

**PARK WEST COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**Robinson Secondary School, Room 505**  
**Tuesday, January 13, 2015**

**Call to Order:** 7:02pm

**Board Members Present:** Joanne Biagi, Arthur Gile, Tammi Jackson-Griffin, Steve Lubore, Curtis McGiffin, Joe Underwood, Katie Knight, Summit Management Services representative.

**Board Members Absent:** Joan Murphy, T. J. Hanton.

**Special Guest:** Brenda Conway, CEO Summit Management Services.

**Approval of Secretary's Minutes:** Minutes were read and approved from the December meeting. Joe made the motion for approval, Joanne seconded.

**Presidents Report:** Court case involving towing incident on Carriagepark Road was discussed. February Board Meeting will involve new attorney interviews. Each interview will go 20 minutes: 5 minutes for presentation; and 15 minutes for Q&A. Automobile accident that knocked down power pole and caught tree and brush on fire in January was discussed. Car that was blocking fire engine from getting up close to fire and that could have possibly caught fire was "ID'd" from parking permit and homeowner immediately removed car from scene. Curtis received a message from Katie regarding her letter from Fairfax Co. regarding the daycare center on Carriagepark Road, and asked Katie to send a letter from PWCA to the County. Curtis also mentioned that the ACC will have a "busy spring".

**Treasurer's Report:** Steve spent most of the meeting discussing the financials with Brenda Conway from Summit and asking questions. Board members also participated in the discussion. In response to Brenda's financial presentation, the HOA president requested that Summit receive permission from the president before paying any non-routine contractual invoices to ensure the work has been reviewed/assessed for satisfactory performance/product. Ms. Conway responded in the affirmative.

**Architectural Control Committee:** Second notice post cards due to go out on 1/16/2015.

**Environmental Committee:** New trash cans and recycle bins have been delivered. Trash company seems to be off to a good start. Snow plowing company did a pretty good job for the first outing.

**Communications Committee:** No Report

**Parking Committee:** Joe and Susan have only received paperwork for new permits from about ½ of the homes in the neighborhood with a good 85% coming in incorrectly to date, with most coming in without car registrations.

A parking permit violation hearing was heard before the meeting and will be discussed and voted in the Executive session later in the meeting.

**Pool Committee:** Contract with Atlantic Pools has been signed. Cleaning the deck from the graffiti last year will be first on “fix-it” list as well as a leaking pipe.

**Unfinished Business:** New street sign project underway and hopefully will be a Spring project. Rich to call Fairfax Paving to come in and take a look at the crack filling project that was done so poorly in the Fall.

**Executive Session:** A parking permit violation hearing was held at 6:30pm for a home on Carriagepark Road. A statement was given to all Board members and then read by household member. Board voted to suspend parking privileges for 60 days or pay a \$100.00 voluntary fee. (The 60 day suspension was rescinded and the \$100.00 fee has been paid as of the typing of these minutes.) Joe moved to go out of executive session, Steve seconded.

The Board ratified the action voted upon in Executive Session, and Joe stated that he would forward the sanction letter to Curtis for his consideration and transmission to Katie for mailing.

The Meeting was adjourned at 9:30pm.