would apply. In case the resident is out of town for longer than 10 days, the resident should notify the Board. Courtney claimed there was a misunderstanding with previous roommates.

The Board discussed the violations and fines. The resident agreed to correct all violations and conform to the rules and regulations. Rich motioned to forgive the fines. The Board agreed.

**New Business:** Joanne Biagi asked about a new fence on Gainsborough Dr. The question regarding the compliance of the new fence was referred to Don McBride, Architectural Committee Chairperson. Rich agreed to Email Don.

Elizabeth Bernard requested that she be allowed to construct a walkway on the community property in back of 4865 Carriage Park Rd. The path would be constructed along the back fence line up to the sidewalk and would be approximately 105 feet long. Different materials and designs were discussed taking into consideration drainage and underground cables and wires.

Steve motioned that a non-permanent walkway be approved with the permission of neighbors in writing. Elizabeth would need to submit an application, have neighbors agree in writing and get contractor estimates. Elizabeth agreed to have the paper work completed and presented at the August meeting.

Scott Judkins appealed a violation for removing the shutters on his residence. Scott presented his case to the Board. The Board agreed to have an Executive discussion and come back with a decision.

The Board went into Executive Session at 9:00 PM and returned to the normal Meeting at 9:10 PM. In the executive session, the Board voted to maintain that Mr. Judkins was in violation of the PWCA Covenants and architectural guidelines and must replace the shutters that he had removed. He will be given until October 31 2010 to put the new shutters up. After that a fine of \$10 a day will be incurred. To date he has not been fined.

**Adjournment:** Meeting was adjourned at 9:13 PM.