

**PARK WEST COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**Wegmans Fairfax**  
**Tuesday, June 9, 2015**

**Present:** Arthur Gile, Mark Griffin, Tammi Jackson-Griffin, T.J. Hanton, Steve Lubore, Curtis McGiffin, Joan Murphy, Joe Underwood, Jean Spangler, Summit Management Services representative and one resident.

**Absent:** Joanne Biagi and Rich Juchnewicz.

**Call to Order:** The meeting was called to order at 7:07 P.M.

**Approval of Minutes:** The May minutes were approved as amended.

**President's Report:** Curtis announced that the Zoning Board of Appeals hearing for the day care center in the community will be June 10<sup>th</sup> at 9:00 A.M. at the Government Center.

The Board discussed the condition of the community grass. There have been complaints about the crab grass and clover growing in the grass areas. The Board questioned whether weed control and fertilization has been done. The Board expressed concern about the lack of confidence in the landscaping company. The snow removal was not acceptable and their financial records were not accurate. Joe motioned that we take a soil sample and have it analyzed. Steve seconded the motioned and the Board agreed to have TruGreen do the soil sample.

The Board discussed the grill at the pool that is need of repairs. Steve suggested that we should buy a new grill instead of buying costly parts for an old grill. Curtis motioned that we buy a new grill not to exceed a cost of \$400. Steve seconded the motion and the Board agreed.

Curtis asked about the status of a Corporate Nuisance Resolution. Joe advised the resolution would be completed by next month. He suggested having clauses that can be used in leases that will help the landlords. Curtis asked that he include information about the necessity to have an occupancy permit if an owner has a boarder. Curtis will prepare a cover letter and remind the landlords that they are responsible for their tenants.

**Treasurer's Report:** Steve discussed the financials and expenses. He reported that the Association is doing well. However, there are resident accounts that are delinquent. He advised that the pool coating expense will be charged to the Reserve Account.

Curtis advised that he talked with the member who is in legal action regarding his post-petition delinquency and he is now in good standing until the end of June. Parking privileges have been resumed

**Old Business:** The Board discussed the concrete work proposal. The total is \$12,993 for sidewalk repair plus \$15,824 for new extensions and the pool bridge. This project was tabled until the reserve study is updated.

Mark reported that the bench located at the tot lot has been fixed. However, the lid to the trash receptacle is rusted and doesn't close. A new lid is \$150. Steve said to order a new lid and charge the Reserve Account.

**New Business:** The Board discussed the reserve study proposal. Steve thought the bid was high and suggested another firm. Jean will handle getting a couple of bids for the Boards review.

### **COMMITTEE REPORTS:**

**Architectural Control Committee:** Mark reported that the date for the architectural hearings is July 28<sup>th</sup> at 7:00 P.M. Jean was asked to make arrangements for a room at Robinson Secondary School. Curtis asked who will be there since a quorum is needed. Forty residents are currently on the list to receive a hearing notice. A draft of the hearing letter was presented for the Board's review.

A home on Gainsborough Drive received an architectural violation for overgrown bushes. The owner likes them that way and the violation was brought before the Board. The decision on this has been deferred until the July meeting to allow time for Board members to review.

Mark showed a picture of a backyard on Carriagepark Rd that has a questionable violation. A decision was deferred until the July meeting pending further review.

**Communications and Website Committee:** Curtis reported that the summer newsletter will go out with the invoices in mid-June. The newsletter will be mailed to rental units as well as the owners. A copy is also available in a book displayed at the pool house.

T.J. described the new website that he has been working on. It will contain the same information with a menu across the top and the front page will have announcements. It is more modern, easier to update, and more accessible. Each committee will have its own tab and each Board member will update their own information. Mark suggested headings for owners, renters, and visitors. Joe suggested a non-resident owner tab.

**Block Captains:** No report.

**Pool Committee:** The Board discussed the lights at the pool that are not working. Curtis and Rich will meet with Power System Electrical (PSE) management.

Curtis advised that he had a conversation with the lifeguards regarding checking passes.

Joan talked about the July 4<sup>th</sup> celebration and asked for volunteers.

**Environmental Committee:** Art reported on the bridge by the pool. It is in horrible shape and should be replaced. Curtis motioned that we get bids to repair/replace the pool bridge. Joe seconded the motion and the Board agreed. Mark asked Jean to get a couple of bids.

The Board discussed three Proposals from J&M Landscaping Services, LLC. Joe motioned that we accept part of Proposal #1015 for \$3800 to plant new trees on Malone Court and behind the pool, Proposal #1016 for \$750 to weed and prune our existing infrastructure, Proposal #1017 to

plant flowers at the Roberts Road entrance and expand an existing bed. Curtis seconded the motion and after further discussion the Board agreed. Curtis suggested that the landscaping budget dollars and the money collected from parking fines be combined to fund beautification projects.

Mark presented a proposal from J&M Landscaping Services, LLC for trimming and removing trees in the community. Joe motioned to defer until we have a chance to walk and review the properties. The decision will be made at the July meeting.

**Streets and Sidewalks:** Art, Curtis and Mark walked around the community to identify trip hazards. The Board discussed the bid from Antonio Alves. The total cost for the sidewalk repair is estimated to be \$12,993 plus the pool bridge and new sidewalks. The Board agreed to authorize a RFP and award the contract at the July meeting.

**Parking Committee:** Joe reported that fifteen resident owners have not picked up their new parking permits. As a last effort, Joe has called each one and set Thursday between 4:00 P.M. and 6:00 P.M. to pick up their passes at his house. In addition, there are nonresident owner permits to be picked up and others have not even applied. Towing vehicles that are not in compliance will start June 15, 2015. Temporary passes will not be issued to residents who have not picked up their permits. Any requests for temporary passes from people who have not picked up their permits should be referred to Joe.

Joe spoke about a tenant who keeps getting short term leases and requests temporary passes. The tenant wants a parking sticker. However his leases do not justify making a sticker that will expire in four months. Joe gave the owner and the tenant parking passes that are good until the end of August. Curtis spoke with the tenant and advised him to get a lease for six months or a year.

**Adjournment:** The meeting was adjourned at 9:01 P.M.