

PARK WEST COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Robinson Secondary School – Room 503
Tuesday, March 11, 2014

Present: Arthur Gile, Tammi Jackson-Griffin, T.J. Hanton, Rich Juchnewicz, Steve Lubore, Curtis McGiffin, Joan Murphy, Joe Underwood, and Rose Bailey Capitol Property Management representative, and four residents.

Absent: Joanne Biagi.

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

Approval of Minutes: Curtis motioned that the February 2014 minutes be approved as amended. Art seconded the motion and the Board agreed.

Hearing: The owner did not show up for the violation meeting. The Board held the hearing on his behalf. There were twelve violation letters mailed to this owner and he has not responded or fixed the violations. The Board discussed the options. Curtis recommended that all parking passes and privileges be suspended as of March 25th. In addition, the Board will reserve the option to fix the violations and charge the owner. The Board agreed. Rose will send a certified letter to the owner and post a notice on the front door of the residence advising the tenants of the revoked parking privileges.

President's Report: Curtis discussed American Disposal Service. They were invited to attend this meeting and did not show up. He advised that they have a standing invitation to attend a Board meeting.

Curtis talked about establishing a committee to look at the association's covenants and make recommendations to update. He asked for a chairperson to head the committee. There will be an article in the newsletter addressing this need.

Curtis announced that May 3rd is the date set for the community yard sale between 8:00 A.M. and 12:00 Noon. The yard sale will be located on the hill next to the pool.

Treasurer's Report: Steve reported that the association is doing well financially. There are, however, resident accounts that are delinquent. He spoke about the 2014 budget and that the budget is based on a different trash contract.

Architectural Control Committee: Tammi reported on a cleared violation. She advised that the inspections for Malone Court, Gainsborough Drive, and Treasure Court have been completed and she will forward the results to Rose.

Communications and Website Committee: Curtis reported that the next newsletter would go out this week with the invoices. The next edition will be in June.

Steve reported that the website has been updated.

Pool Committee: The Board discussed changing the address on the pool pass applications. Joan agreed to have the applications mailed to her address to save processing time.

Steve will forward the 2014 pool pass application and pool rules to Rose to be included in the mail out with the invoices and newsletter. They will also be available on the website.

Rich discussed purchases for the pool. Joe motioned that we purchase a shed not to exceed \$1,000 and a sail to shade the baby pool area not to exceed \$2,000. Steve seconded the motion and the Board agreed. Joan discussed replacing broken umbrellas and furniture. Steve advised that replacing the broken items would come from the Reserve account. However, any other expenses should be prioritized if it was not budgeted.

Streets and Sidewalks Committee: The Board discussed the three proposals to paint the street curbs and speed bumps. Curtis mentioned that one half of a speed bump is missing after the snowplow came through. He suggested that we add the speed bump repair to the estimates. He asked rose to get two new estimates to include the speed bump repair. Once they are redone the Board can approve an estimate via email.

Environmental Committee: Curtis talked about replacing the street signs in the community and the lack of response from the sign company in Woodbridge. He is looking for a sign company in Virginia who will deliver and install the signs. Steve and Rich suggested communities to look at.

The Board discussed the community cleanup scheduled for April 26th. A resident suggested that everyone clean their own yard on cleanup day instead of the neighborhood.

The Board asked about the trash signs. Rich advised he still has four or five that can be put out.

The doors left at the pool for trash were discussed. Rich suggested donating the doors to a charity that will pick them up.

Parking Committee: The Board discussed a letter from a resident on Gainsborough Drive. This resident has four parking permits and requested another. Two of the permits are not in use but have not been returned. The Board concluded that the resident will have to return the two passes or pay the \$50 fee before applying for another pass. Rose was asked to send the resident a letter with the parking rules for her review and inform her that the parking chairman will respond to the complaint.

Old Business: Options regarding the termination of the contract with American Disposal Service were discussed.

The Board discussed an email from the homeowner who reported the sinkhole. The homeowner wants the work to be scheduled at a time when he can be present. The Board agreed.

Curtis asked for an update on a drainage problem on Carriagepark Court. Rose advised that drainage companies will be out next week to assess.

New Business: Joe reported on a complaint that a resident on Carriagepark Road is practicing archery and arrows are landing on community and residential properties. Rich advised that no permission has been granted to do this and if this persists, neighbors should call the police.

Joe spoke about the number of time cars have been towed belonging to the same residence and their architectural violations. Curtis asked Rose to draft a letter for his edit addressing all items and inviting the homeowner to a hearing before the Board meeting in April.

The Board discussed the failure to file the necessary corporation Annual Report in January by Capital Property Management. Curtis and Joe agreed to file the papers.

Regular Session Adjourned: The regular session adjourned at 9:15 P.M.

Executive Session: The Board entered into executive session at 9:20 P.M.

Rich agreed that his name and address be listed as the corporation's registered agent.

The Board discussed the contract with American Disposal Service.

The Board discussed a business that is being operated within a residence and the liability to the community. The Association's covenants and State and County regulations were reviewed.

The Board discussed the quality of services and advice provided by the management company. Curtis listed the issues with Capital Property Management that were discussed with them in December. There has been no improvement since his meeting.

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

In the executive session the following action was taken:

Joe motioned that we keep the American Disposal Contract through the end of the calendar year and send them a termination letter around July 2, 2014 giving them not more than 170 days and not less than 180 days' notice. Steve seconded the motion and the Board agreed.

In order to curtail the complaints and the liability to the Association, the Board proposed that the lawyers send a letter to the business being operated in the community. The parties will be required to sign that they acknowledge all the restrictions outlined by the Home Owners Association. If they do not comply or refuse to sign we will go to court.

The Board discussed the inconsistent service and lack of attention to detail provided by the management company. Steve motioned that Capitol Property Management be replaced by another Management Company as of June 1, 2014 and that Reese Broome send the termination letter by April 1, 2014. Rich seconded the motion and the majority agreed.

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