

PARK WEST COMMUNITY ASSOCIATION
Board of Directors Meeting
Tuesday, April 19, 2016

Location: Robinson Secondary School, Room 505

Directors Present: Mark Griffin, Art Gile, TJ Hanton, Rich Juchnewicz, Joan Murphy, Matt Strain, Joe Underwood.

Directors Absent: Steve Lubore, Masha Stroyanova

Guests: Susan Underwood (Hospitality Chair / Block Captain Coordinator), Lori Randall (Summit Management Services Community Association Manager), and one resident.

Call to Order: The regular monthly meeting of the Park West Community Association Board of Directors was called to order at 7:01 p.m. by the Board President, Mark Griffin. A quorum was present.

Agenda Changes/Approval: Add Arbor Care as a topic under Unfinished Business.

Open Forum: No external residents were in attendance, no open forum issues were brought up

Approval of Minutes: There were no changes to the minutes recorded for the March 15, 2016 meeting of the board. **Mark motioned and Rich seconded that the March meeting minutes be approved as distributed. The motion passed unanimously.**

Contractor's Presentation: Mark introduced Steve Bogdanoff, owner and president of Atlantic Pool Service, Inc. Steve reported on the condition of the pool and the equipment. Maintenance wise the pool is in good shape. The only area of concern is the hot water heater. He suggested that we replace the heater this winter and offered to contact Star Plumbing Hot Water Heater Express for a price. The Board discussed the installation of a new hot water heater and the options. Mark asked questions about the filter system. Steve reassured the Board that filter systems usually last 20 years. Since ours is 10-12 years old it should not be a concern. He advised that the pool will be filled tomorrow, all permits have been obtained and the electrical system will be checked.

President's Report: Mark reiterated that in order to move the meetings along in a proper format, committee reports should only be reports and any discussions should take place during old or new business.

Mark reported on a meeting with Board members, our attorney, a non-resident owner and his attorney regarding aged old architectural violations and a pending court case. The open violations were deferred until May 15th and the court case was continued.

Mark described a volunteer landscaping project at the pool house to improve the area near the trash receptacles that was completed for a cost of \$272.00. Mark thanked the volunteers and encouraged more projects of this kind in the future.

Mark reported on a pine tree that was falling and had to be removed.

Secretary's Report: No Report.

Treasurer's Report: Since the Treasurer was absent, Mark spoke about key financial items. Members Equity showed a positive cash flow for March and we have recovered approximately \$4,000.00 of the year to date loss. However, not all expenses for March have hit. The Board discussed expenses and delinquencies.

Manager's Report: Lori reported that the insurance check for damage caused by a truck on the common grounds has been received and deposited. The architectural notices of violations were mailed out and responses have started coming in. Verizon was called about an open box and above ground cables. The box on Carriagepark Rd was closed. Other open boxes have been reported. Lori was asked to call the county. Lori reported that we can add notes to the quarterly invoices but the text is limited and agreed to verify the number of characters permitted.

Enclosed in the Board packet is a 2016 calendar of site visits and events.

Committee Reports: The President requested committee reports as necessary. Please keep reports to 3 minutes per committee.

Architectural Control: Art reported on the status of the architectural inspections. The notice of violation template was reviewed by the Board and found to be in line with the new enforcement process.

Communications / Webmasters: T.J. reported on the newsletter. The format will be different, there will be four pages, and the newsletter will be distributed on the website only.

Environmental Control: Mark reported on the clean-up day and thanked the volunteers. 3

Parking: Joe reported that he hopes to meet with Dwight of Dominion Towing and invite him to attend a Board meeting.

Pool: Rich reported on the pool events scheduled for the 2016 season. The Board reviewed the revised pool rules and lifeguard responsibilities.

Streets and Sidewalks: Matt reported that there was no sidewalk damage due to the sewer line repair at 4779 Gainsborough Dr. The PWCA recommends that residents take out insurance for sewer line breakage on their property since we have had five broken sewer lines damaged in the community.

Hospitality/Block Captains: Susan reported that there will be a welcome coffee for newcomers in the neighborhood. See New Business for more detail.

Unfinished Business: The Board discussed the asphalt and concrete pre-design report from Engineering and Technical Consultants, Inc. that was included in the Board packet. The purpose of the study was to evaluate our asphalt pavement, asphalt-paved pathways, concrete sidewalks, concrete curb and gutter assemblies, and provide recommendations. The estimated cost is \$630,000.00 without the footpath and we do not have enough reserve funds to cover the project. Once we accept the pre-design report from ETC, the next phase is the design followed by a competitive bid offering. Mark talked about cost cutting options. He would like to see a 20% cut of all discretionary spending. The Board discussed exploring other financial options to pay for this

project. They are contractor financing, special assessment, raising the dues or opening up a line of credit.

The Board is not considering replacing the mail boxes at this time.

The Board discussed the invoice and debit card processes. The debit cards have been received and given to Joan and Mark. Steve will receive the third card at or before the next meeting. **Mark motioned that we approve the PWCA invoice and debit card processes. Joe seconded the motion and the Board approved unanimously.**

Last month the Board reviewed three options for the tot lot repairs and approved up to \$15,000.00. In light of the 20% cost reduction, Mark motioned to reduce the tot lot repairs and not to exceed \$12,400.00. Joe seconded the motion and the Board discussed cutting the purchase of another bench and eliminating painting the plastic structures. Mark suggested that we inquire as to whether the painting will extend the life of the structure and can we defer painting without a substantive impact. If the painting does not extend the life of the plastic structures, then we will cut the painting along with the bench.

Last month two revised resolutions were sent to the Attorney, Ray Ceresa, to review. Ray passed as being in compliance the Policies and Procedures for the Collection of Assessments. **Joe motioned that we accept the resolution regarding policies and procedures for the collection of assessments. T.J. seconded the motion and the Board agreed unanimously.**

Ray edited the draft of the resolution regarding policies and procedures for the enforcement of rules and regulations to only require a notice of hearing. All other written communication is at the Board's discretion. The resolutions have to be delivered to the members and put on the website.

The updated contract addendum was legally reviewed and approved.

New Business: The Board reviewed two erosion control proposals from J& M Landscaping. **Mark motioned that we approve the erosion repair and French drain installation at 10411-10419 Carriagepark Court not to exceed \$3,750.00. T.J. seconded the motion and the Board agreed unanimously.**

The Board discussed a quote to install an awning at the pool for \$6,000.00 and agreed not to execute at this time. The proposal from Jose Valencia to repair the pool house for \$1,500.00 met the 20% cost reduction. **Joe motioned to accept this proposal not to exceed \$1,500.00. Art seconded the motion and the Board agreed unanimously.**

The Board discussed proposed social events at the pool. Susan Underwood volunteered to organize a coffee for new residents and Diane Barnhard offered to plan a sock hop dance. The Board agreed to support these functions, however, there are no funds available.

There is no soliciting in the community. The Board discussed a procedure on how to handle flyers left on the doors or solicitors knocking on doors. Residents should notify the Hospitality Chair and provide the necessary details. Summit needs to be notified and will maintain copies of the letter for our records.

The Roberts Road storm water drain repair will result in one half or all of the Roberts Road entrance being closed or impacted for approximately two days. The cost is assumed by the County who is scheduled to do a walk thru the last week of April.

There is communication with Dominion Electric Power and PWCA regarding an \$11.00 monthly charge for a light that we have never had.

Executive Session: No session was required.

The next monthly Board of Directors meeting will be held on May 17, 2016 at Robinson Secondary School, Room 505.

At 9:05 p.m., **Mark Griffin moved and was seconded to adjourn the board meeting. The motion passed.**