

**PARK WEST COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**Robinson Secondary School, Room 505**  
**Tuesday, August 11, 2015**

**Present:** Joanne Biagi, Arthur Gile, Mark Griffin, Tammi Jackson-Griffin, Rich Juchnewicz, Steve Lubore, Curtis McGiffin, Joan Murphy, Joe Underwood, Jean Spangler, Summit Management Services representative and three residents.

**Absent:** T.J. Hanton.

**Executive Session:** The Board entered into executive session at 6:49 P.M.

**Hearing for a Parking Violation:** The hearing was called to order at 6:50 P.M. Joe introduced the attendees and explained the process. He advised them that after the hearing, the Board would deliberate in an Executive session. They would receive a phone call the next day followed by a letter within seven days advising them of the Board's decision.

In attendance for the hearing were the home owner and tenant. The tenant forged a parking sticker because they had lost their guest pass. The landlord explained that he has informed his tenants of the Home Owners Association rules. The tenants did not tell him they had lost their guest pass. Joe explained about the temporary permits available for guests.

Joe brought two parking permit issues before the Board for resolution:

1. A resident asked for a permit for a car that was not registered in the community. The Board agreed that the car had to be registered in the community in order to obtain a parking permit.
2. A resident asked for a permit for a fourth car. He claimed he was originally given a permit for this car but he did not apply for a new permit this year. Joe did not have any paper work for the car. Joe motioned that we not issue a permit for the fourth car since he had not applied for the permit when the new green parking stickers were issued. Curtis seconded the motion and the Board agreed.

**Executive Session Adjourned:** The executive session ended at 7:15 P.M.

**Regular Session:** The regular session was called to order at 7:16 P.M.

**Open Forum:** A resident, Scott Judkins, addressed the Board regarding bamboo growing in the community property and spreading under fences on Carriagepark Rd. Scot described how the bamboo is growing underneath the walkway. The Board discussed the difficult elimination of bamboo and listened to several options. Curtis explained that we have a new landscaping company and he would talk with them. Mark, Art and Scot agreed to meet on Friday and look at the area.

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

**President's Report:** Curtis talked about his work schedule. He may be not be available during the week and responses to emails may be delayed.

He reported that the front light on the Braddock Road entrance is now working.

**Treasurer's Report:** Steve Lubore reported that the Association is doing well financially. He advised that the Staples account was now in good standing.

Joan asked Jean Spangler about two invoices owed Jose Valencia. Jean will check on their payment.

## **COMMITTEE REPORTS:**

**Architectural Control Committee:** Mark presented a draft of the proposed inspection forms for the fall inspection.

The Board discussed the outstanding violations, deferral dates that have not been met, and the residences that are scheduled to receive a notice to attend a hearing. A draft of the hearing letter was included in the Board's meeting package. There are five notices of hearings going out with a schedule date of September 8<sup>th</sup> at 6:30 P.M.

The Board discussed the process and the options resulting from an owner's failure to show up for a hearing before the Board. The process provides multiple ways for an owner to respond to a violation before a hearing notice is mailed. Once a hearing has been scheduled, failure to comply could result in community privileges being suspended and/or fines to the owner.

Mark presented the updated architectural guidelines for discussion. Steve motioned that we approve the revised architectural guidelines. Joe seconded the motion and the Board approved.

**Communications and Website Committee:** Curtis asked for articles for the newsletter by Labor Day weekend in order to include the newsletter in the mail out with the quarterly invoices.

Curtis said he would post the Chili Cook Off information on the message boards this weekend. Chili Cook Off is schedule for August 29<sup>th</sup> starting at 4:30 P.M. at the pool. Joan advised that sign-up sheets are posted on the pool bulletin board for both contestants and participants.

**Block Captains:** No report.

**Pool Committee:** Rich reported that the lights under the water have been fixed by Atlantic Pools. He advised the Board that PSE quoted \$227 to fix the broken glass on the pole at the pool. Joe asked about getting a piece of glass cut instead. Rich offered to ask Cherry Dale Glass Co.

Steve talked about changing the lights at the pool to LED since they would last longer. PSE quoted \$5,000 to replace the lights at the pool. Rich suggested that we get other bids.

PWCA's contract with Atlantic Pools expires the end of 2015. In preparation for the 2016 budget Steve asked Atlantic Pools for a proposal. He questioned their cost increase and negotiated a 2016 contract price of \$38,000.

**Environmental Committee:** The Board discussed the end of our contract with J&M Landscaping, Inc. Art reported that the area by the drainage did not get mowed. We are supposed to get one last mowing from J&M Landscaping, Inc. and he wanted to be sure that they knew what we expected. Jose Munoz of J&M Landscaping Services LLC will be starting August 17<sup>th</sup>. Curtis advised that our expectations were discussed with Jose and we should get better service. Joe discussed providing J&M with two parking permits

Patriot Disposal was complimented on a good job picking up trash and other items from the students moving out.

Curtis asked Jean about the insurance payment for the trees removed due to storm damage. Jeans said she will check on the claim. Joe asked about a tree behind his house that looks like it is dying. He wanted to be sure that the tree is sound. Curtis has an updated list. However, the only trees that have been removed were due to storm damage. Due to budget constraints, the Board agreed to only spend \$3,000 for tree work until the insurance claim is received. Mark recommended that we get rid of the stumps.

**Streets and Sidewalks:** Art reported that we should have additional proposals for concrete work in the community by the end of the week. Jean advised that she has talked with five contractors. Mark advised that October 31<sup>st</sup> is the cut-off date for concrete work.

The Board discussed the two proposals for replacing the community railings on Carriagepark Road. Curtis motioned that we award the contract to Owens Company not to exceed \$1,200. Curtis seconded the motion and the Board agreed.

The Board discussed the proposals to replace the message boards in the community. One proposal replaces the two message boards at the entrances. The second proposal replaces the two message boards and adds another one at the pool area. Curtis motion that we accept the first proposal to replace the two message boards at the entrances. Steve seconded the motion not to exceed \$4,000. The Board discussed the motion. Susan suggested that we try to reserve the best of the old damaged boards for installation at the pool. The Board agreed.

**Parking Committee:** No Report.

**Old Business:** The Board discussed the estimates for a Level I updating of the Reserve Study. Joe motioned that we accept the bid for \$4,000 from Mason and Mason. They have a baseline of our community and have been accurate in previous reserve studies. Steve seconded the motion and all agreed.

**New Business:** The Board discussed repainting the parking space numbers. However, not all of the 562 spaces have worn numbers. Curtis motion that we put out an RFP to paint all of the numbers but allowing for 10% that may not need to be painted. Art seconded the motion and asked Jean to ask the contractors for suggestions as to what we could do about the cars.

The Board discussed drafts for two new resolutions:

- A resolution to require owners to comply with County zoning laws and state in their leases that they have provided all the rules and regulations to their tenants as stated in the HOA Declaration.
- A nuisance and personal conduct resolution detailing certain behavior policies. This resolution addresses numerous complaints from residents regarding noise, trash, and behavior that is not in compliance with our HOA Declaration. The Board questioned the wording in this resolution.

The Board referred both resolutions to the attorney for review.

The Board reviewed two 2016 budget drafts. They discussed line items, increases in expenses, and plans for 2016. Curtis concluded that dues will have to be raised to absorb the increases in expenses. The Board discussed options. Joe suggested that the Board revisit this discussion at the September Board meeting.

**Regular Session Adjourned:** The regular session was adjourned at 9:48 P.M.

**Executive Session:** The Board entered into Executive Session at 9:49 P.M.

The Board discussed the parking violation hearing and sanctions.

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

**Regular Session:** The Board returned to the regular session at 9:50 P.M.

After discussing the parking violation in the Executive Session, Joe motioned to suspend parking privileges for sixty days or give the owner the voluntary opportunity to pay a fee of \$100.00 to defer the suspension. Art seconded the motion and the motion passed. Curtis did not approve the motion.

**Adjournment:** The meeting was adjourned at 9:51 P.M.