

**PARK WEST COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**Robinson Secondary School, Room 505**  
**Tuesday, September 8, 2015**

**Present:** 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:** Joanne Biagi.

**Hearings for ACC Violations:** There were five 2015 spring inspection hearing notices mailed. Since no one attended, the Board held the hearings on the owner's behalf. Further action will be deliberated during the Executive session.

**Regular Session:** The meeting was called to order at 7:00 P.M.

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

**President's Report:** Curtis talked about the 2016 budget. Last month Curtis introduced a budget proposal and asked the Board to review it in preparation for the budget meeting in October. The Board made suggestions and changes were made to the budget. Curtis asked that the Board continue to have conversation about his proposed budget.

He spoke about events that could affect our budget. The weather forecast for this winter needs to be taken into consideration. This year the storm damage clean up required more dollars than was originally budgeted.

Curtis talked about our landscaping company change in August. The prior company was supposed to mow at least once in August and failed to show up. Therefore, Summit was informed not to issue an August payment to them. J&M Landscaping LLC has provided service to the community since mid-August. The Board agreed that the landscaping is looking better.

Curtis discussed the annual meeting in November. The meeting is usually held at Robinson Secondary School which is not available this year. Curtis asked Jean to look into other venues for space.

**Treasurer's Report:** Steve reported that the Association is doing well financially. He advised that the Reserve balance is down and talked about expenses. He spoke about an audit finding that a contractor was overpaid for work done in 2014. Curtis asked Jean to reach out to the contractor and request a reimbursement.

**Open Forum:** An owner of a rental unit on Gainsborough Drive addressed the Board regarding two lost parking permits. The owner picked up, signed for and put the permits in a drawer at the property. The tenants have not seen the permits and the owner does not have them. She asked the Board for replacement permits or another option. Joe explained that if the missing permits are

found in a car, the residence could lose parking privileges for up to sixty days. He advised that if the permits are found, they should be returned to Joe Underwood immediately. He suggested that in the future the owner should hold on to the permits until she can give them directly to her tenants. The owner was advised that the Board would discuss this in an Executive session.

## **COMMITTEE REPORTS:**

**Architectural Control Committee:** Mark reported on the fall inspections and thanked the volunteers. He presented a proposed architectural inspection schedule and sample letters to be mailed to owners with either violations or recommendations. He advised that the scheduled dates will be finalized in time for the newsletter.

The Board discussed the sample letters and made suggestions. The Board expressed concern regarding the definition and member's understanding of a "recommendation" instead of a violation. They talked about how it affects the resale package. Steve suggested speaking about how recommendations are handled at the annual meeting. Joe suggested including the definition on the website. Mark offered to provide some type of understanding.

**Communications and Website Committee:** Curtis reported that he is working on the newsletter and it will be over four pages. There will be articles about the annual meeting, the architectural inspections and the community environment.

T.J. reported on the new website. The Board discussed the enhancements. Curtis asked that he and T.J. finalize the website by the annual meeting. In the meantime Steve continues to update the current website.

**Block Captains:** No report.

**Pool Committee:** Rich reported on the closing of the pool. He advised that the umbrellas need to be replaced for the 2016 season. Joan agreed to get an estimated replacement cost. Mark asked about the timer and advised that the lock on the pool house door needs to be replaced.

**Environmental Committee:** The Board discussed the Architectural Guidelines draft that was included in the monthly package. The Board suggested changes to the wording of the Townhome Lot Maintenance section. The Board agreed to change the heading of the guidelines draft to read Architectural and Environmental Control Guidelines.

Lawn violations and inspections were discussed. Mark talked about the process developed to track ACC violations and pointed out that there is no process for tracking lawn/mowing violations. The Board reviewed the proposed lawn maintenance guidelines and discussed a tracking process. Curtis said one person should review all complaints. If a lawn violation is recognized, Art should be notified and he will send the information to Jean. Steve asked if Summit tracked the lawn violations since they send out the notices. After much discussion, Mark agreed to update the guidelines and present them to the Board for a vote.

**Streets and Sidewalks:** Items were covered under Old Business.

**Parking Committee:** Joe reported on two issues. The first one had to do with a temporary parking permit that was altered by a parking committee member while preparing the pass. The tow company recognized that the permit was altered and towed the car. Joe motioned that we reimburse the car owner with money from collected parking fines. Curt seconded the motion and the Board agreed.

The second issue concerns tenants who are taping their permits instead of sticking them to the rear windshields. When they leave the community, they removed the permits and give them to someone else. The permits are not transferrable and should be returned to Joe when a tenant leaves the community. Joe asked that if anyone sees a permit taped to a window, notify Joe and he will call the owner.

**Old Business:** Mason and Mason is working on updating the Reserve Study. They have asked for a contact person. Mark was appointed their contact. He mentioned that we should have their report before we finalize the 2016 budget.

The Board discussed three bids for concrete work and replacing the pool bridge. The proposals contain different items and the prices vary. They cannot be compared. Since the season for laying concrete is coming to a close, the Board agreed to wait until January or February to ask contractors to bid on three new RFPs for work to be done in the spring. Curtis suggested RFPs for level one work, level two work itemized, and the bridge. Curtis asked that residents on Carriagepark Court with concrete issues in front of their homes receive a status update.

Mark reported on the installation of the message boards. The estimated date of installation is the week of September 14<sup>th</sup>. At that time the old boards will be stored in the pool house.

The Board discussed the plan to repaint the parking space numbers that are fading or missing. The current bid included repainting lines, curbs, and items that were not necessary. Jean was asked to clarify the RFP. In addition, Curtis asked that she ask the contractors about how much space the cars need to be from the curb that is being painted.

The repairs, sanding, and painting of the community hand rails was completed by Jose Valencia on Sept 3<sup>rd</sup> and 4<sup>th</sup>.

The Board discussed the insurance claim for trees and storm damage. The claim for \$9,000.00 was rejected. The insurance company does not cover wind damage for communities. Jean was asked to submit the pictures taken of the damage to the insurance company to assist in determining the causes.

Joe made changes to the Corporate Resolution for nuisance and zoning and our attorney approved the changes. A draft of the resolution was included in the Board package. Steve motioned that the Board approve the resolution. Curtis seconded the motion and the Board discussed. The Board suggested removing line item number 7 of the resolution. Curtis motioned that we accept the resolution without the removed items. Joe seconded the motion and the Board agreed.

Steve went over the line items in the two budget drafts. The Board discussed increasing the amount of the quarterly dues to offset the increase in expenses. Curtis asked that each committee

chair person have an idea of their 2016 expenses for the budget meeting in October. The final budget draft will be presented at the annual meeting in November.

**New Business: No report**

**Regular Session Adjourned:** The regular session was adjourned at 9:50 P.M.

**Executive Session:** The Board entered into Executive Session at 9:53 P.M.

The Board discussed the parking permit request and sanctions.

The Board reviewed the ACC violation hearings and actions.

**Executive Session Adjourned:** The Executive Session was adjourned at 9:57 P.M.

**Regular Session:** The Board returned to the regular session at 9:57 P.M.

After discussing the request to replace two missing parking permits in the Executive session, the Board agreed to issue two new parking permits once the replacement fee of \$100.00 is paid.

The five 2015 spring inspection ACC hearings were discussed during the Executive session. Four of the owners were given an extension to September 30<sup>th</sup>. One had responded to Summit.

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