

**PARK WEST COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**Robinson Secondary School – Cafeteria**  
**Tuesday, January 8, 2013**

**Present:** Joanne Biagi, Arthur Gile, T. J. Hanton, Curtis McGiffin, Joan Murphy, Joe Underwood, Jeffrey Lawrence and Rose Bailey, Capitol Property Management representatives and three residents.

**Absent:** Tammi Jackson-Griffin, Steve Lubore, and Rich Juchnewicz.

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

**Open forum for Homeowner time:** Jeffrey Lawrence introduced Rose Bailey, PWCA's new Capital Property Management representative.

Residents came to the monthly meeting to discuss the status of a school bus stop in the community. Curtis advised that email from parents have been received. However, Curtis and Rich have not had a chance to meet with parents due to conflicting schedules. Curt volunteered to look at the bus stop site, talk with residents and provide a recommendation as to where the bus stop should be located. An island on Gainsborough Drive was suggested. It was agreed to look at all the options and the risk to the children's safety before the next meeting.

**Approval of Minutes:** Joe motioned that the December, 2012 minutes be approved. Art seconded the motion and the Board agreed.

**President's Report:** No report.

**Treasurer's Report:** Jeffrey Lawrence reviewed the December 31, 2012 financial statement with the Board. He advised that 2012 ran close to budget and the association is in good shape.

The engagement letter from Daly, Hamad and Associates for 2012 and 2013 was discussed. Joe motioned to approve and Curt seconded the motion. The Board agreed.

**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

**Architectural Control Committee:** No report.

**Communications and Website Committee:** T.J. demonstrated the new website. Jeffrey Laurence suggested a National Company as a host for the website. Rose agreed to send out a sample of their work to the Board members.

Curt discussed the current newsletter being digital. The newsletter has been posted on the website. The entrance signs will be updated to reflect that change. Curt advised that the due date for articles in the next newsletter is mid-March.

Joanne suggested that the entrance signs be updated with more community information.

**Pool Committee:** Joan discussed the pool pass process with Rose Bailey. They agreed to talk during the week to outline the process and responsibilities. The pool pass application will be mailed with the April invoices.

**Streets and Sidewalks Committee:** No report.

**Environmental Committee:** Curt reported that the spring clean-up day is scheduled for Saturday, April 20<sup>th</sup> in conjunction with Earth Day.

The Board discussed the trash problems in the community and the recent emails reporting trash violations. The Board suggested placing signs with the days and time to put trash out at the pick-up areas. In addition, it was suggested to distribute a flyer to each residence describing the trash policy.

The light at the Braddock Road entrance was reported to be out. Rose volunteered to take care of having it repaired.

**Parking Committee:** Joe discussed lost parking passes. He reiterated that there is a \$25.00 administration fee to replace a lost pass.

The Board discussed the recurring problem with cars parking in assigned spots without a permit or a temporary pass. At the December Board meeting the Board agreed that Dominion Towing should be allowed to tow out of assigned spaces without notifying a Board member or resident if a car did not have a parking permit or pass. However, Curtis suggested that the community be notified before this rule was enforced. Curtis and T.J. agreed to draft a bulletin to be delivered to the residents.

Motorcycle and scooter issues were discussed. Parking scooters in front or on the side of a residence is an architectural violation. The Board also addressed complaints regarding oversized vehicles obstructing traffic and public or commercial vehicles parked overnight. The Board agreed to revisit these issues at the next meeting.

**Old Business:** The proposal from JL Tree Service to remove or trim selected trees in the community was discussed. Rose volunteered to ask Davey Commercial Grounds Management if they can meet the JL's price. The Board agreed that the trees needed to be identified and the work done this winter.

**New Business:** T.J. proposed a Facebook link to the website as another means of communicating with the community. Joe expressed legal concerns. Capital Management volunteered to look into this and provide more information at the next meeting.

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