

**PARK WEST COMMUNITY ASSOCIATION  
ANNUAL MEETING  
Robinson Secondary School – Cafeteria  
Thursday, November 20, 2014**

**Present:** Joanne Biagi, Art Gile, Tammi Jackson-Griffin, Rich Juchnewicz, Steve Lubore, Curtis McGiffin, Joan Murphy, Joe Underwood, and Katie Kight, Summit Management Services representative.

**Absent:** T. J. Hanton.

**Call to Order:** A regular meeting before the annual meeting was called to order at 7:03 P.M.

**President's Report:** Curtis announced that due to time constraints there would be no committee reports. He went over the format for the annual meeting that will follow this meeting.

**Old Business:** The Board discussed an estimate to remove two pine trees and one holy tree behind homes on Malone Court. Joe motioned that we accept J&M Landscaping LLC proposal not to exceed \$2,000. Art seconded the motion and the Board agreed. Joan asked about four pines trees on Malone Court that were identified as dead or dying. J&M Landscaping LLC has quoted \$1,500. to remove them. Joe motioned that we remove the four dead trees including the stumps. Joan seconded the motion and the Board agreed.

The Board discussed the guidelines for installing solar panels. The question of an insurance rider came up. Katie advised that she spoke with an insurance company and the owner is liable for any damage caused by his solar panels either during installation or after. Joe suggested that the ACC have proof that the owner is covered by his insurance and the HOA is not responsible for any damage caused by the solar panels. The Board agreed to amend the ACC request form to include a statement releasing the HOA from any liability. The guidelines for solar panels will describe how they are to be installed and what kind of roof is required. Mark advised that he will be sending all the guidelines out for edits.

**New Business:** An erosion issue on Carriagepark Court was discussed. Tammi motioned that we ask J&M Landscaping LLC to provide an estimate and plan of action to fix the water problem. Joan seconded the motion and the majority agreed. Joe Underwood and Curtis did not vote.

Curtiss asked for authorization to spend funds on holiday decorations for the front entrances.

Curtis talked about future Board meetings. There may be hearings before the January meeting. Attorney Interviews are planned for the February Board meeting.

The Board discussed improving the appearance of the entrances to the community. The Board agreed to power wash the bricks and plant new trees and flowers. Joe motioned that we hire J&M Landscaping LLC to do the work. Joan seconded the motioned and the Board agreed.

**Meeting Adjourned:** The regular meeting was adjourned at 7:33 P.M.

**Call to Order:** The Annual meeting was called to order at 8:00 P.M.

**Residents Attending:** There were 49 lots represented.

**Approval of Minutes:** Curtis motioned to accept the minutes from the 2013 Annual meeting. Kenny Robinson seconded the motion and all agreed.

**Presidents Report:** Curtis introduced the Board members and described their positions. He reported on the following highlights:

Speed bumps and yellow curbs were repaired and painted.

Cracks in the street were filled. A resident reported that on Carriagepark Road work was not completed. Art offered to check on this.

Contracted with a new landscaping company – There have been no complaints. J&M are doing a good job both in mowing and snow removal.

Installed LED lights. The utility bills have gone down. All thirty six lights in the community are working.

Erosion issues on Malone Court have been fixed. More erosion problems are being identified and on the way to being fixed.

New trash company contract. The new trash company, Patriot Disposal, will start January 1. The new contract saves the Association \$15,000 and hopefully will provide better service. Curtis talked about the yellow flyer that went out to the residents describing the new rules and routines.

**Treasurers Report:** Steve went over the 2015 budget and talked about our investments. He talked about the 2014 budget for trash removal. The budget was overrun because we were not able to change contractors due to contract issues. There were some questions from residents regarding snow removal. Last year the snow removal budget was overrun due to the amount of snow in 2014 and the charge for plowing the pool parking lot.

Kenny Robinson asked about street cleaning in the budget. Street cleaning is bundled in the landscaping budget.

**Board Nominations:** Curtis announced the three Board members who were up for re-election for a three year term. He asked if there were any nominations from the attendees. The following candidates were presented by the Nominating Committee Chair, Joanne Biagi, Stephen Lubore, and Joan Murphy. There were no nominations from the floor.

**Elections:** The votes were counted. Joe Underwood motioned that Joanne Biagi, Stephen Lubore, and Joan Murphy be elected to the Board. Kenny Robinson seconded the motion and the motion was unanimously approved.

## **COMMITTEE REPORTS:**

**Architectural Committee:** Tammi talked about the Architectural Control process. She explained about the ACC form needed for approval and talked about the guidelines that are posted on the website.

The September 20<sup>th</sup> inspections were discussed. There were 623 violations recorded. A lot of work has been done throughout the community and, at this time, 285 violations still remain. Deferral dates have been approved due to the weather. A resident asked about replacing the windows. Both front and back windows should be replaced at the same time. Rich added that an exception can be made for financial reasons if the contract states different dates for completion of the work.

Laura Maury asked about the timeline for displaying Christmas decorations. She stated that the guidelines did not allow enough time. Curtis agreed to change the guidelines.

**Communications and Website Committee:** Curtis talked about the website and all the information available. He mentioned we were working on a new website. In the meantime, Steve continues to update the current one. A resident asked about the cost of the website which is \$43.00 a year.

Curtis talked about the material in the newsletter and asked for volunteers to help with the publication. In addition, he spoke about the message boards in the community and that they try to post planned events.

**Environmental Committee:** Art spoke about the new mulch on the tot lot. He talked about the spring clean-up day and that not too many people showed up to help. He would like more participation and encouraged community service. He pointed out the plantings along the pool path, behind Carriagepark Court and on Roberts Road. He said we are continuing to plant more trees. He talked about the dying pine trees. This year we have spent \$12,000.00 in tree work and more is planned.

**Parking Committee:** Joe asked, with the holidays approaching, that residents give the Parking Committee advance notice if they need a large number of temporary passes. He talked about cars being towed because they are too far off the curb. Both tires have to be on the concrete. Residents are responsible for their guests and should inform them of the rules.

He announced that the parking stickers are fading and new ones will be reissued in 2015. Applications will be included in the Dec invoices. Completed parking permit applications and automobile registrations for homeowners only should be delivered by January 20<sup>th</sup>, 2015 to Joe.

**Streets and sidewalks Committee:** Curtis talked about the pine trees in the community that are diseased and dying. Trees are being identified that could potentially put a property at risk. He pointed out that we have taken a lot of the dead pines down and expect more will be removed in the future. He said we will continue to replace some of the removed trees but it will not be one for one.

**Pool Committee:** Rich talked about the pool activities and future plans. He spoke about a better organized National Night Out. He described improvements to the pool house and plans to power wash the pool deck. He asked that residents be vigilant and report people breaking into the pool at night. Curtis encouraged residents to report any unusual activity to the police. He talked about an incident in the winter at the pool parking lot that resulted in a fight and the police were called.

**New Business:** Mark Griffin presented the plans to replace the street signs in the community as a spring project. He showed an example of a pole and talked about banner signs at the entrances.

The attending members were impressed with the presentation and asked questions. Curtis talked about replacing the light poles in 2016-2017 for a similar look and advised that the Board will be meeting in December to vote on the street sign project.

**Open Forum:** Katie Kight, Park West Community Association Manager, introduced herself. She talked about the trash contract, fall architectural inspections and the responses. She asked that homeowner requests should be in writing. She talked about the planned clean-up for the storm pond scheduled for December 1<sup>st</sup> by Fairfax County.

A resident asked about parking along Roberts Road. Cars are not parallel parking. Curtis suggested that residents should call the non-emergency telephone number for the police department which is (703) 691-2131. Any vehicle that is not parallel parked will be ticketed.

Mike Essig asked about Fairfax County putting a four-way stop at the intersection of Roberts Road and Gainsborough Road. Joe responded that we have been trying to get the county to put a light at that intersection for years.

Kenny Robinson talked about the trash signs in the neighborhood and asked if we could get more. He spoke about the students not abiding by the rules and putting their trash out early.

Kenny also asked about the ratio between the number of cars and the number of parking spaces in the community. Decreasing the number of parking permits per household from four to three has not cut down on parked cars in the community because the temporary passes are being used.

Andrea Arntsen asked about paying for someone to monitor the trash, ACC, and grass violations. Curtis explained the current process and asked that anyone witnessing a violation to take a picture, and notify Katie for disciplinary action. Art explained the hang tag process.

A resident asked about replacing the bridge by the pool and cleaning up the area. Curtis explained that we are getting estimates to replace the bridge and we are waiting for the County to clean the drainage area. After the County has completed their work we will evaluate the project.

Laura Maury asked about painting the parking space numbers. The last time the numbers were painted was in 2009 and some are unreadable. Joe pointed out that not all numbers need to be repainted and owners should send us an email if their numbers are fading.

**Adjournment:** The meeting was adjourned at 9:40 P.M.