

PARK WEST COMMUNITY ASSOCIATION
Board of Directors Meeting
Tuesday, August 16, 2016

Location: Braddock District Supervisor's Conference Room, 9002 Burke Lake Road.

Directors Present: Art Gile, Mark Griffin, Rich Juchnewicz, Steve Lubore, Joan Murphy, Matt Strain, and Joe Underwood.

Directors Absent: T.J. Hanton and Masha Stoyanova.

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

Call to Order: The regular monthly meeting of the Park West Community Association Board of Directors was called to order at 7:00 p.m. by the Board President, Mark Griffin with a quorum present.

Open Forum: No open forum issues were brought up by any of the attending residents.

Approval of Minutes: There were no changes to the minutes recorded for the July 19, 2016 meeting of the Board. **Joe motioned that the July meeting minutes be approved. Steve seconded the motion and the Board approved unanimously.** Minutes for a special meeting of the Board on August 8, 2016 were amended. **Steve motioned that the August 8th meeting minutes be approved as amended. Joe seconded the motion and the Board approved unanimously.**

President's Report: Mark thanked all for attending and talked about wanting to make the community a better place while increasing property values.

Secretary's Report: No Report.

Treasurer's Report: Steve reviewed the financials and expenditures. The Board went over the Statement of cash flow and payments. They discussed spending deferred income resulting in a difference of opinion. Joe and Mark believe that deferred income should be held until we have it. Steve and Rich believe that when we have to pay bills, we have to spend the deferred income dollars. The Board questioned the interest received on our investments and could not agree on how the interest is shown on the different statements. Mark announced that Walker Rowe, "Summit's Financial Manager," can come to the September meeting. The Board agreed that it would be instructive to have Walker explain the financials since they are confusing. Steve mentioned that the Association's bookkeeping has always been consistent until this year and the Board agreed that we need an explanation. **Mark motioned that we invite Walker at a cost not to exceed \$500.00. Matt seconded the motion. Five approved. Steve did not approve paying for the visit.** George Burgee suggested that we book him for a meeting after the budget meeting. If all the questions are answered at the budget meeting, we can cancel the paid booking. **Joe**

moved to reconsider the motion. Matt seconded the motion and all were in favor. There was no opposition to the motion to reconsider.

Steve advised that he is good with the 2017 Operating Budget Draft that will be sent to the rest of the Board members before September.

Manager's Report: Lori spoke about a resident's request for association's records. She presented an updated Exhibit A to Resolution 13-01 associated with copying the records. All copying and mailing costs will be the responsibility of the resident requesting the information. Lori advised that she has not received the signed application form that is required to proceed with the request back from the resident. **Steve motioned that we approve the updated Exhibit A. Art seconded the motion and the Board approved unanimously.** Joe recommended that T.J. add Exhibit A to the appendix on the new website so members have ready access.

Rich asked Lori about the notes on the Aged Owner Balance Report. The notes are not consistent in reporting the action taken for accounts thirty days in arrears. Mark advised that the notes on the report are taken from different data sources and are not always consistent. The Board questioned why the notes and the numbers come from different sources.

Steve talked about the cost for printing and mailing quarterly invoices and asked .why we are not pushing for more ACH members. Joe proposed one mailing in January with coupons to save on the printing and mailing costs. Steve suggested that we send a postcard advising members of the change.

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

Architectural Control: Art reported that four residents are in the post-adjudication phase (assessment of fines) for their open violations. One has been deferred until the end of August.

Communications / Webmasters: T.J. provided an email update concerning current activities. Newsletter articles are requested to be sent to him by Saturday, August 20th. He reported on the new website is still under construction. In the meantime, Steve is keeping the old website up to date.

Environmental Control: Matt reported that 58 hang tags have been issued for needed lawn maintenance and people have responded. George Burgee asked how a rented property was handled. Matt responded that the hang tag goes to the renter. They have one week to respond, then a letter is sent to the owner. The Board discussed posting hang tag information on the website.

Parking: Joe reported that this time of year continues to be busy. There is a number of new residents and new cars being purchased in the community.

Pool: The Board discussed having a “puppy plunge” after the pool closes. Mark reported that he is awaiting a final feedback regarding insurance liabilities. Our insurance company considers a puppy plunge in the same category as a dog park and is grounds for our policy to be cancelled. Tufts Insurance Company will get back to us on Monday but this is not likely to happen.

Rich asked about extending the pool season after Labor Day. He suggested having the pool open between 11:00 a.m. until 7:00 p.m. on the weekends. The Board discussed the expense and considered increasing the 2017 pool budget and other payment options.

Streets and Sidewalks: No report.

Hospitality/Block Captains: Diane Barnhard is working on a Pot Luck dinner at the pool for September 4th between 4:00 and 8:00. Mark asked Diane to schedule a meeting to discuss the arrangements. Other social events planned are the chili cook off and a tail gate party in the pool parking lot.

Unfinished Business: Mark reported that the tree trimming project has been accomplished. All limbs and chips were removed. However, there still is a lot of tree work that needs to be accomplished.

The Board discussed the Asphalt Rehabilitation Project. Mark explained that the plan is to accomplish this in three phases. Phase One will consist of concrete curbs, concrete gutters, asphalt footpaths, and the pool footbridge to be repaired or replaced throughout the community. Phase One includes replacement of two cluster mailbox concrete pads and five new sidewalk extensions into mailboxes that do not presently have an existing sidewalk connection. In addition, the footbridge and the footpath will be replaced. Curtis McGiffin asked how residents will get their mail during this work. Options are being discussed with the Post Office. Residents whose mail is stopped during the concrete pad replacement can pick their mail up at the Picket Road Post Office or delivery will resume on Friday. Phase One is expected to start in September and take five days to complete.

The Board discussed the cost of the Asphalt Rehabilitation Project. Phase one is estimated to cost \$76,524.00 plus an additional \$7,260.00 for “must do” items. Steve reported that there are ample funds in the Reserve Account to cover Phase One of the project. Phases Two and Three are scheduled for July 2017 at a cost of \$455,339.00 plus additional costs for other required work to complete the project. If we fund this project out of our current Reserve, we risk having insufficient funds to cover emergency expenses (e.g., lights going out or weather related problems). Mark advised that we should always have a minimum of \$100,000.00 in the Reserve fund and we may need a special assessment. Joe suggested that before we get to Phase Two and Three, we have a general membership meeting so the entire community can weigh in. Mark noted that an ownership vote is required to approve any special assessment and is recommended if the decision is made to bring the Reserve fund down to zero. The Board discussed parking issues during Phases Two and Three. The plan is to ask George Mason and Robinson Secondary School for help. Robinson Secondary School has already tentatively approved the request.

The snow removal process was discussed. The six inch rule was suggested. That means that when the snow is over six inches, the curbside community parking spots have to be cleared so they can be plowed. Curb parking will be disallowed until after the plow has removed the snow to the curb. Further discussion will be brought up at the annual meeting.

The Board revisited the request by a resident to install an electric car charging station. During previous discussions, the Board considered Carriagepark Road, off Braddock Rd, as a possible location for a charging station and initiated plans with Dominion Resources to enable a charging location near the pipeline easement. Members of the Board believe the covenants do not allow use of any of the common area for a resident's charging station. Lori was asked to inquire if any Home Owner Association in Virginia has allowed a charging station in their common area. **Joe motioned that we deny the application based on the fact that our covenants clearly prohibit a private resident's use of the common area. Steve seconded the motion and the Board discussed.** The Board discussed changing the covenants and notifying members. **Matt motioned that we contact members and tell them we need a covenant change. Steve seconded the motion. Three voted for this action and three voted against. The motion was tabled.**

New Business: Mark reported that Summit is looking into both Robinson Secondary School and Saint Mary of Sorrows Church as a site for the annual meeting in November. Mark, Rich and Joe are up for election.

Executive Session: No session was required.

The next monthly Board of Directors meeting will be held on September 20, 2016, at Robinson Secondary School.

At 8:57 p.m., **Mark moved to adjourn the Board meeting, Steve seconded and the motion passed.**