

**PARK WEST COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Robinson Secondary School – Room 504  
Tuesday, September 13, 2011**

**Present:** Tammi Jackson-Griffin, Rich Juchnewicz, Debbie Kirvan, Steve Lubore, Joan Murphy, Bob Ritchie, Karen Conroy, Capitol Property Management representative, and Arthur Gile and Johny Mohseni, residents.

**Absent:** Joanne Biagi, Don McBride, Curtis McGiffin.

**Call to Order:** The meeting was called to order at 7:25 P.M.

**Approval of Minutes:** N/A

**President's Report:** Rich thanked the people who passed out the flyers about the parking and the trash.

Rich advised that he was going to ask Atlantic Pool Service to look into the source of the water leaking into the parking lot at the pool.

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

Steve suggested that the wording on the quarterly statements be changed to charge a percent of the quarterly dues instead of a late fee. Steve motioned that we charge interest of .8% annually on late payments. The motion passed unanimously.

The reserve account was discussed. Steve asked if there was any major reserve expense anticipated. The 2012 ADA requirements for the pool were a possibility and would be discussed further at a county meeting.

**Architectural Control Committee:** Tammi Jackson-Griffin reported on two companies that would provide estimates for repairing steps. Information regarding the guidelines for repairing or replacing the steps will be included in the next newsletter.

Karen Conroy advised the Board on the status of several pending violations.

**Communications and Website Committee:** Debbie Kirvan discussed the next newsletter that is ready for printing. Steve recommended a new company to print the newsletter. Their bid was \$275.00 for 200 copies. Rich suggested that we try the new company for comparison. He also asked that we try to mail the newsletter along with the quarterly invoices.

Debbie reported on the block captains and explained their responsibilities which include welcoming new residents and making them aware of the community rules and regulations.

Johny Mohseni offered to help Steve with the website.

**Pool Committee:** Joan Murphy reported on the pool closing. It was suggested that we purchase four (4) tables with chairs and umbrellas. Joan agreed to price the furniture for next year delivery. The Board also agreed to purchase an awning outside the pool house.

Joan Murphy and Joanne Biagi volunteered to attend the county pool meeting on September 28<sup>th</sup>. The new ADA requirements will be discussed at this meeting.

**Streets and Sidewalks Committee:** The ADA sidewalk ramp in the pool area has been completed.

Trip hazards created by water meter housings have been identified and communicated to Fairfax water for removal.

**Environmental Committee:** An email reported a hole in the ground near Carriagepark Road. Steve asked Karen Conroy to check into that report.

Tree trimming and fall planting was discussed. Johny Mohseni reported on the pine trees and ivy located on Malone Court. Rich suggested that we remove two (2) trees and trim others in the area. Also, trim the ivy back and remove the pine needles. Rich asked Karen to have Blade Runners price the removal of two trees as well as trimming back others on Carriagepark Road.

**Parking Committee:** The Board discussed an email sent to appeal a towing charge. After reviewing the picture taken by the towing company, the Board agreed that the tow company had made a mistake and motioned that the \$125 towing charge be refunded. The motion passed unanimously.

The parking situation in the community was discussed. George Mason University students have been seen parking and walking across the street to campus. Rich suggested that we put the signs out at the entrances. In addition, Joe Underwood is working on the issue.

**Old Business:** Repairs to the basket ball court were discussed. Both backboards were shattered. They were removed and taken to the pool house. They will be inspected and replaced if the warranty applies.

**New Business:** Debbie Kirvan announced that she will be moving to Rochester, NY and will not be able to remain on the Board. Jessica Cosgriff has volunteered to oversee the Block Captains and T.J. Hanton will assemble the quarterly newsletter. Debbie will be missed by all.

Joan Murphy suggested that the community host an October Fest the weekend before Halloween. The Board agreed that the event could be held in the pool parking lot and would include a Chili Cook off and Halloween activities for the children.

**Adjournment:** Meeting was adjourned at 9:10 P.M.