

**PARK WEST COMMUNITY ASSOCIATION**  
**Board of Directors Meeting**  
**Robinson Secondary School, Room 505**  
**Tuesday, February 16, 2016**

**Present:** Mark Griffin, Joe Underwood, Steve Lubore, Art Gile, Masha Stoyanova, Matt Strain

**Absent:** TJ Hanton, Joan Murphy, Rich Juchnewicz

**Guests:** Susan Underwood (Hospitality Chair /Block Captain Coordinator), Jason Lewis (Summit Management Services Regional Manager) and Lori Randall (Summit Management Services Community Association Manager)

**Call to Order:** The regular monthly meeting of the Park West Community Association Board of Directors was called to order at 7:03 p.m. by the Board President, Mark Griffin. A quorum was present.

**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 January 12, 2016 meeting of the board. **A motion was called for and seconded that the February meeting minutes be approved as distributed. The motion passed.**

**President's Report:** During Blizzard 2016, an email vote was requested and approved to meet an emergent requirement for an additional two skid steers to remove snow from the streets. Final cost for the additional skid steers totaled \$660. Adjudication letters from parking hearing conducted on January 12, 2016 were not mailed within 7 days of the hearing. **Mark Griffin moved and Joe Underwood seconded a motion that a revised letter be approved with the current date for the hearing and the suspension beginning March 1, 2016. The motion passed.** Lori Randall was introduced to the Board as our new Summit Management Services Community Association Manager. She comes to Summit with 10 years experience.

**Treasurer's Report:** \$72,400 in cash plus securities. Mid-February reserve money should be deposited in the next month and another deposit for \$5,000 should be made as well. Last year, total monies spent on postage and mailing was \$17,500. Board agreed this number needs to be much lower – better tracking of expenses must occur to manage operations funds. Yearly audit is underway and will cost around \$2,500.00. Grounds contract needs to be changed to read a total amount of \$35,000.00, as previously agreed upon and voted by the Board, and the extra amount will need to be taken off the contract.

**Manager's Report:** Still working to fix street light problem on Treasure Court. Power Systems Electric (PSE) cost to date for testing and repairs total \$1,261.86. An additional quote was attached to trench and install additional lines (existing lines are non-repairable)

for \$6,607.85. **A motion was called for and seconded that the quote be accepted as written. The motion passed.** Common area damage by truck adjacent to 4721 Gainsborough Drive has been turned over to the driver's insurance company, and a letter was sent to the non-resident homeowner.

## COMMITTEE REPORTS

**Architectural Control Committee:** ACC Spring Inspection scheduled for Saturday, March 12, weather permitting.

**Communications Committee:** The new website is still a work in progress. Discussion was brought up by a Director to have an "opt in, opt out" email list made for the neighborhood, in order for residents to receive information in an effective and timely manner from both the Board and Summit. This would definitely take some time to put together, but would also considerably decrease postage and copying costs.

**Environmental Committee:** Tree arborist are being contacted to assess community trees that require maintenance, pruning or removal. This is envisioned to be the baseline for an arbor care program within the community.

**Parking Committee:** All is going well. Directors requested documentation of the process to request specific Dominion Towing services. Discussion was made by Board on the number of "lost" or "misplaced" guest permits in the neighborhood. **Joe Underwood moved and was seconded that any "lost or misplaced" guest permit (red or green) have the \$50.00 replacement fee charged and the member (resident or non-resident homeowner) needs to appear before the Board and request a replacement. The motion passed with one Director abstaining.**

**Pool Committee:** No report, however Pool chairman is trying to change the Wednesday late opening to a Friday night late opening, leaving Thursday as it stands in the contract. This would be a great idea for the neighborhood.

**Streets and Sidewalks Committee:** Waiting on the concrete and black-top assessment from ETC (Engineering Technical Consultants). The assessment is currently planned for mid to late March, weather permitting, with the report following approximately four weeks later.

**Hospitality Committee/Block Captains:** We need Block captains, especially on Gainsborough Drive, if interested please call Susan Underwood at 703-323-4710 or email at the [hospitality@parkwestcommunity.org](mailto:hospitality@parkwestcommunity.org). We also are looking for one or two additional community members for our new hospitality committee as well.

**Old Business:** Annual Planning Session; Reserve Study; Electric Vehicle Charging Station on hold pending additional information on way-ahead; Mailbox Replacement, on hold pending financial way-ahead for asphalt, sidewalk, curb, footpath, and footbridge rehabilitation; Asphalt Rehabilitation, Sidewalks, Footpaths and Footbridge tabled for

further discussion after the ETC pre-design report is completed in mid-April weather permitting. **Mark Griffin moved and Matt Strain seconded a motion to move the regular monthly BoD meeting from the second Tuesday of the month to the third Tuesday of the month be approved. The motion passed.**

**New Business:** Blizzard 2016 Hotwash (Lessons Learned), and Snow Contract Specifications tabled for now, will wait until after winter and before signing a 2017 contract, last snow cost around \$7,000 for removal plus extra for the skid steers, as mentioned in the President's message. Hopefully, our little groundhog friend will keep his promise and Spring will be here soon. Discussion of having a small checking account or debit card account set up by Summit with a local bank was brought up and discussed by both Joe and Mark.

**Executive Session:** No session was required.

The next monthly Board of Directors meeting will be held on March 15, 2016 at Robinson Secondary School, Room 505.

At 9:15 p.m., **Mark Griffin moved and was seconded to adjourn the board meeting. The motion passed.**