

PARK WEST COMMUNITY ASSOCIATION
Board of Directors Meeting
Tuesday, December 20, 2016

Location: Treasure Court, Fairfax, VA

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

Directors Absent: T.J. Hanton, Rich Juchnewicz, Masha Stoyanova.

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

The regular monthly meeting of the Park West Community Association Board of Directors was called to order at 7:29 p.m. by the Board President, Mark Griffin with a quorum present. The location was changed due to Robinson Secondary School being closed upon arrival though, a valid reservation had been approved by the school, precipitating the on-the-fly adjustment of location.

Agenda Changes/Approval: No agenda changes.

Open Forum: No open forum issues.

Approval of Minutes: A motion was called for and seconded that the October meeting minutes be approved as distributed. The motion passed unanimously.

President's Report: No Report.

Secretary's Report: No Report.

Treasurer's Report: Steve reported that he sold the municipal bonds and purchased one CD. He talked about bonds, investments, and interest. Mark presented a spreadsheet of our 2016 Reserve expenses. The spreadsheet showed the project, the budgeted cost, the actual cost, the cost differential and the payment status. He expressed the need for the November financials in order to have a better understanding of our available funds.

Election of Officers: Before the Board positions were reaffirmed the following decisions were approved:

- The Social Committee will be reconstituted.
- In addition to Hospitality, Susan will assist Masha with Streets and Sidewalks.
- Diane Barnhard will chair the new Social Committee.

- Matt assumed the Nomination Committee duties for 2017.

The following Board positions were reaffirmed:

President: Mark Griffin
Vice President: Joe Underwood
Treasurer: Steve Lubore
Secretary: Joan Murphy

Mark presented a draft of committee duties and events considered for 2017. The Board approved moving one of the ice cream socials to National Night Out and agreed to review the event calendar for further discussion in January.

Manager's Report: Lori reported on the ACC tracking results, the reimbursement status of towing charges incurred during the curb and gutter repair, and the repair of our utility boxes by Verizon. She relayed information on the assessment invoice distribution that she obtained from the Summit accounting department. The process is in question. A draft of a revised Collection of Assessments policy resolution is enclosed in the Board package. Lori advised the Board of the room reservations that were made to accommodate hearings and a special assessment meeting.

Committee Reports: The President requested committee reports as necessary and asked that each report be kept to no longer than three minutes.

Architectural Control: Art reported on the ACC requests and the status of the open violations. Two hearings are to be held prior to January's Board meeting. The Board discussed the installation of a six-inch pipe radon system on an end wall. Art agreed to write guidelines for this type of system.

Communications / Webmasters: Mark talked about the newsletter. Articles are needed by January 7th with an anticipated distribution date of February 1st. The newsletter will be printed and made available online instead of the online distribution in 2016.

Steve asked for a word file of the October minutes in order to put them on the old website. Mark agreed to send Steve the file.

Environmental Control: Matt reported that the hangtags with a summary of the trash and recycling guidelines are available to start distributing in key areas of the community. The Board discussed having the block captains handle giving out the hangtags.

Parking: Joe brought additional temporary parking permits to the meeting in anticipation of a busy holiday season. Joe discussed an issue with a resident that lost his hanging visitor permit and asked for a replacement. The request was approved for a fee of \$100.

However, the Board agreed to differ action on the request until the resident's account is current. There will be a parking hearing before the January 2017 Board of Directors meeting.

Pool: No report.

Streets and Sidewalks: No report.

Hospitality/Block Captains:

Mark reported that in 2017 we would go back to delivering a physical welcome package to new residents since the welcome package on line did not work. He approved ordering welcome magnets that will be included in the package.

Steve showed the Board a copy of a calendar for Ashburn Farms that listed monthly events and community information. The Board agreed that a calendar would be an excellent method to communicate with the community.

Unfinished Business:

The Board discussed the two on-going efforts regarding arbor care.

Mark reported on the asphalt rehabilitation, sidewalks, footpaths, and footbridge project. At this time we are working through the punch list and the handrails are expected to be installed this week.

The Board discussed the snow removal contract for 2016 – 2017. Mark advised that the contract was signed today. He talked about the marker poles on the fire hydrants in case of high snow and the positive feedback that he has received from the residents.

New Business:

The Board reviewed the documents for the special meeting and discussed the location, date, and time. **Joe motioned that we delegate the decision on the date and place for the special meeting to the President. Art seconded the motion and the Board agreed unanimously.** The Board went over the documents for the special meeting and made changes to the format and wording in the documents.

The Board discussed a request from a resident to be reimbursed for damage done to her property during the sidewalk repair project. Once the sidewalk was repaired the resident's walkway leading to the sidewalk was not level with the sidewalk. **Steve motioned that we reimburse the resident for \$160.00 to repair the damage. Mark seconded the motion and the Board discussed.** After discussing the request, five members were opposed and one member abstained. The motion did not pass.

Park West Community Association's insurance policy for 2017 was discussed. Joe asked to review the policy before making any changes.

The Board reviewed and approved the changes made to Policy Resolution 16-07, "Regarding Policies and Procedures for the Collection of Assessments" that was included in the Board Package and went over the delinquent Notice of Hearing draft. **Steve motioned that a copy of the delinquent Notice of Hearing marked "Sample" should be included in the distribution of the resolution and in the resale package. Art seconded the motion and the Board agreed unanimously.**

The Board discussed exploring options for recording the minutes of the monthly Board meetings. Joe offered to check with other members who may be interested in volunteering to take the minutes. Another option discussed was purchasing a recorder.

The next monthly Board of Directors meeting will be held on January 17, 2017, at Robinson Secondary School.

At 10:05 p.m., **Mark moved and was seconded to adjourn the Board meeting. The motion passed unanimously.**