

**PARK WEST COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Robinson Secondary School – Room 504
Tuesday, March 8, 2011**

Present: Joanne Biagi, Tammi Jackson-Griffin, Debbie Kirvan, Rich Juchnewicz, Steve Lubore, Curtis McGiffin, Laura McGiffin, Joan Murphy, Bob Ritchie and Karen Conroy, Capitol Property Management representative.

Absent: Don McBride.

Call to Order: The meeting was called to order at 7:12 P.M.

Approval of Minutes: January minutes were approved.

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 Lubore discussed buying a 10-year CD.

Architectural Control Committee: The Board discussed the annual inspection that is due to begin in March. Board members volunteered to do preliminary inspections and turn in their list of violations to Capitol Management and Tammi Jackson-Griffin, the Architectural Chair. Karen Conroy agreed to provide a checklist of violations. Karen Conroy and Tammi will validate all the violations before sending out notifications. A first violation will allow 30 days to correct or contact Capitol Property Management. If after 30 days, the violation is not resolved, a hearing will be scheduled. Fines will be assessed three days after the hearing date.

During this inspection, stoops and steps in need of repair will be identified. The Board is looking into obtaining estimates and a possible group rate for the cement work. Karen Conroy reported on Fairfax Excavation and their requirements for individual estimates. The Board agreed that the Architectural Chair will determine what stoops and steps are in need of repair.

The Board discussed a previous violation on Carriagepark Road that has not been corrected. Steve Lubore motioned to start the fines. Joanne Biagi seconded the motion and all agreed. Rich Juchnewicz reported other violations and the Board determined the appropriate action.

Communications and Website Committee: The next newsletter will be distributed in March. Steve Lubore reported that the website is up to date.

Environmental Committee: The Board set Sunday, April 10th as cleanup day. There is a need for more members to participate to have a successful cleanup day. Information regarding time and location will be in the newsletter. In addition, the message boards will be posted at both entrances. Rich suggested that students who need to complete their community service may consider this opportunity.

Parking Committee: The Board agreed there is a need for "Private Parking" signs. Angle parking on Roberts Road was discussed. Cars parked at an angle will be ticketed. The non-emergency number to call is (703) 691-2131. Joanne Biagi advised the Board that a parking space number is missing on Gainsborough Drive.

Pool Committee: Joan Murphy requested an electrical outlet near the shed at the pool. Karen Conroy will notify PSE to provide an estimate. Joan presented a brochure from SunSetter awnings for the Board to consider purchasing a stand- alone awning for the baby pool since that area does not have shade. The Board agreed to measure the area before agreeing on size.

The Board discussed the American Disability Act (ADA Law). The new law will require pool owners to provide adequate means for disabled patrons to enter and exit the swimming pool. Compliance is not mandatory until the 2012 season. Rich reported that it is not recommended that any work be done this year since more research is advised.

Streets and Sidewalks Committee: Rich reported that Jay Converse is preparing a list of trip hazards and pot holes in the community.

The estimate for repair to the curb near the pool is \$5360. The Board requested Karen to add concrete repairs for Carriagepark Road and Gainsborough Drive. Karen Conroy advised the Board that the estimate for the pool ramp was approved via email in January.

Old Business: The lighting situation in the community has been resolved and all lights should be working.

Repairs to the multi-purpose court and maintenance on the tot lot were discussed. A fence behind one basketball hoop, close to the tree line has been added and one basketball hoop replaced. One basketball hoop still needs replacement. Karen Conroy was asked to check on the status of these repairs. In addition, the wall around the tot lot has come apart. Karen was asked to have Blade Runners repair the wall. Replacing the chips in the tot lot was discussed.

New Business: The rising cost of motor fuel and how it affects our contracts was discussed. The trash collection contract does state there will be an increase due to the rising cost of diesel fuel. The Board understands this need, however, wishes to be informed before receiving the invoices.

The 2010/2011 audit and tax preparation proposal for \$2350 was approved and signed.

Curt McGiffin suggested the community should have a Facebook account. He volunteered to build an account for the community in Facebook.

The Board commended the Block Captains for their continuing efforts.

Adjournment: Meeting was adjourned at 9:05 P.M.