

PARK WEST COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Robinson Secondary School – Room 504
Tuesday, December 11, 2012

Present: Joanne Biagi, Arthur Gile, T. J. Hanton, Steve Lubore, Laura and Curtis McGiffin, Joan Murphy, Joe Underwood, Randy Lyon, Capitol Property Management representative, and five residents.

Absent: Tammi Jackson-Griffin, and Rich Juchnewicz.

Call to Order: The meeting was called to order at 7:15 P.M.

Open forum for Homeowner time: Homeowners attended a hearing for a parking violation involving a counterfeit guest pass. After discussing the violation the Board advised the homeowner that the matter would be resolved during the Executive session and they would be notified by mail.

Residents came to the monthly meeting to discuss the school bus stop in the community. Curtis volunteered to look at the bus stop site, talk with residents and come up with an agreement as to where the bus stop should be located.

Approval of Minutes: No minutes available.

President's Report: No report.

Treasurer's Report: Steve Lubore reported that the association is doing well financially. There are, however, unpaid resident accounts that are longstanding. He discussed concern over the liquidity of the Reserve and Operating funds at this time.

Election of Officers: Joe Underwood motion the following Board positions are reaffirmed and Art Gile seconded the motion:

Rich Juchnewicz - President
Curtis McGiffin - Vice President
Steve Lubore - Treasurer
Joan Murphy - Secretary
T. J. Hanton - Communications Committee Chairman

Architectural Control Committee: No report. Randy Lyon advised that he would send the fall violation responses to Tammi.

Communications and Website Committee: T. J. Hanton discussed migrating to a new website.

Since the newsletter is going digital, the Board discussed how best to communicate this and tell people where they can find the newsletter in the future.

Pool Committee: No Report. Steve mentioned that some of the lights in the pool area were not working
Joan agreed to look into this and notify Atlantic Pool Management.

Streets and Sidewalks Committee: No report.

Environmental Committee: No report. The Board discussed holiday decorations for the entrances.

Parking Committee: Joe Underwood reported on the parking committee meeting and recommendations made by the committee at the meeting.

Landlords are not retrieving the parking permits from renters who move out and the permits are still being used to park in the community. The committee recommends that landlords get a one-time excuse and any subsequent instances would result in \$25.00 to \$100.00 charge per permit. Joe motioned that we accept this ruling. Motion was not seconded. The Board discussed this and no further action was approved at this time.

There is a recurring problem with cars parking in assigned spots without a permit or a temporary pass. The rule is that every car parked in the community needs a parking permit. The committee recommends that the towing company be authorized to tow out of assigned spots without calling the homeowner if there is no parking permit in the car. Joe motioned that this rule be enforced provided the tow company waits 15 minutes before towing a car. Steve seconded the motion. A majority agreed. Curt asked that residents be notified before this is enforced. T. J. agreed to socialize with residents who are on Facebook and the Board agreed to distribute a flyer.

The committee recommended that any guest of a resident (tenant or owner) who takes a pass and duplicates it without knowledge of the resident will be permanently banned from parking in the community. The Board discussed this recommendation and approved a one year ban from parking in the community.

Old Business: The landscaping proposal was discussed. The Board agreed to accept the Davey Tree Expert Company's proposal since it is the most cost effective. Curtis and Rich volunteered to meet with a Davey representative before the end of the year.

The Fairfax Paving and Concrete proposal for drainage repairs behind the tot lot was considered. Steve recommended that the Board accept Fairfax Paving's option #1 which includes removing the pipe, sidewalk and debris and installing a "U" ditch on each side of the walk in the creek bed area and installing the sidewalk and two rails plus a new "U" ditches to reduce erosion. Steve motioned to accept option #1 not to exceed \$8,800.00 and charge to the reserve account. Joan seconded the motion and all agreed.

Steve motioned that the Atlantic Pool Service's proposal be accepted. Curtis seconded the motion and the Board agreed.

The proposal from JL Tree Service was discussed. The Board had questions regarding this proposal and Curtis motioned that we table this proposal until the January meeting. The Board agreed.

Joe Underwood advised the Board that the neighborhood watch would start this month and there would be another training session in January.

New Business: Steve reported on LED lighting. A 60-watt LED bulb will throw more light, guaranteed to last 5 years and costs \$249.00. Steve would like to decrease our yearly expense budgeted for electricity. Therefore, a bulb will be installed on Carriage Park Court as a trial.

Steve advised the Board that the individual email boxes on the web site needed to be cleaned out. Officers and Directors should contact Steve for instructions.

Joe Underwood requested a list of homeowners and their contact information. Taylor Jackson volunteered to prepare an excel spread sheet in a secured data base for the Board to access. The Board discussed how to obtain this secure information.

Executive Session: The regular meeting was adjourned at 9:20 P.M. and a motion was approved by the Board to enter into an Executive Session to discuss Parking Pass Violations. The Executive session was called to order at 9:25 P.M. and adjourned at 9:50 P.M.

Return to Regular Session: For a first Parking Pass offense, the Board voted to impose a \$50.00 fine for the violation and a 60-day suspension of all guest parking. The owner would be required to return her guest passes by a certain date. Failure to do so by a certain date would result in a fine of \$10.00 per day not to exceed \$950.00 in assessments. In addition, the Board can revoke any part of the fine or suspension after the hearing. For a second offense, **all** parking passes can be suspended for 60 days.

The first violation hearing was discussed. The owners came to the hearing and presented their case. The 60-day guest pass suspension was suspended and \$25.00 of the \$50.00 fine was revoked.

The second hearing for a counterfeit guest pass violation did not take place due to the absence of the owner. The Board agreed to a \$50.00 fine and a 60-day suspension of all guest parking privileges. Joe Underwood volunteered to compose the letter to be sent to the owner stating that their guest passes must be returned by a certain date to avoid the fine of \$10.00 per day until the passes are received or the fine reaches \$950.00.

Adjournment: The meeting was adjourned at 10:00 P.M.