

**PARK WEST COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**PWCA POOL**  
**Tuesday, July 10, 2012**

**Present:** Joanne Biagi, Arthur Gile, Steve Lubore, Curtis McGiffin, Joan Murphy, Bob Ritchie, Joe Underwood, Karen Conroy, Capitol Property Management representative, and four community residents.

**Absent:** Tammi Jackson-Griffin, Rich Juchnewicz, and Don McBride.

**Call to Order:** The meeting was called to order at 7:05 P.M.

**Open Forum/Homeowner time:** No open forum needed.

**Approval of Minutes:** The June 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 advised that another note came due and will need to be reinvested. The Board discussed expenses for concrete repairs and tree maintenance in the community. Since the budget did not include all of the expenses for the scheduled work it was suggested that we hold off investing the entire bond amount and use the difference to pay the contractors. Curt motioned that we wait until another bond comes due and combine that amount with the remainder of this bond for reinvesting. Bob Ritchie seconded that motion and the Board agreed. Steve reiterated the importance of budgeting and debiting the correct fund.

The reserve and operating funds and the accounting process for each was discussed. The Board discussed the need for more operating funds to handle tree removal that was not budgeted. Steve advised that dollars in the reserve fund would have to be transferred to the operating fund to pay this expense. The Board and Karen Conroy weighed the different options to accomplish this. Bob motioned that we defer this discussion until next month and recommended that we get an estimate for the cost of tree removal. Joe seconded the motion and the Board agreed.

Steve advised that street maintenance would be expensive in the near future. Karen Conroy expressed concern regarding owner's negative equity.

Steve signed the auditor's report which had no negative findings.

**Architectural Control Committee:** No report.

Establishing guidelines for steps was deferred. It was agreed to have this discussion before the next annual meeting.

**Communications and Website Committee:** Curt reported that the display signs and posts are in and the installation directions have been given to Karen. Karen advised that the installation cost per sign is \$200. Curt volunteered to mark the ground where the signs will be positioned. Joanne and Curt will have keys and change the wording as needed.

Curt advised that the quarterly newsletter will go out in September with the next invoice. He talked about the articles that are needed by August 30<sup>th</sup>.

The Board discussed making the website easier for residents to access the parking rules and the permit application. Steve advised the Board that the new parking permit resolution has been posted on the website. Joe Underwood recommended that all corporate resolutions be posted in the same location on the website.

Block captain, Mike Essig, reported that his telephone number was incorrect on the list of parking officials.

**Pool Committee:** Joan reported on the July 4<sup>th</sup> celebration and thanked volunteers for their hard work.

**Streets and Sidewalks Committee:** Trip hazards created by water meter housings have been identified. Karen advised that a list of these locations was again communicated to Fairfax Water for removal. It could take a few weeks for a reply.

**Environmental Committee:** The Board discussed the proposal for tree services. Curt reported that there are other trees in need of services as well and could be considered a hazard. Blade Runners will provide an estimate for their removal.

**Parking Committee:** Joe discussed some issues that have come up during the month with the parking passes. He identified two minor problems regarding the permits but reported that there have been mostly positive reports about the program. A resident inquired about the number of cars towed and temporary passes issued. Joe volunteered to prepare a newsletter article about the program's progress and thank residents for their co-operation.

The Board discussed the temporary passes that have been issued and recorded. He suggested that the day of the week be written before the date on the temporary pass. Joe asked that requests for five or six temporary passes or one expiring after two days be referred to him or Rich.

**Old Business:** Fairfax Paving is on schedule for July 16<sup>th</sup> to begin repairing the common area concrete. The date is weather permitting and has been posted on the website. A schedule of areas has not been developed yet. Residents will be notified at least 24 hours before work is scheduled in order to move their cars. Cars that are still parked in the scheduled areas will be towed to another spot on the property. Karen will notify the tow company and coordinate with Joe Underwood. This work should be done with a minimum of disruption.

The field work for the reserve study will be done in August by Mason and Mason.

Joe Underwood discussed the need to start the neighborhood watch program in the community. He will set up a meeting in August to teach new members.

The Board discussed the trial of a solar LED light bulb on Carriage Park Court. The Board agreed the bulb was not bright enough and the trial should include a brighter bulb.

**New Business:** The Resolution-Access discussion was moved to the Executive Session.

**Adjournment:** The regular meeting was adjourned at 8:30 P.M.

**Executive Session:** The Executive Session was called to order at 8:33 P.M. The Board discussed delinquent accounts, monies owed the Association, and the lien process.

The Board discussed the 1998 corporate resolution regarding policies and procedures for the enforcement of rules and regulations. Joe Underwood volunteered to draft an updated resolution within the next two weeks.

**Adjournment:** The meeting was adjourned at 8:45 P.M.