

**PARK WEST COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**Robinson Secondary School, Room 505**  
**Tuesday, December 9, 2014**

**Present:** Joanne Biagi, Arthur Gile, Tammi Jackson-Griffin, T. J. Hanton, Steve Lubore, Curtis McGiffin, Joan Murphy, Joe Underwood, Katie Knight, Summit Management Services representative and one resident.

**Absent:** Rich Juchnewicz.

**Call to Order:** The meeting was called to order at 7:03 P.M.

**Approval of Minutes:** The October minutes were approved.

**President's Report:** Curtis talked about the annual meeting. He thought that the attending residents understood and approved of what the Board was trying to accomplish. He mentioned that their questions were good. The only item in contention was the limited dates on the holiday decorations in the architectural guidelines and Curtis amended the guidelines.

**Treasurer's Report:** Steve announced that the Association is doing well financially. He expressed concern regarding the available cash in the Reserve Account compared to the approved expenses that will come due. Steve asked Katie about outstanding checks paid out of the wrong account. She assured the Board that the confusion has been straightened out and that the Reserve Account will get a timely payment in the next quarter. Financial statements are late each month due to our monthly meetings being earlier than Summit's closing of the books. Steve asked Katie for access to the operating bank account since we have to be careful of what we approve. He said we need to adjust our spending to agree with the available funds. Katie offered to check with Brenda. The Board discussed outstanding landscaping bills and other anticipated expenses.

Steve discussed CDs that will be maturing and other investments.

**Election of Officers:** Curtis announced that he has received a letter of resignation from Tammi Jackson Griffin, Architectural Chair. Mark Griffin volunteered to be the Architectural Chair. Tammi agreed to be the Block Captain Chair. Joe Underwood motioned that the following Board positions be reaffirmed, Joanne Biagi seconded the motion, and the Board agreed.

**President** - Curtis McGiffin  
**Vice President** - Joe Underwood  
**Treasurer** - Steve Lubore  
**Secretary** - Joan Murphy  
**Communications** - T. J. Hanton  
**Architectural** - Mark Griffin  
**Pool** - Rich Juchnewicz  
**Streets and Sidewalks** - Art Gile

**Environmental** - Art Gile

**Parking** - Joe Underwood

**Block Captains** - Tammi Jackson Griffin

**Architectural Control Committee:** Katie reported on the status of the architectural violations. 187 homes had violations. One third of the owners have deferred to spring and 85 second letters were sent out. The Board discussed some of the extensions

The Board discussed the ACC Guidelines that have been adjusted. Mark asked about modifying the rules for staining of decks. Approximately one third of the decks in the community are stained. Requests to stain a deck would have to be for a natural wood color and would need ACC approval.

**Communications and Website Committee:** No report.

**Pool Committee:** No Report.

**Streets and Sidewalks Committee:** Art asked about replacing a stop sign on Malone Court that was knocked down. The contract for repainting the mail boxes included \$500 to replace the stop sign. Art asked if Jose of J&M Landscaping LLC would replace the stop sign at a more reasonable rate. The Board agreed to execute the contract to paint the mail boxes without the stop sign clause. Joan volunteered to speak to Jose.

**Environmental Committee:** A falling tree was identified at the tot lot. Curtis asked if Jose would remove the tree as soon as possible. The Board agreed that the tree should be removed before it caused any damage.

**Parking Committee:** Joe spoke about the application for new parking decals. He requested that the paper be a different color so the application would stand out from all the other correspondence that he receives for parking. Steve said he can't put that on the website but he could put a border or watermark on the application to make it stand out. Joe advised that the new application should go out with the HOA invoices in mid-December.

**Old Business:** Mark presented the Sign Project Packet for replacing all the signs in the community. This material contained sign specifications (both current and proposed), VDOT requirements, examples of proposed signs and potential logos, and six proposals. The Board discussed the project in detail. Mark recommended that we accept the proposal from Addresses of Distinction whose quote was the most complete and they were the most responsive to our needs. Steve motioned that we accept Addresses of Distinction's quote not to exceed \$25,000. without an emblem. Joe seconded the motioned and all agreed. Art asked about storing the material while the work is in progress. Renting pods and storing the material at the pool was suggested. The timeline and schedule was questioned. Mark advised there is a \$15,000 deposit required up front and the material takes approximately eight weeks from the date it is ordered. Steve asked Katie to add the addendum to the signed contract.

The work that the County is doing at the storm pond is scheduled to be completed by December 12<sup>th</sup>. This date depends on the weather conditions.

Joe advised that the court case involving a resident and the HOA is scheduled for January 8, 2015.

**New Business:** Mark presented two bids from J&M Landscaping LLC to clean and landscape both entrances to the community. The proposals for both entrances include removing the present shrubs and trees, power washing the bricks, planting new trees, bushes and flowers, and installing mulch. Steve motioned to accept the bids to beautify the two entrances not to exceed \$5,000. Joanne seconded the motion and the Board agreed.

The Board discussed another proposal from J&M Landscaping LLC for erosion control on Carriagepark Court costing \$5,051.18. Joe expressed concern that this proposal did not solve the root of the problem and suggested that we make sure the root cause is addressed.

The Board discussed three proposals from Atlantic Pool Service for work that needs to be done on the pool prior to the opening in May. Proposals are as follows:

1. Replacing a leaking face pipe in the main pool filter system - \$994.
  2. Replacing the wading pool pump that is leaking and cannot be repaired - \$1,000.
  3. Resurfacing the main and wading pool surfaces with new marble lite plaster - \$15,700.
- The Reserve Study anticipated this expense would be incurred in 2015.

In addition, the leaf blower is in need of repair at a cost of \$100.

The Board discussed replacing the mailboxes in the community. Curtis pointed out that the package delivery mailbox on Carriagepark Court is the new standard but the Post Office will not replace our old boxes if they still work. They do not, however, object to our replacing them at our cost. Mark has acquired multiple quotes for new mailboxes that will complement the new street signs. The quotes range from \$27,000 to \$34,000. Steve advised that replacing the mailboxes would be an operating expense since we do not own the original mailboxes and we would have to budget for the expense in 2016. Curtis suggested that we table this discussion until we have more information. In the meantime, we should go ahead with painting the old boxes.

Joe advised that before the January meeting there might be a parking violation hearing at 6:30 P.M.

**Adjournment:** The regular meeting was adjourned at 9:25 P.M.

**Executive Session:** The Board entered into executive session at 9:30 P.M.

The Board discussed a delinquent account that is in Chapter 13 bankruptcy and the owner's lapse in payments. For failure to make planned payments, a hearing to dismiss the bankruptcy is scheduled in January.

The Board identified and discussed delinquent accounts.

The Board discussed the quality of Summit Management Services after contracting with them for six months.

**Executive Session Adjourned:** Steve motioned to adjourn the executive session at 9:45 P.M. Joan seconded the motion and the Board agreed.

In the executive session, the Board agreed to continue with collection efforts for the post-bankruptcy delinquent payments of \$1,446. Joe motioned to have Summit send them a letter giving them ten days to pay the post-bankruptcy balance or risk administrative actions. Steve seconded the motion and the Board agreed.

During the review of the management company services, the complaints, deficiencies and our expectations were discussed. Curtis agreed to meet with their CEO and discuss our concerns.

Adjournment: The meeting was adjourned at 9:45 P.M.