

**PARK WEST COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**Robinson Secondary School - Cafeteria**  
**Tuesday, January 14, 2014**

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

**Absent:** Tammi Jackson-Griffin.

**Hearing for Parking Violation:** The hearing was called to order at 6:35 P.M. Joe introduced the attendees and explained the process. He advised them that after the hearing, the Board would deliberate in an Executive session. They would receive a phone call the next day followed by a letter within seven (7) days advising them of the Board's decision.

In attendance for the hearing were the owner and property manager for the unit and the resident. A car was towed due to an expired sticker. The Board listened to their explanation.

**Call to Order:** The regular meeting was called to order at 6:55 P.M.

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

**President's Report:** Curtis listed his 2014 goals for the community:

1. Replace the lights in the community.
2. Improve the landscaping maintenance.
3. Look into replacing the street signs.
4. Add more lights. Look into solar lights.
5. Plant in the spring.

**Treasurer's Report:** Steve discussed the end of year financials. The Association ended the year with a profit of \$21,000. The Board discussed allocating additional funds to snow removal or any emergency fund. Rich suggested adding the funds to the reserve account.

Curtis motioned to accept the 2012 audit report. T.J. seconded the motion and the Board agreed.

**Architectural Control Committee:** Joan Murphy talked about starting the inspections in February weather permitting. She asked for a list of things to look at and questioned the violation process.

A resident reported on a residence on Carriagepark Road that continuously leaves trash out. Curtis recommended snapping a picture and starting the violation notices and fines.

**Communications and Website Committee:** Curtis advised that he needs newsletter articles by mid-February for the next newsletter publication. Advertising in the newsletter was discussed.

Steve pointed out a document on the website from the association's President that needs to be updated and signed by Curtis, the newly elected President. Curtis agreed to read, edit and sign his name to the document.

**Pool Committee:** Rich talked about his plans for improving the landscaping around the pool. He spoke about looking on line for a way to shade the baby pool area.

The Board discussed the need to improve the lighting at the pool.

**Streets and Sidewalks Committee:** Art reported that the stop signs have been replaced.

The Board discussed options to eliminate speeding in the community.

Art talked about the need to paint the speed bumps and the yellow lines. In addition, he suggested painting the street names on the curbs.

**Environmental Committee:** The Board complimented the holiday decorations at the entrances to the community.

Curtis advised that the remaining tree work should be completed by Thursday. The Board discussed other trees in need of maintenance.

Curtis discussed working with the new landscaping company since December 1st. He stated that he is pleased with their work and responsiveness.

The Board discussed replacing the trees next to the pool that were removed by Colonial Pipeline. Curtis asked Joan to take the lead in this project.

Joe talked about solicitors in the neighborhood. He asked Rose to send trespassing letters to solicitors who have left advertisements.

**Parking Committee:** The Board discussed a residence on Carriagepark Road that has had seven to eight cars towed and multiple complaints regarding trash. Rich suggested sending a violation letter stating the various parking violations, documenting the days, and informing the owner that parking privileges can be revoked.

Joe talked about cars that were towed because the date on a temporary pass was altered. Steve suggested writing more information on the passes, e.g., the day of the week plus the date to make it more difficult to make changes.

**Old Business:** The Board discussed the trash contract with American Disposal Service. Rose advised that they are 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. He suggested sending a certified letter giving thirty days to correct their performance to our standards. Joe and Rich agreed to draft letters detailing the complaints for Rose to do the master letter.

Steve reported that PSE would begin upgrading the streetlights with LED bulbs this week. He advised that a light on Carriagepark Road was out. This is one that we have tried to fix many times. Steve requested Rose to ask PSE for a new estimate regarding that work.

**New Business:**

**Regular Session Adjourned:** The regular session adjourned at 8:47 P.M.

**Executive Session:** The Board entered into executive session at 8:49 P.M.

The Board discussed a delinquent account and the owner's scheduled payments.

The Board discussed a residence on Carriagepark Road where a business is being conducted.

The Board discussed an issue with resident owners who rent rooms. Rose was asked to consult with our attorneys, Rees Broome, for a legal review of our covenants.

The Board discussed the hearing and the sanctions for the parking violation.

**Executive Session Adjourned:** The executive session was adjourned at 9:36 P.M.

In the Executive Session, Curtis moved to impose a \$50.00 fine to be assessed against the owner's account and suspension of all residential and guest parking privileges for a period of sixty (60) days, all of which is presently deferred, so long as there are no similar violations committed by the residence within the next twenty-four (24) months. Any further violations during such time period will result in the immediate suspension of all parking privileges for sixty (60) days without further proceedings. In addition, suspension of the ability to apply for additional residential parking privileges in replacement of a second residential parking permit, as well as any other new applications for residential parking permits for a period of sixty (60) days.

The motion was seconded and passed unanimously.

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