

**PWCA Board of Directors Budget Meeting  
Robinson High School, Room 505  
Tuesday, October 14, 2014**

**Present:** Joanne Biagi, Art Gile, Tammi Jackson-Griffin, T. J. Hanton, Rich Juchnewicz, Steve Lubore, Curtis McGiffin, Joan Murphy, Joe Underwood, Katie Kight, Summit Management Services representative, and four residents.

**Absent:** None.

**Call to Order:** The hearing was called to order at 6:30 P.M.

**Hearings:** A non-resident owner and her tenant attended the hearing for two parking violations. A tenant made two counterfeit parking permits which were discovered and the cars were towed from the community. The owner apologized and assured that this will not happen again. Joe explained the parking rules and advised the tenant how to obtain a temporary pass for their visitors. There was a discussion about what tenants in the house were registered to receive parking permits. Joe explained that the three cars that are registered should be displaying their respective parking stickers and the fourth car can use the hanging guest pass.

Joe explained that the Board will discuss the situation in the Executive Session and the owner will be advised of their decision within seven days.

**Call to Order:** A special budget meeting was called to order at 7:05 P.M and adjourned at 8:00 P.M. The regular meeting was called to order at 8:05 P.M and adjourned at 9:15 P.M.

**Approval of Minutes:** The September minutes were approved.

**Solar Panel Presentation:** Curtis introduced the solar panel contractor who brought a sample of the solar paneling that he intends to install on Carriagepark Court. He showed a black on black panel that blends with a shingle roof and produces low glare. He advised that it would take one day to install 23–30 panels. He answered questions about other colors and maintenance.

Curtis advised that the Board would have to continue to work on the guidelines and restrictions for solar panels since this is the first request in our community.

**President's Report:** Curtis reported that this meeting needed to end at 9:30 P.M. With that in mind, the committee reports are not on the agenda. He stated that after the hearings, the draft of the 2015 budget will be reviewed and discussed. Then the Board needed to prepare for the annual meeting.

Katie advised that the architectural committee letters will be mailed by Friday, October 17<sup>th</sup>.

The fall cleanup which is scheduled for October 18<sup>th</sup> was discussed. Rich spoke about power washing the pool deck and electrical boxes that were sprayed with graffiti.

**Treasurer's Report:** Treasurer, Steve Lubore, presented a draft of the proposed 2015 budget to the Board. The Board reviewed each line item, comparing 2014 actuals versus budget and the proposed 2015 budget.

The Board discussed the items that caused the 2014 budget overage. Expenses for tree maintenance, landscaping, snow removal, and trash service contributed to the overage. Last year's budget was based on a new trash contract with Patriot Disposal Service that was at a lower rate than American Disposal Service. However, we were not able to remove American Disposal Service due to contract issues. The cost for snow removal during the winter of 2014 was more than expected also. In addition, during one of the heavy snow falls, a resident called J&M Landscaping to plow the pool parking lot which was costly. Curtis advised J&M that in the future, they can only accept requests for additional service from him or Joe Underwood. The Board agreed to increase the 2015 budget for tree maintenance and snow removal to \$12,000 instead of the amounts proposed. The budget for trash remains lower since we now have a new contract with Patriot Disposal Service starting in January.

The Board discussed anticipated 2015 expenses. There is erosion work planned, new street signs are proposed and street paving is anticipated in 2016. However, these are Reserve Expenses for which there are adequate funds. The Association is doing well financially and no increase in dues or special assessments are necessary at this time.

Steve motioned to adopt the 2015 budget with the revisions discussed. Joe seconded the motion and the Board agreed. Steve advised that he will make the revisions for member approval at the annual meeting in November. In the meantime, a draft of the 2015 budget will be posted to the website.

**New Business:** Curtis spoke about the challenges that he faced during the last few weeks. He had to deal with complaints about erosion and tree issues. He asked Katie to arrange for an arborist to look at the trees in question and announced that the erosion contractor would come out to check the erosion solution previously installed which is not working. He spoke about discussing erosion control at the annual meeting. In addition, he spoke about proposals for replacing the street signs in the community and adding them as an item on the annual meeting's agenda.

**Executive Session:** The Board entered into the executive session at 8:55 P.M.

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

The Board discussed sanctions for a residence with two parking violations who did not attend a hearing.

The Board was updated on the status of long time standing architectural violations.

The Board discussed a pending lawsuit.

The Board discussed updating the parking permit decals.

**Executive Session Adjournment:** The executive session adjourned at 9:10 P.M.

During the Executive session the Board discussed the sanctions to be placed against the residence whose owner and tenant attended the hearing as a result of two parking violations. Joe motioned that for each violation, all parking privileges are suspended for sixty (60) days, thirty (30) of which are deferred, so long as there are no similar violations committed by that resident within twenty-four (24) months. However, the non-resident owner has the voluntary option of paying a fee of one hundred dollars (\$100.00) per violation to defer the remaining 30-day suspensions. Curtis seconded the motion and the Board agreed.

The Board discussed the sanctions to be placed against a residence whose owner and tenants did not attend a hearing for two parking violations. The tenant permitted a nonresident to use her parking permit. The parking permit was placed upside down on a dashboard of a vehicle in a manner which would not allow the permit to be identified. Joe motioned that the tenant's residential and guest parking privileges be suspended for sixty (60) days. However, the owner has the voluntary option of paying a fine of one hundred dollars (\$100.00) to defer the sixty day suspension. Rich seconded the motion and the Board agreed. The second violation for this residence occurred after the tenant's permit was confiscated and the non-resident owner permitted the tenant to use his parking permit. The Board agreed to suspend the non-resident owner's permit for 60 days.

Joe agreed to draft the letters advising the owners of the Board's decisions. The letters will be mailed within seven days.

The Board discussed the status of other residences that were invited to attend a hearing for parking or architectural violations

Curtis advised that Reese Broom has been retained to represent the HOA in a pending court case.

The Board agreed it was time to redo the resident parking stickers to a different color. He asked for any suggestions to improve the temporary permit process.

**Adjournment:** Meeting was adjourned at 9:15 P.M.