

PARK WEST COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Robinson Secondary School – Room 503
Tuesday, February 18, 2014

Present: Joanne Biagi, Arthur Gile, Tammi Jackson-Griffin, Steve Lubore, Curtis McGiffin, Joan Murphy, Joe Underwood, Rose Bailey, and Jeffrey Lawrence, Capitol Property Management representatives, and three residents.

Absent: T.J. Hanton, Rich Juchnewicz.

Call to Order: The regular meeting was called to order at 7:07 P.M.

Approval of Minutes: Joe motioned that the January 2013, minutes be approved as amended. Art seconded the motion and the Board agreed.

President's Report: Curtis thanked the Board for allowing the change in date for the meeting so that he could attend. He talked about an incident Saturday at the pool parking lot. A fight broke out among students leaving a party on Treasure Court. Fairfax County and George Mason University police were called. George Mason is handling the issue.

Treasurer's Report: Steve reported that the association is doing well financially. There are, however, resident accounts that are delinquent. He advised that there is cash in the Reserve Account for projects.

Steve gave Curtis papers to be signed as the new president for the association's bank account and credit card. Curtis and Joan signed the paperwork.

Architectural Control Committee: Tammi advised that she will check on current violations Saturday.

The Board discussed a violation in the common area of Treasure Court. A resident changed the oil in his car leaving an oil stain on the street. Pictures were taken and Rose was asked to have the area power washed at the owner's expense.

The Board discussed lawn maintenance in the community. Curtis proposed the Board adopt a standard for how a front and back yard should be maintained that is consistent and fair.

Communications and Website Committee: Curtis advised the next newsletter would go out with the March invoices.

Steve is updating the old website. He talked about Board member mailboxes on the server.

Pool Committee: No report.

Streets and Sidewalks Committee:

The Board discussed a proposal from PSE to replace a light pole on Carriage Park Court. Steve questioned the easement to perform this work. Curtis asked Rose to contact MS Utility to mark the area and get two other bids.

Art talked about painting the yellow curbs and speed bumps. He suggested painting yellow lines by the stop signs and adding a four-way stop. The Board tabled this discussion until next month when more information is available.

Environmental Committee: The Board authorized spending \$150 to replace the liner and lid on the trash can at the tot lot.

The Board discussed replacing the signs in the community. Curtis talked about an estimate from a sign company in Woodbridge. Jeff Lawrence offered to provide names of other sign companies.

Curtis talked about looking into adding more lights in the community. Solar lights were discussed.

The Board discussed a proposal from Drainage & Erosion Solutions to repair a drainage problem on Carriage Park Court. Steve motion that we accept their proposal with the inclusion that they jack up or replace the sidewalk and not exceed \$8,000. Joe seconded the motion and the majority agreed.

Parking Committee: Joe talked about false parking pass applications. Non-residents have received parking permits which is the reason for the registration requirement in effect since September 2013. For those applications prior to September 2013, Joe will ask for a copy of their registration if he determines there is an irregularity.

Old Business: The Board discussed the trash contract with American Disposal Service who is not willing to cancel our contract that is good until the end of 2014. American claimed that they did not receive in writing enough complaints to warrant the cancellation. Joe requested that Capital Property Management send them a letter formally complaining about garbage in the streets and cans thrown and bounced around. Rose confirmed that a certified letter giving American thirty days to correct their performance to our standards was mailed to and received by them. They have not responded in writing, however. If they do not answer as to how service has improved, the next step will be to have our attorney send a letter to their agent. The Board discussed other options. Jeff Lawrence recommended that we try to work with American for the remainder of the contract. He suggested that a letter go out from the attorney notifying American of termination of the contract for cause. He also recommended that we ask them to attend a Board meeting, let them know our expectations and come up with a system to solve the disagreement.

A proposal from Capitol Construction to repair a sinkhole was discussed. The work does need to be done but it is unclear who is responsible. If it is on the homeowner's property it would be the

responsibility of the homeowner. Steve motioned that the HOA fund Capitol Construction to fix the sinkhole at a cost not to exceed \$1,000. Joe seconded the motion adding that ultimately the responsibility for payment would be decided after the work is done. Rose was asked to compose a letter to the owner notifying the owner that they may be responsible for the payment and giving them the opportunity to find their own contractor. Curtis approved a ten-day clause.

New Business: Spring cleanup day is Saturday, April 26th.

Regular Session Adjourned: The regular session adjourned at 9:23 P.M.

Executive Session: The Board entered into executive session at 9:25 P.M.

The Board discussed the delinquent accounts. All delinquent accounts have received a late letter.

The Board discussed a residence on Carriagepark Road where a business is being conducted. The Association's covenants, State and County statutes were reviewed.

The Board discussed a property where a party resulted in a police altercation.

The trash contract with American Disposal was discussed.

Executive Session Adjourned: The executive session was adjourned at 10:20 P.M.

In the executive session the following votes were taken:

Joe motioned that any delinquent account over \$400 should go to our attorney for legal action. Curtis seconded the motion and the Board agreed. Jeff Lawrence offered to provide a collection resolution.

The Association's covenant prohibits having a business located in the community. Steve suggested that we ask an attorney from Rees Broome to attend the March Board meeting to review our covenants and the State and County statutes.

Curtis proposed to have the attorney send a letter to the owner of a residence where the renters had a party that resulted in a fight and the police being called. The Board discussed creating guidelines and rental agreement language for owners who want to rent their property.

The trash company received a letter giving them thirty days to respond to our complaints regarding their service. The Board decided to wait until the thirty days are up prior to taking further action.

Adjournment: The meeting was adjourned at 10:30 P.M.