

**PARK WESTCOMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Robinson Secondary School – Room 504  
Tuesday, April 14, 2015**

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

**Absent:** Tammi Jackson-Griffin

**Call to Order:** The regular meeting was called to order at 7:02 P.M.

**Approval of Minutes:** The Board approved the March minutes as amended.

**President's Report:** Curtis spoke about the transition to our new attorney, Ray Ceresa.

The Board discussed the 2012 Resolution regarding collections, correcting the time to start implementing late fees for accounts overdue by 60 days instead of 45 days that was previously mentioned at the March meeting. Upon further discussion and changes to the Resolution, Joe motioned to accept the Resolution regarding policies and procedures for the collection of assessments as amended. Rich seconded the motion and the Board unanimously agreed. Curtis advised that he would make the corrections to the Resolution that will replace the 2012 version.

Curtis reported on an issue with J&M Landscaping regarding unpaid invoices. After checking with Summit on the status of the invoices in question, it was determined that all the bills have been paid.

**Treasurer's Report:** Steve reported that the Association is doing well financially. There are however, resident accounts that are delinquent.

**Old Business:** The Board discussed the implementation of the street signs and poles project. The end of April is planned for the installation that should take between 2 ½ to 4 days to complete. Mark asked for volunteers to meet with him and a representative from Addresses of Distinction and mark the places that are getting new and replaced poles. He advised that a Dumpster would be delivered to Carriagepark Road before the installation. Susan Underwood asked that we locate the dumpster at the pool instead of the street. Curtis, Art, and Mark volunteered to be on site during the installation to answer any questions and ensure that the signs are placed in the correct places. The parking signs were discussed since the county requires that we have one at each entrance. Dominion Towing will be providing the parking signs.

**New Business:** Mark presented a list of community projects thru 2031. Joe motioned that we defer discussing this issue until we have had a chance to review the spreadsheet. Steve said we need to update the Reserve Study since some of the items on the last Reserve Study are inaccurate now. The law requires that the Reserve Study be updated every five years but it is suggested we do an update every three years. Curtis asked Katie to obtain proposals for a new Reserve Study.

Katie asked the Board about the location for the Board's meetings during the summer. The Board agreed to continue meeting in Robinson Secondary School. Katie will reserve the room.

**Architectural Control Committee:** Mark reported on the spring inspections. There are 626 recorded violations and 176 letters were mailed out. The first letters were mailed on April 3, with a completion date of May 3.

The Board discussed the issue with power washing brick. Many of the homes received a notice that their brick needed to be power washed due to mold and dirt. The Board received emails regarding the safety of power washing brick. Curtis asked that these violations be deferred until he has had a chance to look at the violations with a brick supply company representative.

Mark reported on an ACC application that he received for a screened-in porch on a deck. The Board did not approve this request but offered the following alternative:

1. A non-permanent gazebo on the deck.
2. An awning.
3. Screening the patio area under the deck.

The Board discussed a request to replace shingles. The resident asked to change the color from Slate gray to Timber Blend. The Board did not approve the color change request. The owner has the option to present his request and rationale in person to the Board.

**Communications and Website Committee:** T.J. reported on the new website's progress.

**Pool Committee:** The Board discussed the repairs needed at the pool and pool house. Joan reported that she contacted J. Valencia Construction to walk through the pool house and identify work to be done. Katie was asked about the missing light fixture at the entrance. She agreed to call PSE who reportedly had the fixture.

Joan advised that J. Valencia Construction had not been paid for the repairs done at the pool house in 2014. The invoice was sent to Capital Property Management who no longer represented PWCA. Curtis gave Katie the invoice and asked her to check the records.

**Streets and Sidewalks Committee:** Mark has started a list of sidewalks that are in need of maintenance and plans to do a walk around the neighborhood to identify any other problem areas. In addition, there are areas that may need a sidewalk extension.

Rich spoke about extending the pool path in concrete to meet the sidewalk on Roberts Road.

There is an area on Carriagepark Road where timbers make a sidewalk. The Board discussed making that a gravel path instead. Curtis asked Joan to get a proposal from J&M Landscaping.

**Environmental Committee:** The Board discussed the common area grounds. The Board received a report of items being stored behind the houses on Carriagepark Road. Curtis reiterated that residents cannot store anything on the common grounds, e.g. pots, wood, or tables and chairs. If a resident wants to plant flowers or something to beautify an area, they first have to notify the Board for approval. This type of request should be approved. It should be noted, PWCA APRIL 2014 Board Meeting

however, that a bench located on common area grounds is for use by the community and cannot be exclusive.

The Board approved the removal of a Bradford pear and the trimming of limbs that hung over a property on Gainsborough Drive. Art has a list of trees that are in need of maintenance. A resident reported that there is a rotten tree behind Malone Court.

Joe reported on his walk through the 4900 block of Braddock Road with Dominion Power and their tree trimming contractor. They want to remove four to five trees and trim others. Joe agreed with their conclusions. There will be another walk through before they do any trimming.

The Board discussed an issue with growing bamboo and how to stop it from spreading. Katie said it can't be killed.

**Parking Committee:** Joe reported that if people do not get all their paper work in for the new parking permits by Friday, April 17<sup>th</sup>, they will not get their permits on time. The parking committee has made calls and sent letters but 1/3 of the community still is non-compliant.

Joe went through his list of people with no paper work, no telephone numbers or email addresses in case anyone knew a way to reach them. The new passes will be picked up at the pool in mid-May.

The Board discussed the color combinations for the new stickers and their pros and cons.

**Regular Session Adjourned:** The regular session adjourned at 9:00 P.M.