

PARK WEST COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Robinson Secondary School – Cafeteria
Tuesday, April 9, 2013

Present: Joanne Biagi, Arthur Gile, T.J. Hanton, Rich Juchnewicz, Steve Lubore, Curtis McGiffin, Joan Murphy, Joe Underwood, Rose Bailey, Capitol Property Management representative and two residents.

Absent: Tammi Jackson-Griffith.

Parking Violation hearings for two (2) homeowners: The hearings were called to order at 6:30 P.M. Joe explained the process to each of the attendees. He advised them that after the hearing, the Board would deliberate in an Executive session. They would receive a phone call the next day followed by a letter within seven (7) days advising the Board's decision.

Each violation was heard individually. In attendance for the first hearing was the property manager for the unit, the resident and the visitor who duplicated a guest parking pass. The Board listened to their explanation. Joe advised that residents are responsible for their visitor's actions and explained the temporary pass process.

Attending the second hearing were the owners, residents and a visitor. The visitor copied the guest pass. The residents claimed they did not understand the process although information was handed out with the parking permits. Joe explained how to obtain a temporary parking pass.

A non-resident owner attended to discuss her non-resident parking pass. Her tenant lost the original pass. Joe explained that a second pass had been sent to her by Capital Property Management. The non-resident owner claimed the second pass was not received and requested a third pass. Joe proposed to issue the third pass for a replacement fee of \$25.00 and advised her that the non-resident owner parking pass is for her to use only when accessing the property. If the previous passes are found, they must not be used. Such a violation would result in the car being towed and added to the deactivation list.

Call to Order: The meeting was called to order at 7:02 P.M.

Approval of Minutes: Steve motioned that the March, 2013 minutes be approved. Art seconded the motion and the Board agreed.

President's Report: Rich spoke about the erosion issue on Malone Court. The Board discussed previous attempts to solve this problem. Joe moved that Rich and Curtis contact Davey Landscaping, arrange for a meeting on Saturday, April 20th, walk the area and discuss options. In addition, the Board suggested contacting an erosion expert. Rose advised that an erosion and drainage expert would come out and make recommendations. Art motioned that the erosion expert be contacted. Curt seconded the motion and the Board agreed unanimously. Rose agreed to contact an erosion expert.

Steve commented on an erosion survey that was done a couple of years ago. At that time some erosion problems were fixed. However, Malone Court was not one of areas dealt with at that time. Steve spoke about why we cannot use Reserve Account dollars for erosion control.

Treasurer's Report: Steve commented on the financial accounts and investments. He talked about managing the Reserve and Operating accounts and questioned how the different accounts were being charged. Steve reiterated that the pool fence should be paid out of the Reserve account. Rose agreed to look into how the accounts were being managed.

Architectural Control Committee: The 2013 spring inspections have been completed and letters were sent out to the homeowners.

Communications and Website Committee: Curtis advised that the newsletter has been printed, delivered, and posted to the website. He proposed that the newsletter should be published three times a year instead of quarterly. It was also suggested that we display a binder of newsletters at the pool. The Board agreed.

The Board discussed maintaining communication with the non-resident owners about the community. Joe suggested mailing the newsletter to the non-resident owners. Rose was asked to provide a list of non-resident owners.

Steve and T. J. talked about working together to transition the website.

Pool: Joan advised that construction of the new fence is scheduled to start next week.

Streets and Sidewalks Committee: Art reported that he read through the proposals for patching the path from the pool to the bridge. However, instead of patching the surface, he recommends that we get new estimates for resurfacing the entire path from the pool to the tot lot including cutting the tree roots. The Board agreed. Art volunteered to walk the path with the contractors and Rose agreed to set up the meetings.

Environmental Committee: Curtis reported on the spring clean-up day. It will be on April 20th at 9:00 A.M. He advised that he would post the time and date on the message boards at each entrance and sign off on service hours for students who attend...

The Board discussed the free day of labor that Davey Landscaping will provide to the community. Curtis volunteered to identify the areas in need of clean-up and negotiate with Davey to get the work done.

Parking Committee: Joe Underwood revisited the discussion from the March Board meeting regarding designated visitor parking spaces in the community. He motioned that the visitor spaces be exclusively for visitors. Curt seconded the motion. After further discussion, the Board decided to resolve this matter at the May Board meeting.

Old Business: Joe Underwood reported on the status of the Neighborhood Watch program. He talked about the lack of interest in the community. A minimum of twelve residents is required to run a Neighborhood Watch program and if we do not achieve that level by August, the idea will be tabled indefinitely.

The block captains were commended on the awesome job delivering the newsletter. Laura McGiffin proposed rezoning the block captains. The Board agreed.

The Board discussed replacing the street lights with LED bulbs. Steve advised that the electricity bill increases yearly. Rose was asked to provide copies of the electric bill for the last five years for comparison. In addition, Mike Essig is preparing a cost study. The Board discussed the advantages of LED bulbs, the cost of the bulbs, the installation cost, and the wattage needed. Rich asked Steve to check with PSE and one other company for a statement of work and what wattage they would recommend.

Repairs done by PSE on Carriage Park Rd in January didn't take. Rose was asked to contact PSE and have them come back out.

Curtis discussed a proposal from Davey Landscaping for work on Carriage Park Road, Gainsborough Drive and behind the pool area. He reviewed Davey's proposal and advised it was too expensive. He recommended getting an estimate from J.L. Landscaping.

New Business: None.

Executive Session: Executive session was called to order at 9:22 P.M.

Delinquent accounts were discussed and the hearings for parking pass violations were reviewed.

Adjournment: The Executive Session was adjourned at 9:45 P.M.

The Board voted to send one account to legal.

The Board assessed the following penalties:

- The first hearing: The sixty day suspension of guest parking was waived and \$25.00 of the \$50.00 fine revoked.
- The second hearing: The sixty day suspension of guest parking was waived and a \$50.00 fine was assessed

In each case should there be another similar violation at either residence, the sixty day suspension of parking would be invoked immediately, in addition to any penalties imposed on the new violation. Joe agreed to call the owners with the Board's results tomorrow and follow up with a certified letter for Rich's signature within the seven-day response period.

Adjournment: The regular meeting was adjourned at 9:50 P.M.