

**PARK WEST COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
TREASURE COURT
Tuesday, July 8, 2014**

Present: Tammi Jackson-Griffin, Steve Lubore, Curtis McGiffin, Joan Murphy, Joe Underwood, Katie Kight, Summit Management Services representative, and four residents.

Absent: Joanne Biagi, Arthur Gile, T.J. Hanton, and Rich Juchnewicz.

Call to Order: The meeting was called to order at 7:10 P.M.

Approval of Minutes: The June minutes were approved as amended.

Architectural Control Committee: A resident owner on Gainsborough Drive did not show up for his hearing. Further action was discussed during the Executive session.

The Board identified and discussed residences with chronic violations. It was determined that each case had to be dealt with individually although the attorney supports the HOA making the corrections and billing the owner.

The Board discussed the document that clarifies the architectural rules in the PWCA covenants. Once the modification of the present rules is complete a mail out will go out to the homeowners. Steve volunteered to update the website.

Communications and Website Committee: The Board discussed the website. Katie talked about the Summit website and volunteered to get a proposal. The Board questioned how the new website would be maintained. They all agreed that Steve is doing a fine job maintaining our present website.

Curtis talked about the newsletter. The summer edition went out two weeks ago. A September distribution is planned to go out with the quarterly invoices. Articles are needed.

Block Captains: Laura McGiffin reported that she is looking for new block captains.

Pool Committee: Curtis thanked everyone for his or her efforts in making the July 4th celebration a success.

The Board talked about the up-coming events that Rich has planned for the pool. There will be a “Sundaes on the Sunday” ice cream social on July 20th. Joe suggested buying the ice cream or having the event catered by a store on Germantown Road and volunteered to get the information to Rich.

The Board discussed a request from a resident to have a large pool party after closing hours on Labor Day weekend. After discussing this request in detail, Joe made a motion to deny this request. Steve seconded the motion and the Board agreed. Katie was asked to email the resident of the Board’s decision.

Streets and Sidewalks Committee: Katie reported on the streetlights in the community after talking with Dominion Power. Dominion Power owns two of our light poles and is supposed to maintain them. PWCA is responsible for maintaining the other streetlights. Katie was asked to contact Dominion Power and get an official letter describing ownership.

Curtis talked about enhancing the lighting in the community where it is needed.

The Board reviewed the proposals from four contractors to paint yellow curbs and stop lines and repair the speed bump on Carriagepark Court. Their proposals also included repairing cracks and seal coating the asphalt. However, three of the four contractors did not recommend seal coating at this time. They said it was time to mill and pave. The Board discussed the recommendations of each contractor and the financial implications. The Board agreed that seal coating at this time was not in our best interest financially. Curtis motioned that we fix the speed bump on Carriagepark Court, repaint the yellow curbs and speed bumps, and hot fill in cracks where necessary. Joe seconded the motion and the Board agreed.

Environmental Committee: Curtis announced that JL Tree Service has completed the assigned tree maintenance. However, there is still more work to be done and there will be another walk through in the fall. He advised that a fallen tree on Carriagepark Road was reported to JL.

Curtis noted during the June walk-thru with Summit Management Services that the storm water management pond by 4825 Carriagepark Road gets clogged. Katie contacted Fairfax County Maintenance and Storm Water Management division to report the issue. They will go out to inspect the property and put the storm water pond on the County's list for non-routine work. Anyone seeing the pond backed up in the future should notify Summit Management so it can be reported to the County.

Many loose cable wires, open towers, open pedestals, and loose covers were noted in the community. Summit Management contacted the Cable Communication Department in Fairfax County. The county inspector came out and notified the cable companies of their violations. The cable companies have 30 days to comply or they will be fined. Katie asked that if anyone notices any loose cable wires or covers in the community they should notify Summit Management Services so they can be reported to the County.

The Board discussed a request from a resident on Malone Court to remove a stump located on community property. The Board agreed to add this stump and one located on Gainsborough Drive to the Roberts Road work order.

The Board discussed the two proposals to replace the trees that were removed along Roberts Road and remove the stumps. Curtis motioned to approve the J & M Landscaping Services proposal at a cost not to exceed \$4300. Steve seconded the motion and the Board agreed. Joe questioned the status of estimates to replace trees that Colonial Pipeline removed behind Carriagepark Court. Joan reported that she is in the process of getting estimates for that work.

Joan presented two proposals from J & M landscaping Services for replacing the mulch in the playground area. One proposal is for rubber mulch, that will last 10 years, and the other is for hard wood carpet mulch that should be changed yearly. The Board discussed the difference in cost. Katie volunteered to obtain additional estimates.

Curtis reported that the three dead pine trees at the pool have been removed. He asked that the Board think about a replacing them to provide more shade.

Parking Committee: Joe reported that there would be a hearing at the pool on August 12th at 6:30 P.M. to discuss the misuse of a parking permit.

Old Business: The Board discussed the completed corporate resolution of policies and procedures regulating home child day care centers in the community. A copy of the resolution and a cover letter will be mailed to the owner and tenant of the child day care center presently operating in the community. The cover letter gives two weeks to comply in writing.

Joe reported on the Virginia General Assembly's new statute regarding the institution of HOA charges. As the statute's wording allows for charges as based upon duly approved rules, we should be able to enforce HOA charges. As to the notice requirements in the new statute, we are in compliance, since our notice requirements in our rules resolution exceed the state's requirements.

Steve asked about late payments of the quarterly dues. Steve and Brenda Conway, Summit's controller, will discuss a policy.

New Business: Legal invoices from Rees Broome were reviewed and some discrepancies were noted. Curtis advised that he would contact the attorneys.

Executive Session: The Board entered into executive session at 9:09 P.M.

The Board discussed a residence on Gainsborough Drive with chronic architectural violations. The owner was asked to attend a hearing and did not attend or respond.

A residence on Treasure Court with long standing violations was discussed.

Executive Session Adjournment: The executive session was adjourned at 9:20.

In the executive session, Joe motioned to send a letter to the owner on Gainsborough Drive allowing 30 days from the date of the mailing to correct all the violations. If they do not comply, a fine of \$10 per day will be assessed up to 90 days plus parking privileges will be suspended for 60 days. Curtis seconded the motion and the motion passed unanimously. Katie will mail the letter within seven days.

The Board agreed to re-inspect the residence on Treasure Court and advise Katie of violations that are still outstanding.

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