

**PARK WEST COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
PWCA POOL
Tuesday, June 10, 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 three residents.

Absent: Tammi Jackson-Griffin.

Call to Order: The regular meeting was called to order at 7:00 P.M.

Approval of Minutes: Joe motioned to accept the April and May minutes. Joanne seconded the motion and all agreed.

President's Report: Curtis thanked Rose for her efforts on behalf of PWCA since this would be the last meeting with a Capitol Property Management representative.

Treasurer's Report: Steve spoke about the financials. He reported that there would be expenses associated with fixing lights in the community. He advised that PSE has been approved to fix the lights on Carriagepark Road and Carriagepark Court. The expense for the work should be charged to the Reserve Account.

The Board discussed the transition of bank accounts to Summit Management Services and the options that owners will have to pay their quarterly invoices. He advised that some bank accounts have been moved to Summit. He expressed concern for Capital Property Management's ability to pay the June bills. Therefore, the Board requested that the PNC account remain open with a few hundred dollars.

The July invoices will be mailed by Summit Management Services. Since the remittance address is new, Steve suggested that any late charges be waved until the end of July.

The Board discussed the attorney fees.

Architectural Control Committee: Curtis distributed copies of yard guidelines. The purpose of which is to give residents information as to what is acceptable for the maintenance of their yards. The Board discussed the enforceable rules and regulations. Curtis requested that the Board review the document. He asked for the Board's inputs by the July meeting so it can come up for a vote.

Joan reported that there are still outstanding violations after owners have received two letters. She asked about the next step. Steve advised that the third notice invites the owner to attend a hearing for the violation. Failure to show will result in a fine and/or the suspension of parking privileges for that unit. Joan volunteered to re-inspect the remaining units with violations before sending out the third notice. She agreed to send the list of remaining violations to Rose by Friday.

Communications and Website Committee: Steve advised that the updated parking regulations are now on the website.

T.J. reported that he is waiting on the new website because Summit Management has a website that contains some good information.

Curtis reported that that he is working on the next newsletter. Articles will include trash, parking updates, and Summit Management information. In addition, he asked for an update on the pool activities.

Pool Committee: Rich will submit a list of dates for pool activities to Steve to put on the website. Rich talked about the July 4th celebration and the need for volunteers. Joe and T. J. volunteered to help with the games. Curtis and Laura offered to help set up.

Susan asked for an activity to introduce Summit Management Company to the community.

Streets and Sidewalks Committee: Art proposed that we get proposals for the following work to be done in the community:

1. Proposal to change the speed bump on Carriagepark Court to a 4ft wide speed hump. Same height as the existing speed bump.
2. Street painting contract scope of work. Parking space numbering needs to be added to the scope of work.

The expenses for the above projects are to come out of the Reserve fund.

Environmental Committee: Art reported on the scope of work for the playground area. There are two bids needed for the tot lot maintenance. In addition, the Board discussed replacing the existing bench, adding another bench, and replacing the trash can cover.

The J & L proposal for tree work was discussed. Steve motioned that we accept the J & L proposal not to exceed \$7,000. Curtis seconded the motion with the exception of one tree that is being contended. The Board agreed. The Board discussed the tree in contention on Carriagepark Road.

Art listed several properties that have not mowed their front lawns. The Board discussed options to deal with this lack of maintenance. Art suggested hanging a reminder notice on the front door of a house that has not been maintained. He showed some examples and asked that we purchase a few hanging tags on a trial basis. Curtis postponed this decision until he could ask Summit.

Parking Committee: Joe reported that this is a busy time for processing parking passes. Many permits expired in May and the landlords have not done the paper work to obtain new permits. Joe stated that if a permit has expired the tenant should not be given temporary passes.

Old Business: The attorneys suggested that the Board prepare a corporate resolution to adopt and define how a day care center should operate within the HOA. Joe motioned that we accept the resolution that he prepared and the Board reviewed. Steve seconded the motion. The Board discussed the resolution. Joe read the rules which basically insulates the HOA from any liability.

It was suggested that an adjustment be made to restrict the hours of operation from 6:00 A.M. to 9:00 P.M. Joe motioned that we accept the resolution as amended. Art seconded the motion and the majority agreed. Curtis requested that a copy of the resolution be mailed to all residents.

New Business: Curtis introduced Katie Kight, our new Community Association Manager. He talked about our current projects, pending proposals and problems. He advised that Art is working on getting proposals for painting the yellow stop lines and speed bumps. He spoke about the tree maintenance and asked Katie her opinion of the hanging tags. Katie knew of companies to order the tags from but advised that tracking them was a concern. Art said he would need an Excel spreadsheet. T.J. volunteered to make an Excel spreadsheet that he will share. Curtis asked Art to purchase the hanging tags.

Curtis talked about updating the street signs in the community and the problem in finding a contractor who is willing to take delivery.

The trash problems were discussed. The management company was called to fine an owner on Carriagepark Court for their tenant's trash violation. After being fined the residence violated the trash rules the following week. There is always excess trash when George Mason lets out. Katie suggested renting dumpsters around that time.

Curtis advised that he and Katie would do a neighborhood walk through on June 21st.

Adjournment: The June meeting was adjourned at 9:13 P.M.