

**PARK WEST COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Robinson Secondary School – Room 504
Tuesday, April 8, 2014**

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

Absent: None.

Call to Order: The regular meeting was called to order at 6:37 P.M.

Approval of Minutes: Art motioned that the March 2014 minutes be approved as amended. Steve seconded the motion and the Board agreed.

Open Forum: Curtis introduced a representative from American Disposal Service who was invited to the Board meeting to address the complaints and discuss our issues with the trash service. The representative, John Kamenick addressed the issues and talked about recycling. He said the drivers should not leave a mess. He offered to provide a list of recyclable items since there was some confusion as to what is able to be recycled or not.

After much discussion the Board and Mr. Kamenick agreed that there needs to be better communication in order to work out our differences.

A Carriagepark Road resident addressed the Board regarding a tree that is leaning toward his fence. He brought pictures and asked that the tree be removed from the common property. Curtis advised that every spring he walks around the neighborhood with J L Tree Service and identifies trees to be either removed or trimmed. Curtis expressed concern about removing a healthy tree and offered to put this tree on the list to be evaluated.

A non-resident homeowner came to the Board meeting to volunteer for the covenant committee.

President's Report: No Report.

Treasurer's Report: Steve reported that the association is doing well financially. There are, however, resident accounts that are delinquent. He spoke about the 2014 budget and that the budget is based on a different trash contract. In addition, snow removal is running more than we budgeted.

Architectural Control Committee: Tammi reported on the responses received from the neighborhood walk through. She talked about the decaying step problem and the need to come up with a standard to address this issue. She also noted that homes have been sold with the wrong paint colors and asked if the new resident should be held responsible. Rich noted that the resale package lists the house colors. Art suggested that a photo be taken of each house.

Communications and Website Committee: The newsletter was complimented. The next edition will go out with the June invoices. Articles are needed by the end of May.

Laura will post a reminder on the message boards for the community yard sale, May 3rd. Steve reported that he continues to update the website.

Pool Committee: No report.

Streets and Sidewalks Committee: Curtis talked about one of his goals for 2014 is to replace the street signs. However, finding a local contractor is difficult and the contractors that have been contacted require that the buyer know how many, what kind of signs, and supply a map of where they should go before they will negotiate cost.

The broken speed bumps were put on hold until the next meeting.

Environmental Committee: Art and Curtis discussed the spring walk through with J & L Landscaping to evaluate the trees in need of maintenance in the community. The Board agreed to ask for a proposal to clean up the creek bed by the bridge.

Parking Committee: Joe discussed parking problems, some of which are on-going with certain residences. An owner on Carriagepark Road was asked to come before the Board but did not show up.

Joe asked for suggestions for someone to fill a parking committee vacancy.

Old Business: Joe announced that PWCA has been reestablished with the State Corporation Commission.

The Board discussed the sinkhole repair. The work has been completed and the sidewalk is stabilized. The HOA accepted the responsibility and paid for the repairs.

New Business:

Regular Session Adjourned: The regular session adjourned at 8:00 P.M.

Executive Session: The Board entered into executive session at 8:05 P.M.

The President of Summit Management Services, Elan Krueger, Brenda Conway, Controller, and Katie Knight, Community Association Manager came to the Executive Board meeting to present their services as a community management company. Mr. Krueger spoke about his company being in business since 2001 and the qualifications of his staff. He described the different levels of service that are available to meet our needs.

Curtis introduced the members of the Board and described their responsibilities. He talked about our community, describing the property and our issues with George Mason University. He spoke about the monthly meetings and the annual meeting. Curtis elaborated on the events leading up to the decision to change management companies. He talked about amending our covenants after thirty years and described our processes for contracts and writing RFPs.

Steve talked about our financial business. He spoke about the quarterly assessment and asked about Summit's payment options. Steve asked about attorney availability.

Joe explained the parking system and the process for obtaining parking passes. Curtis explained our architectural requirements and processes.

Mr. Krueger listened and spoke about the value Summit Management Services would add to our community. He said Katie Kight would be our Association Manger. He talked about the advantages of their website which is available to their clients.

Curtis asked about the transition process. The Summit representatives explained how the process would begin thirty days before Summit takes over and they will send a welcome letter with all the new information to owners and residents. Steve mentioned that there were a couple of changes to make in their proposal.

Executive Session Adjourned: The executive session was adjourned at 9:35 P.M.

In the executive session the following action was taken:

Steve motioned to accept Summit Management Services proposal not to exceed \$28K. Curtis seconded the motion and the Board agreed. Curtis advised he would be in contact with Summit to alter two clauses and ask for an amended contract.

Joe motioned to renew the annual contract for the website host. Art seconded the motion and the Board agreed.

A Treasure Court owner was asked to attend a hearing with the Board to address ACC violations that have been pending for a long time. He did not make the hearing. Steve motioned that we send a letter to the owner giving him until June 15, 2014 to remedy the ACC violations. In addition, the Board reserves the right to contract on his behalf and at his expense to have them fixed. Joanne seconded the motion and the vote was unanimous. The Board agreed to have the attorney compose the letter.

Joe agreed to compose a letter to an owner on Carriagepark Road that has several issues concerning parking and other complaints.

The Board discussed the restriction and guidelines for the home day care business. The business will have to file a certificate of insurance with the HOA.

Adjournment: The meeting was adjourned at 9:54 P.M.