

PARK WEST COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Robinson Secondary School, Room 505
Tuesday, July 14, 2015

Present: 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: Joanne Biagi and T.J. Hanton.

Call to Order: The meeting was called to order at 7:12 P.M.

Open Forum: A resident, Masha Stoyanova, addressed the Board with two issues:

1. **Communication:** She explained that the lack of communication between the Board and the community is a problem and has caused tension. Curtis spoke about the means of communication that are presently in place in the community. He mentioned the website and that residents can sign up to get emails. In addition, the message boards at the entrances are posted with current information and dates plus the newsletter is published three times a year. Curtis talked about the annual meeting in November being an opportunity for open discussions.
2. **Parking:** Masha asked Joe Underwood, Parking Chairman, how the current system is going and said that she has ideas to lower the burden on him. She suggested an electronic survey where people could comment anonymously. She volunteered her time to help. Joe said that at meetings when people are asked if anyone has an idea, there are no comments.

Curtis talked about communication and that people don't take an interest in the HOA. The Board is always happy to hear from residents. He said he would like to work on the survey with Masha by helping with the questions.

Joe addressed the parking system issue and advised that there are constraints under the law that prevents us from doing certain things. The challenge is balancing everything. He explained that we were the last community in the area to require parking permits. As an example of the lack of communication, Masha said she was not aware of the legal constraints. Curtis reiterated that everyone is invited to the monthly Board meetings and the annual meeting. Joe explained that he has called people to discuss their criticisms and people should call him if they have legitimate concerns.

Approval of Minutes: The June minutes were approved as amended.

President's Report: Curtis talked about the damage caused by last month's storms. The cost for tree removal and cleanup is \$11K. The insurance should cover \$9K. The contractors have to state in a letter to the insurance company that there was storm damage.

Curtis reported that he spoke with our attorney, Ray Ceresa, and has updates on issues that are outstanding. He requested an Executive Session.

Regular Session: The regular session was adjourned at 8:01 P.M.

Executive Session: The Board entered into executive session at 8:02.

The Board discussed unresolved issues with ACC violations and plans to move forward. Curtis reported on the day care center status and a delinquent account.

Executive Session Adjourned: The Board left the executive session at 8:16 P.M.

Regular Session: The Board returned to the regular session at 8:17 P.M.

Treasurer's Report: Steve Lubore reported that the Association is doing well. He advised that there is adequate money in the Reserve account at this time. He talked about expenses that are coming due.

COMMITTEE REPORTS:

Architectural Control Committee: Mark reported on the status of the current open violations and the hearing notices. Hearing letters were mailed on June 26th with a schedule date of July 28th to correct violations. The Board discussed a violation to remove a rolled up green carpet from the rear of a residence on Carriagepark Road. The resident laid the carpet flat in their back yard. This was brought to the Board to determine whether laying the carpet flat closed the violation. The Board decided that the violation was written because the carpet was rolled up in the rear of the house. Although the Board did not think the laid down carpet looked good, the violation was closed.

The Board discussed a violation for overgrown shrubs on Gainsborough Drive. The owner is out in the country and no one has the responsibility to care for the yard. In addition, the grass has not been mowed. The Board agreed to close the violation for the shrubs and send a letter for the lack of mowing. Curtis volunteered to put the letter on the door.

The Board approved the two postcards that were included in the meeting package. One postcard notified the community of the fall 2015 inspection which is scheduled to start on September 5th. The second postcard is a follow up to the postcard sent to homeowners who received a violation to pressure wash their brick. This postcard described how to care for the brick and deferred any outstanding brick violations until August 30th.

Communications and Website Committee: Steve reported that the current website is up to date. T.J. Is working on the new website and should be completed by the end of August.

Curtis reported that the newsletter did not get mailed with the July invoice. He is working on the fall newsletter that should go out with the September invoice. Articles are needed by Labor Day weekend. The main goal of the September newsletter will be to preview the annual meeting and encourage everyone to attend.

Block Captains: No report.

Pool Committee: The Board discussed the successful July 4th celebration and the challenge with the weather causing a one day delay.

Rich talked about the lights at the pool. PSE came out and changed some light bulbs and tucked in wires. The lights came on. However, the timer stopped working. PSE will come out on July 15th to fix or replace the timer.

Rich talked about the ice cream social scheduled for July 19th.

Environmental Committee: The Board discussed the cost of the tree maintenance still needed in the community and the operating budget of \$12K for landscaping. The recent storm damage accomplished some of the work on the previous list and insurance should cover \$9K of the \$11K spent after the storms. Therefore, it was determined that \$3K remains for tree maintenance in 2015. Curtis motioned that a contract be issued for additional tree removal in an amount not to exceed \$3K. He asked that we identify and prioritize the trees in need of removal. Rich seconded the motion and the Board agreed. Art, Curtis and Mark agreed to walk around with Jose Munoz of J&M Landscaping Services, LLC to accomplish this.

Steve questioned what financial accounts Summit Management Services charged for all the tree work done in 2015. Joe asked Summit to give us a breakdown of payments and the accounts charged. The Board agreed we need an audit of our landscaping dollars to determine out of what accounts the bills are being paid. Steve asked Jean about outstanding payments still owed to J&M landscaping Services, LLC. Once we have the results of the audit and ensure that the proper accounts (Operating or Reserve) have been charged, we will have an accurate picture of our budget vs. actuals.

Streets and Sidewalks: Art and Curtis did a reassessment of the concrete work in the community. The proposed work has been prioritized and placed in two levels. Level one being the highest priority. Level 2 is the lower half of the highest priority. In addition, the pool bridge has been added to the list. The Board has received two proposals for concrete work. There is a RFP going out to get more bids and a decision will be made in August. Rich offered to notify Fairfax Paving.

Parking Committee: Joe reported that everyone in the community has their new stickers.

Joe motioned that we go into Executive Session to discuss a parking pass situation.

Regular Session: The regular session was adjourned at 9:12 P.M.

Executive Session: The Board entered into executive session at 9:15 P.M.

The Board discussed replacing a parking sticker that a tenant lost. Since this was the second incident of a lost sticker, Joe brought the request to the meeting.

Executive Session Adjourned: The executive session was adjourned at 9:21 P.M.

Regular Session: The Board returned to the regular session at 9:22 P.M.

During the executive session, the Board agreed on a \$50 fee for a new sticker and to inform the owner that if the lost sticker was ever used, the whole house would be subject to a suspension of parking privileges.

Joe reported that the owners are giving his phone number to the parents of their tenants. Joe advised he is telling Landlords and parents that he will only talk with the Landlords and if the Landlords have not submitted the paperwork on time the delay is on the Landlords. The Board agreed.

Old Business: The Board discussed the update of the Reserve Study. Mason and Mason has reduced their quote to \$4,000.00. However, we are still looking for other proposals. Mark compiled a list of Reserve projects through 2022.

Curtis reported that the soil test was completed by TruGreen who submitted a written analysis of the condition of our community grounds. The report read that our community grounds were fertilized. However, a very low level or no weed killer was applied which resulted in a well fertilized bed of weeds. Our current landscaping contract stated that they would provide that service. There is a pesticide applicator's license required to apply weed killer effectively which they do not have.

Curtis motioned that we go into executive session.

Regular Session Adjourned: The regular session was adjourned at 9:42 P.M.

Executive Session: The Board entered into executive session at 9:45 P.M.

The Board evaluated the performance of our landscaping company, J&M Landscaping, Inc. and discussed alternative options.

Executive Session Adjourned: The executive session was adjourned at 9:51 P.M.

Regular Session: The Board returned to the regular session at 9:52 P.M.

During the executive session, Curtis asked that we execute the thirty day option to cancel PWCA's contract with J&M Landscaping, Inc. Steve motioned that we provide J&M Landscaping, Inc. with a thirty day notice to terminate their contract. Art seconded the motion and the Board agreed.

The Board agreed to accept a proposal for landscaping and snow removal from Jose Munoz of J&M Landscaping Services, LLC.

New Business: The Board discussed a letter sent to Summit Management Services from a resident on Carriagepark Road complaining about several young men who were playing soccer in the street. Although this is discouraged, the Board will not assume responsibility for monitoring this.

Steve suggested that the Board go back to the way the agenda used to read. The Board agreed to list the committee reports first, then old business and new business.

A Corporate Resolution for Nuisance was deferred to the August meeting.

The Board discussed the specific requirements for maintaining the community hand railings. Mark presented two proposals and recommended that we repair four railings. Joe motioned that

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we accept Jose Valencia's proposal not to exceed \$1200. Curtis seconded the motion and the Board agreed. Joe suggested that we get another quote to replace the railing on the 4800 block of Carriagepark Rd. Art volunteered to contact Mr. Owens of Herndon Iron Works and get their quote.

Curtis asked the Board to look over a proposal to replace the message boards located at each entrance. The present message boards are deteriorating, He asked that the Board review the information before the August meeting at which time it will come up for a vote.

Joe motion that we establish a Beautification Committee and that all parking fines and fees go into its budget. Curtis asked that we table this until the August meeting. In the meantime he wants to clarify the definition of the Environmental Committee and a Beautification Committee.

Adjournment: The meeting was adjourned at 10:00 P.M.