

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

Present: Arthur Gile, Rich Juchnewicz, Laura and Curtis McGiffin, Joan Murphy, Joe Underwood, and Randy Lyon, Capitol Property Management representative.

Absent: Joanne Biagi, Tammi Jackson-Griffin, Steve Lubore, Don McBride, and Bob Ritchie,

Call to Order: The meeting was called to order at 7:20 P.M.

Approval of Minutes: The August minutes were approved.

President's Report: No report.

Treasurer's Report: No report. Rich advised that the next Board meeting will be to finalize the proposed budget for 2013. Curt added that the budget for tree maintenance should be increased and Randy suggested that snow removal expenses be considered.

Architectural Control Committee: The board discussed the concrete steps, landings, and walks in the community that have violations. Randy volunteered to re-inspect them. The Board agreed that a standard for concrete steps needed to be communicated at the annual meeting in November.

Communications and Website Committee: The Board complimented Curt on the current newsletter.

Pool Committee: Joan Murphy discussed the closing of the pool and the 2012 pool season. There were changes in the lifeguards during the season plus substitutes who did not meet the standards. Rich suggested that the pool committee meet with Atlantic Pool Service and define their daily and weekly responsibilities for the 2013 season.

The Board discussed improvements and maintenance to the pool. The vent in the pool house is not running and will need to be fixed. Randy presented an estimate for a new fence and the Board discussed different options. Randy volunteered to bring samples of the fence to the annual meeting.

Streets and Sidewalks Committee: The Board discussed the erosion by the tot lot. Randy was asked to have Fairfax Paving prepare an estimate for work at the walk way to the tot lot.

Environmental Committee: Curt announced the fall clean-up is scheduled for October 7th at 1:00 P.M. It was suggested that Robinson students be recruited to clean up the school entrance off Roberts Road.

Parking Committee: Joe Underwood discussed parking permit issues resulting from renewed leases. When a lease expires, the parking permit expires also. Landlords are responsible for returning the expired parking permits to Joe and applying for new permits with the expiration date on the new lease. Joe has a list of expired permits. Since use of an expired permit on a vehicle is subject to the vehicle being towed, Rich volunteered to take the list and contact the tenants.

The Board discussed an administration fee for landlords who do not get their renewed applications in on time. Curt suggested that there be a two week courtesy parking pass issued to tenants whose landlords do not reply in a timely manner. After that, cars may be towed.

The list of block captains and Board members able to issue temporary parking permits is being revised to be geographically based. Residents should first call their block captain, and then a member located nearby.

Joe advised that there will be a meeting to update residents on the parking system October 3rd in Robinson Secondary School's cafeteria. Curt volunteered to include the date in the newsletter and post the information on the message boards.

Old Business: Rich signed the proposal to replace the basketball goals.

Joe Underwood reported on the Neighborhood Watch. He advised that there will be a training session on September 18th at 7:00 P.M. at Robinson Secondary School. Joe will send an email to all volunteers. A question regarding insurance for the Neighborhood Watch was asked. Randy will check our policy to determine the coverage.

Joe Underwood updated the 1993 Due Process Resolution which is being reviewed by Reese Broome.

The replacement reserve study by Mason and Mason was discussed. Mason and Mason recommended that the quarterly dues be increased by \$6.00 per month to insure that there is enough reserve dollars to maintain the community's assets. The Board discussed this recommendation and determined that Park West does not have enough assets to justify that amount. Rich suggested that we do not increase the quarterly dues this year and accept the study report as is. The Board agreed to discuss maintenance requirements and make that decision at the budget meeting in October.

New Business: The Board discussed an emergency situation that occurred during a storm. A tree fell over hitting a house and car on Gainsborough Dr. Blade Runners did not answer the call to their emergency phone number and no one even called back. This response was not acceptable and Randy suggested that we review the service provided by Blade Runners and consider other contractors.

The annual meeting in November was discussed. Randy was asked to prepare a package to be mailed to homeowners that should include a notice of the annual meeting, agenda, proxy, application for candidacy, and minutes from the 2011 annual meeting.

Adjournment: The regular meeting was adjourned at 9:10 P.M. The Executive session was called to order at 9:15 P.M.

Executive Session: Delinquent accounts were discussed.

Adjournment: The Executive session was adjourned at 9:50 P.M.