

# PARK WEST COMMUNITY ASSOCIATION

## BOARD OF DIRECTORS MEETING

Robinson High School, Room 505

Tuesday, September 9, 2014

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

**Absent:** None.

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

**Open Forum:** A resident spoke to the Board about a car that was towed out of her assigned parking space. The car belonged to her cleaning lady who frequently parks there. She asked that the towing charge of \$135 be refunded since the parking rules do not state that cars will be towed out of the assigned spaces. She talked about mistakes on the website and contradictions in the parking rules.

Curtis explained that all cars need a permit to park anywhere in the community. He informed her that reminders were delivered to each door, mailings were sent out, articles were included in the newsletter, and the website has been updated with articles about the parking rules. Susan Underwood spoke about a special temporary pass that is available for cars that park on a regular schedule and provide a service e. g., cleaning, nursing care etc.

The Board advised her that they would discuss the situation in an executive session and let her know of their decision.

**Approval of Minutes:** Joe motioned that the August minutes be approved. Rich seconded the motion and the Board agreed.

**Presidents Report:** Curtis introduced the new President of Summit Management Services, June Jackson. June spoke to the Board about the experience and knowledge that she brings to the organization. Steve asked if the Board can bring problems to her directly and she replied that she would make herself available.

**Treasurers Report:** The Board discussed the Financial Report dated July 31, 2014 provided by Summit Management Services. Due to the Board meeting early in the month (the second Tuesday) the financial report will always be one month behind. Curtis asked if Summit could provide us with a more current draft for the Board meetings. Katie agreed to submit a draft of the first five pages.

The Reserve Fund was discussed. The Board asked that the date for applying the quarterly payments from Summit be changed since there are approved expenses pending that will be applied to the Reserve Fund. Katie agreed to check on the quarterly payments.

The transition of our financial accounts from Capital Property Management to Summit Management Services was again discussed. Joe recommended ordering an audit of our finances after all accounts have transitioned. Rich suggested that Steve review the records before committing to the expense of an audit. Steve reassured the Board that all the HOA's finances have been accounted for.

Steve asked about the Auditor's Representations letter that needs Curtis's signature.

Steve explained Summit's process for paying bills. When an expense is charged to the Operating fund, Summit prepares, signs, and mails the checks to the vender. When an expense is charged to the Reserve fund, Summit prepares the check and forwards the check to Steve for his signature. Steve signs and mails the check to the vender.

**Architectural Control Committee:** Tammi reported that the fall inspection date has moved to September 20<sup>th</sup> at 9:00 A.M. The Board reviewed the check list that will be used for the inspection and a detailed report of previous violations by street address.

**Communications and Website Committee:** Steve talked about updating the Architectural guidelines on the website.

**Block Captains:** Curtis reported that Laura will be stepping down as Head of the Block Captains. She will, however, continue with the position until it is filled by someone else.

Rich made some community announcements: Wednesday, September 10<sup>th</sup>, George Mason is holding a community meeting at Kings Park Library at 7:30 P.M. Northern Virginia Solar Co-op is holding a community meeting at Saint Stevens Methodist Church on September 15<sup>th</sup> at 7:30 P.M.

**Pool Committee:** No report.

**Streets and Sidewalks Committee:** Art reported that the stop sign at the intersection of Malone Court and Gainsborough Drive was knocked down. Katie agreed to look into getting the sign replaced.

The Board discussed the proposal for replacing the street signs and poles throughout the community. A banner pole with multiple signs for each entrance was suggested that was not included in the proposal. The Board requested a picture of this. Curtis asked that we include this proposal on the annual meeting's agenda.

**Environmental Committee:** JLTREE Service has completed the fall tree trimming. Late spring will be the next scheduled tree maintenance. Art mentioned a request to look at trees on Malone Court.

Steve reported that sticks and tree limbs were all over and asked if the mowers could pick them up in the lawn areas.

**Parking Committee:** Joe reported that households with four cars are using their hanging visitor's pass as a permanent permit for the fourth car and calling for a temporary pass each time they have visitors. The intention of reducing the maximum number of permits a residence can have from four to three was to free up some parking. Clearly that has not happened and the requests for temporary passes have increased. This rule may have to be revisited. He also reported that people who don't live in the community are calling to get temporary parking passes. Joe requested that if someone requests a temporary parking pass and appears not to be a resident, that request should be sent to Joe for processing.

**Old Business:** Katie announced that light pole #1 has finally been repaired and is now operating.

**New Business:** The Board discussed the October meeting. The October meeting is not a normal structured meeting since it is to discuss the 2015 budget. The meeting will be held at Robinson High School. Curtis asked Katie to bring a copy of our contracts. Katie announced that she has set up interviews with three attorneys to be held before the October meeting at 6:30 P.M. Each attorney will have five minutes for a presentation. She suggested that the Board come up with a set of questions to ask.

The Board reviewed the two proposals for lights in the community. The proposal for two poles on Gainsborough Drive was tabled until we have more information. The Board discussed the proposal to fix the lights around the pool. This proposal has two options that were debated. Joe motioned that we defer voting on this proposal until we investigate the options further. Curtis suggested that this proposal be tabled until spring. The Board agreed.

J&M Landscaping submitted a three year proposal for landscaping and snow removal. The contract will be for \$36,250 per year and \$95.00 per hour for snow removal. Steve motioned to renew the contract not to exceed \$36,250. Joe seconded the motion with some changes. The wrong date is on the contract which Katie agreed to call and have fixed. Katie also suggested that we add a line to the contract stating that J&M can only take orders from Curtis or Joe. All agreed.

Summit Management sent a letter of termination to American Disposal Services in August. Due to the language of the original contract, American was allowed to compete with any other proposal we received regarding trash services. The Board discussed the two proposals. Joe moved to accept Patriot Disposal's contract not to exceed \$42,500. In addition, we will notify American Disposal Services that we have not accepted their bid. Katie agreed to send the letter certified mail. Curtis seconded the motion and the Board agreed.

The Board discussed three proposals to paint the 18 mailboxes in the community. Joe made a motion to accept Hann & Hann's proposal not to exceed \$2,600. Curtis seconded the motion and the Board agreed.

Curtis talked about the annual meeting coming up in November. He asked for any issues to bring up at the annual meeting so they can be put on the meeting's agenda. He spoke about replacing the street signs in the community.

**Regular Session Adjourned:** The regular meeting was adjourned at 9:35 P.M.

**Executive Session:** The Board entered into executive session at 9:40 P.M.

Delinquent accounts were discussed.

The Board discussed the issue with the car that was towed from an assigned space.

The Board discussed rewriting the HOA's covenants.

The Board discussed addresses with long-term architectural violations.

**Executive Session Adjourned:** The Executive Session was adjourned at 9:50 P.M.

In the Executive Session, Steve motioned that we do not reimburse the towing charge to the resident who had a car towed out of her assigned space. Joanne seconded the motion and the motion passed unanimously.

The Board approved sending hearing notification letters to owners with long-term violations.

Curtis asked Katie to get the costs associated with having an attorney rewrite our covenants, start the process for us, or sign off on a draft that the Covenants Committee prepares. The Board agreed that some questions can be asked during the attorney interviews scheduled for the October meeting.

**Adjournment:** The meeting was adjourned at 9:55 P.M.