

PARK WEST COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Robinson Secondary School – Room 505
Tuesday, March 10, 2015

Present: Joanne Biagi, Arthur Gile, Steve Lubore, Curtis McGiffin, Joan Murphy, Joe Underwood, Katie Kight, Summit Management Services representative, and four residents.

Absent: Tammi Jackson-Griffin, T.J. Hanton, and Rich Juchnewicz.

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

Open Forum: Andrea Arntsen requested time to discuss items related to the spring inspection. First of all, she thanked Art for shoveling out her parking space after the plow filled it with snow.

Andrea spoke about the HOA rules and regulations, how they are enforced, and variances that have occurred over the years. She read from a list of violations that she observed during her daily walk through the neighborhood. She suggested that the Board hire a staff to handle the violations. This would raise the quarterly dues and delay planned improvements. Since the ACC Chairman was not at the meeting, Curtis responded to many of her concerns. He explained that the Board is presently documenting and tracking variances and violations. He described how the Board looks at each individual case. When changes have been made without ACC approval, the Board determines to either issue a variance or require the owner to redo the work according to established ACC guidelines.

Katie spoke about the fall inspection and that out of 860 individual violations we are down to 50 that are still open or with a deferred date.

Curtis remarked that our covenants are thirty years old and are inadequate to address some of our current issues. He explained that we set a standard for solar panels last year and are looking into updating our covenants. He agreed to bring up the suggestion to hire a staff to provide more services to the community at the annual meeting. He assured Andrea that the ACC Chairman would address her concerns and he encouraged her to join the ACC.

Approval of Minutes: Joe motioned that the February 2015 minutes be approved. Curtis seconded the motion and the Board agreed.

President's Report: Curtis talked about the snow plowing issue. The Board received several complaints about how the community was plowed this winter. Piles of snow were left in parking spaces and at corners. Curtis had to authorize the landscaping contractor to bring a Bobcat in to rid these areas of the piles of snow. Then he had to battle over payment for the Bobcat with the landscaping company. He felt that we should not have to pay for a job that we already paid for but was not done correctly. The result was that the contractor agreed not to charge the Association for the Bobcat. Curtis will meet with the contractor later this month to discuss the snow removal issues in order to improve next season's service. The Board agreed to look into getting other estimates for snow removal in the future.

Treasurer's Report: Steve reported that the Reserve account has been funded and we can proceed with the community sign project that was voted on at the annual meeting. He talked about other projects and their expenses.

The Board discussed the \$5,000 deficit in the operating budget for March and the \$6,000 in delinquencies that impact that budget.

Architectural Control Committee: Curtis announced that the spring inspection will take place on Saturday, March 14th at 9:00 A.M. If the inspection is cancelled due to bad weather Mark will notify the volunteers by 7:30 A.M.

The board discussed the hearings that are scheduled for March 24th and March 26th.

Communications and Website Committee: Curtis reported that the newsletter is on the website and the message Boards are updated with information regarding the spring inspection.

Pool Committee: The pool pass applications will be sent out with the quarterly invoices in mid-March.

Streets and Sidewalks Committee: The Board discussed the complaints received about the lack of shoveling sidewalks, both in the community area and in front of some homes. Curtis suggested that the Board hire a contractor to plow all of the sidewalks. This service would cost approximately \$27,000 per year and would raise the annual dues by \$100. Curtis asked that we get two bids for this project and add this to the annual meeting agenda for a vote. He asked for the bids to be itemized by area. Katie suggested that the community buy a snow blower which would impact our insurance.

Environmental Committee: Curtis reported on the removal of a holly tree on Carriagepark Court which was on private property and removed at the owner's expense...

Parking Committee: Joe reported that early May is the target date for the new parking stickers. He mentioned that cars are being towed due to parking too far off the curb.

Old Business: The Board discussed the street sign project that was temporarily on hold. The funds are now available and Curtis asked that Mark call Addresses of Distinction to redraft the contract with a new date. Steve can sign the check for the deposit of \$13,836.

Curtis advised that the mail box project is on hold.

New Business: After the interviews with prospective law firms before the February meeting, the Board voted via email for their candidate of choice. Curtis announced that Ray Ceresa from Raymond A Ceresa, P.C. will be PWCA's new attorney when PWCA's agreement with Rees Broome is finalized and closed.

Regular Session Adjourned: The Regular session adjourned at 8:42 P.M.

Executive Session: The Board entered into Executive session at 8:45 P.M.

The Board discussed delinquent accounts and follow-up letters implementing late fees and suspending community privileges.

The Board discussed the status of a bankruptcy hearing, the delinquent post-bankruptcy balance and plans to move forward with collection action.

The Board discussed Rees Broome's invoice for a court case that was dismissed.

Executive Session Adjourned: The Executive session was adjourned at 9:12 P.M.

In the Executive session, the Board agreed to start implementing 5% late fees for accounts overdue after sixty days in accordance with the 2013 update to 55-513.3 of the Virginia Property Owners Association Act. In addition to the late fee, there will be a fee for sending a late notice. Steve asked Katie how much Summit charges the Association for mailing out late notices. Katie agreed to check with Summit's Finance Department and that fee will be billed to the delinquent account.

In the Executive session, Curtis asked Katie to draft a letter to the resident with the post-bankruptcy delinquent dues giving him ten days to pay the overdue post-bankruptcy amount or community privileges will be suspended.

The Board agreed to remit only the amount reasonably determined by the HOA to Rees Broome for costs associated with a court case that was dismissed. In the event there is not a resolution, the Board agreed to an alternative solution.

Regular Session Adjourned: The regular session adjourned at 9.20 P.M