

**PARK WEST COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**Robinson Secondary School, Room 503**  
**Tuesday, October 20, 2015**

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

**Absent:** Tammi Jackson-Griffin.

**Regular Session:** The meeting was called to order at 7:10 P.M

**Open Forum:** A Carriagepark Court resident, Oleg Ougovoy, addressed the Board regarding his ACC request to install an electric vehicle charging station near his designated parking spot. Mark referenced three proposals in the Board meeting package and explained the services and installation. The Board discussed linkage to Oleg's house and the considerations. Curtis advised that we have to consider how this is going to affect community property and asked that the Board have some time to consider all the options. Curtis talked about a community charging station. Curtis asked for Oleg's indulgence in allowing the Board time to expand the study. Since there is a sixty day response time for an ACC request, Curtis suggested that the Board refuse the request at this time in order to stop that clock, research the options, and discuss this request at the December meeting. Steve acknowledged that although this request was submitted on an ACC modification form, it fell under Environmental and the sixty day time line does not apply.

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

**President's Report:** Curtis reported that this meeting is dedicated to finalizing a budget for 2016 and committee reports should be kept to a minimum.

He talked about the Annual Meeting that will be held at Bonnie Brae Elementary School in the cafeteria on November 19<sup>th</sup> at 8:00 P.M.

Curtis announced that he will be stepping down as Board President in December due to time constraints. He said he is willing to stay on the Board through 2016 or step aside if there are other candidates to run this year. He talked about wanting to spend time rewriting the association's covenants.

**Treasurer's Report:** The Treasurer, Steve Lubore, presented a draft of the proposed 2016 budget to the Board. He reported on the Reserve Account and expenses that have been paid. Steve talked about future expenses, i.e., roads and concrete work. He asked about the Reserve Study that would be a helpful tool to anticipate our expenses. Jean reported that it is not done yet.

The Board reviewed the 2016 budget draft line by line. They looked at the line items that caused the overage in 2015 and compared the 2015 actuals with the 2016 proposed budget amounts. Steve pointed out that there is a significant difference between the dollars spent on postage, printing and copying in 2015 as compared to 2014. He offered to contact Summit for

clarification. Joe addressed the dollars spent on landscaping in 2015. There was \$15,000.00 spent. \$13,000.00 was spent on emergency tree removal due to storms. The Board acknowledged that the identified tree maintenance in the community was not done due to lack of funds. He suggested that we increase the 2016 budget amount for landscaping.

The Board discussed the need to increase the dues to cover the increase in expenses and to ensure we have the funds in Reserve to repair the roads and concrete. It was noted that the quarterly assessment was only raised 9% over the last six years. In previous years a deliberate decision was made not to increase the assessment to the recommended level due to the economy. Not only has the economy recovered but we have also made significant improvements in the community. Art motioned that we increase the quarterly dues by \$15.00 totaling \$255.00 per quarter. Joe seconded the motion and the Board agreed. Curtis stated that once the Reserve study is finalized, we may need to increase dues again.

The Board talked about switching to a monthly assessment with a coupon book instead of the current quarterly invoices. Our Accountant thought this would result in a yearly savings of \$700.00 to \$1000.00. Curtis motioned to move to a monthly assessment in order to increase cash flow. Steve seconded the motion and the Board discussed the motion. Joe spoke about having one yearly mail-out with four coupons and four envelopes to cut down on postage. Steve suggested we encourage automatic payments. Joe suggested asking the membership at the annual meeting what they would prefer.

Curtis talked about requests for additional sidewalk plowing in the community. He would like to make this issue a discussion topic for the annual meeting. If residents want an additional plowing service the cost would be determined by the number of areas that members want plowed.

Beautification and Hospitality Committee funds are included in the "Committee Funds" line item.

Art motioned that the 2016 budget draft be approved as amended. T.J. seconded the motion and the Board agreed.

## **COMMITTEE REPORTS:**

**Architectural Control Committee:** Mark presented an ACC request for a variance from a resident on Carriagepark Road. They received a violation for different color stones in the front yard. The Board did not approve this request.

**Communications and Website Committee:** T.J. reported on the new website. The website will be presented at the annual meeting.

**Block Captains:** No report.

**Pool Committee:** No report.

**Environmental Committee:** No Report.

**Streets and Sidewalks:** No Report.

**Parking Committee:** No Report.

**Old Business:** Mason and Mason is working on updating the Reserve Study. Mark is the point of contact for Mason and Mason. However, they have not contacted anyone to date.

The repainting of parking space numbers has been tabled until spring. The current bid of \$5,000.00 was not accepted. Rich reported that he had stencils and would run a test.

The Nuisance and Zoning Laws Corporate Resolution has been posted on the website. The Board discussed announcing the posting at the annual meeting.

**New Business:** The Board discussed the wording on the quarterly invoice. The wording creates a false impression implying a member has fifty nine days to pay their dues. Curtis asked Jean to have that statement removed from future mail-outs.

The Board discussed amending our Corporate Resolution Regarding Policies and Procedures for the Collection of Assessments to include charges that would apply after an account becomes delinquent for ninety days or more.

The modifications to the Architectural inspection schedule, guidelines, and process included in the Board packet were tabled until the January meeting to provide more time for the Board's review.

**Regular Session Adjourned:** The regular session was adjourned at 9:24 P.M.

**Executive Session:** The Board entered into Executive Session at 9:24 P.M.

During the Executive Session the Board discussed a residence on Carriagepark Road where the sewer line backed up in June and again in September. The resident asked that the Board remove a community tree, grind the stump and remove the roots because the tree roots are potentially interfering with the sewer pipes. The Board reviewed reports from two certified arborists and one from Roto Rooter. The reports showed there was considerable doubt that the tree was at fault.

**Executive Session Adjourned:** The Executive Session was adjourned at 9:45 P.M.

**Regular Session:** The Board returned to the regular session at 9:45 P.M.

In the Executive session Joe motioned that we remove the tree and grind the stump as an accommodation to the resident without admitting any fault. The resident would be required to sign a general release waiver drafted by our attorney before cutting the tree down. Art seconded the motion and the Board agreed.

**Adjournment:** The meeting was adjourned at 9:46 P.M.