

PARK WEST COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Robinson Secondary School – Room 504
Tuesday, May 8, 2012

Present: Arthur Gile, Tammi Jackson-Griffin, Rich Juchnewicz, Steve Lubore, Don McBride, Laura and Curtis McGiffin, Joan Murphy, Joe Underwood, Karen Conroy, Capitol Property Management representative, and nine community residents.

Absent: Joanne Biagi and Bob Ritchie.

Call to Order: The meeting was called to order at 7:03 P.M.

Approval of Minutes: April minutes were amended and approved.

President's Report: Rich expressed his plan to make this his last year as President of Park West Community Association. He spoke about the neighborhood and that there is still need for improvements. After stepping down he hopes to be part of the Board and work on the neighborhood watch.

Treasurer's Report: Treasurer, Steve Lubore reported that the association is doing well financially. He talked about the reserve fund being in good shape should we have an unexpected expense. There are, however, unpaid resident accounts that are longstanding.

Steve discussed investments and the interest CDs and municipal bonds earn. He recommended purchasing a municipal bond with an interest rate of 3.07% to replace a CD that was recently called. Joe motioned to purchase the bond. Rich seconded the motion and the Board agreed.

Architectural Control Committee: A resident asked about the restrictions and requirements regarding a shed in the backyard. Art Gile explained that a shed should not be in full view of neighbors and suggested the resident look at one in his backyard.

The board discussed the issues with the spalling concrete step violations. Tammi and Rich will talk to each owner with a step violation and evaluate the condition of their concrete. Twenty six homes were cited in the community.

Communications and Website Committee: Curt reported that the quarterly newsletter is almost done and will be ready to be mailed with the July invoices. The Board discussed the advantages of including the newsletter with the quarterly invoice. Curt requested an article about planned pool activities.

Steve reported that the contract with the hosting service for the website has been renewed and the website has been updated with information regarding June high school graduations at GMU.

Pool Committee: Joan talked about opening day at the pool. Once again, opening day will include hot dogs, lemonade and baked goods with donations going to pediatric cancer patients and Children's National Medical Center. This is in conjunction with Kyle's Kamp Wooden Bat Tournament in Fairfax County over Memorial weekend.

Joan presented pictures of a canopy that she plans to order for the pool.

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

Art Gile reported on the two bids for repairs to concrete in the community and resurfacing the pool parking lot. Both proposals were close in price. Rich motioned that we accept Fairfax Paving & Concrete Inc. bid if they can meet our timeline of resurfacing the pool parking lot before the pool opens on May 26th. If they cannot meet the timeline, we will go to the next lowest bidder. Steve seconded the motion and the Board agreed.

Art Giles suggested that we communicate in the newsletter and on the website that a paving company will be in the area in case a resident would like an estimate on their steps.

Environmental Committee: Curt reported that the Earth Day spring clean-up was cancelled due to rain. He suggested that we schedule a clean-up day in the fall.

Parking Committee: Rich opened up the floor to the audience to discuss their parking issues.

A resident asked who would be held accountable should a mistake in towing occur. Rich explained the process. The appeal is brought before the Board. If the towing is a mistake, the Board will refund the charge and Dominion will reimburse the Association.

Rich discussed the towing fees and how they are regulated by Fairfax County. He explained that Dominion should not tow a vehicle at first glance in case the driver has gone for a guest pass.

The location of the parking sticker was discussed. There may be circumstances when the placement of the sticker needs to be placed in a different location; e.g., tinted windows. Before towing a vehicle, the towing operator should walk around the entire car to ensure there is or isn't a sticker.

Joe Underwood presented a matrix to the Board to show the need for the parking permit system. After calculating the total number of spaces less resident vehicles there are twenty four guest spaces in the community which explains the problem.

A resident questioned that if Dominion towing provides the parking stickers and the signs is there a conflict of interest. Joe explained that we asked Dominion if they had stickers for sale. Dominion offers that service to the communities that are under contract with their company and County law provides that the tow company posts the signs.

The sticker numbering system was questioned. Joe talked about the reason for adopting this numbering system and that it had been discussed at previous meetings. It was agreed that in six months the Parking Committee would revisit this and other issues and residents were invited to attend a committee meeting. The meeting date and time will be posted on the website.

Old Business: The Board discussed proposed dog waste stations. After discussing cost and the locations of the stations, Curtis motioned that the dog station discussion be tabled and Joe seconded the motion. The Board agreed.

A proposal for a condition assessment and reserve fund plan update was addressed. Joe Underwood motioned to accept the bid from Mason and Mason, capital reserve analysts. Steve seconded the motion and the Board agreed.

The neighborhood watch was discussed. Joe Underwood passed around a sign-up sheet for the neighborhood watch. He explained the responsibilities and advised the Board that there will be an orientation session. The date and time will be posted on the website.

The Board addressed the problem of encroaching tree branches and dying trees. Rich motioned that we go around with Blade Runners and determine what trees need to be pruned. Curt seconded the motion and the Board agreed.

Joan Murphy asked about a holly tree that was dying on Treasure Court. Since this tree was planted within the year she asked about a guarantee. Karen Conroy agreed to check with Blade Runners.

New Business: The Board discussed the need for outdoor letter boards to replace the boards that were vandalized. Curt proposed that we purchase two boards and have them professionally installed, one at each entrance of the community. Steve motioned to approve the purchase at a cost not to exceed \$3000. Rich seconded the motion and the Board agreed. Curt volunteered to select two outdoor boards with three inch letters. Karen Conroy offered to contact a contractor to install the boards.

A resident questioned the speed limit in the community and suggested a three-way stop sign be posted at a blind intersection on Gainsborough Dr. The issue of cars speeding in the neighborhood was acknowledged. Rich asked that if speeding is observed, write down the tag number and email him. He will initially speak to the driver. If the driver continues to speed, parking privileges in the community can be suspended.

The parking permit resolution was signed by the President and Secretary.

The Board entered into Executive session at 9:40 P.M.

Executive Session: Delinquent accounts were discussed.
The Board returned from Executive session at 9:50 P.M.

Adjournment: The meeting was adjourned at 9:51 P.M.