

PARK WEST COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Robinson Secondary School, Room 505
Tuesday, January 12, 2016

Present: Arthur Gile, Mark Griffin, T.J. Hanton, Rich Juchnewicz, Masha Stoyanova, Joan Murphy, Matt Strain, Joe Underwood, Jason Lewis, Summit Management Services Regional Manager, and three residents.

Absent: Steve Lubore.

Hearings for Parking Violations: The hearings were called to order at 6:30 P.M.

1. In attendance for the first hearing was a resident who duplicated a visitor parking pass. Joe introduced the attendee and explained the hearing process. He advised that after the hearing, the Board would deliberate in an Executive Session. Joe would be in touch with the owner, followed by a written notification, within seven days, advising them of the Board's decision.

The resident took complete responsibility for his actions and apologized. Mark explained about the temporary passes that are available.

2. No one attended the hearing for the second violation. The resident who duplicated a Parking permit did not acknowledge the hearing letter.

Executive Session: The Board entered into an Executive session at 6:40 P.M.

The Board discussed the parking violations, hearings, and sanctions.

Executive Session adjourned: The Executive session was adjourned at 6:58 P.M.

Regular Session: The meeting was called to order at 7:01 P.M.

Hearing #1: In the Executive session the Board agreed to suspend parking privileges for sixty days or give the owner the voluntary opportunity to pay a fee of \$50.00 to defer the suspension.

Hearing #2: In the Executive session the Board agreed to suspend all parking privileges for sixty days, all of which is deferred so long as there are no similar violations committed by the residence within twelve months.

Suspension of the guest parking privileges for sixty day as of February 1, 2016 and the surrender of the guest parking permit by February 1, 2016.

Homeowner Open Session: Susan Underwood advised that we are in need of block captains.

Approval of Minutes: The October and December minutes were approved.

OFFICERS AND DIRECTORS REPORTS:

President's Report: Mark motioned that the Board approve the changes in the agenda and the purchase of a projector not to exceed \$750.00. Rich seconded the motion and the Board agreed.

Mark discussed some goals and process clarification. He talked about the Board meetings and the changes in the agenda. He has added a time limit on each agenda item. His aim is to have Summit send out the Board package at least three days prior to the meeting in order to give the Directors enough time to read the package and get clarification if needed. Any discussion about an item should be done via email enabling the Directors to make a decision or table the item during the meeting. The Board package will no longer be printed by Summit and distributed to the Directors at the meetings. In order to cut printing costs in the future, applicable sections of the Board package will be projected on a screen for all members to view.

Mark talked about a master calendar to include meeting dates, events, deliverables, and contractor obligations.

Treasurer's Report: The Board discussed the 2014 audit. Mark asked for clarification of certain items in the report. Jason recommended a conference call with the auditor.

The Board discussed the 2015 financials that were available as of the meeting date that indicate we are \$26,000.00 over budget for the year. This is not clear cut, however, because the Reserve Account and the Operating Account do not appear to have been correctly charged

Secretary Report: No report.

Manager's Report: Jason Lewis, the Regional Manager for Summit Management Services, introduced himself and announced that Summit has hired a new manager for PWCA. Lori Randall will be our Property Management Agent starting January 18th. She has ten years of experience, primarily with HOA's. June Jackson will still be a resource in the meantime.

The Board discussed the HOA's insurance renewals for 2016-2017. Mark reported that he plans to include a terrorism rider for \$11.00 per month.

The Board discussed the street light repairs. The lights on Treasure Court have been out for some time. PSE was notified. Mark asked that Summit go back to PSE for a timeline as to when the problem will be fixed. The brick entrance at Braddock Road is another area for concern. There are multiple ground faults. Joe asked about the charges for PSE's service to that area. Mark asked Jason to provide us with an eighteen month audit of PSE invoices for the Braddock Road entrance lighting.

Mark recommended that we look into other electrical companies since we have no exclusive agreement with PSE.

COMMITTEE REPORTS: Mark introduced a document that clarifies the duties and responsibilities of the Board officers and committee chairs. He explained that this is a work in progress and asked that Board members review and comment on the document.

T.J. Hanton was named the Nominating Chairperson for 2016.

The following is a list of the officers and committee appointments as of January 12, 2016:

President: Mark Griffin
Vice-President: Joe Underwood
Treasurer: Stephen Lubore
Secretary: Joan Murphy
Nomination Committee: T.J. Hanton
Architectural Control: Art Gile
Environmental Control: Matt Strain
Pool: Rich Juchnewicz
Parking: Joe Underwood
Streets and Sidewalks: Matt Strain
Hospitality: Susan Underwood
Website: Stephen Lubore
Communications: T.J. Hanton
Braddock Road District Council Rep: Rich Juchnewicz
Joe Underwood
George Mason Advisory Committee: Joe Underwood

Architectural Control Committee: Mark reported on the ACC hearings previously held on Thursday, January 7th.

Art Giles, Architectural Committee Chair, will handle the spring inspection that is scheduled to start on March 12th. Art asked about yards. A process for handling yard violations will be formalized this spring.

Communications and Website Committee: T.J. reported that the new website is 95% uploaded. Rich inquired as to what records/documents we are required to keep.

Mark asked about publishing the newspaper in February. The Board decided that there will be a publication in May, August and November.

To reduce printing and mailing expenses, the Board discussed alternative options to the specific postcard mailing to notify members of the March architectural inspections. Options discussed included the message boards, website, and potential door hangers. Open action to investigate door hanger costs and options (T.J.).

Pool Committee: The Board discussed an estimate to replace the broken umbrellas and pool furniture. Mark motioned that we accept the estimate from Alumatech not to exceed \$5,400.00. Rich seconded the motion and the Board agreed.

Rich talked about painting the message boards and placing one inside the pool to post pool related announcements.

The Board discussed establishing the pool as our permanent mailing address. Rich suggested that the management company should be our mailing address. Mark advised that with changes in management companies the address hasn't been updated and currently is incorrect on County records etc.

Rich asked that J&M Landscaping Inc. blow the broken glass off the pool cover.

Environmental Committee: Mark reported that J&M Landscaping Inc. was in the community today focusing on tree pruning and cutting vines. They assessed the damage done by the truck that got stuck while driving on community property in back of Gainsborough Drive. J&M Landscaping Inc. will deliver a bid to fix the landscaping damage.

Streets and Sidewalks: Art reported that the hand rail near Carriagepark Road has been replaced.

Parking Committee: Joe reported that he has had at least six requests to replace lost guest passes. Joe asked for the Board to think about how these requests should be handled and to discuss at the February Board meeting.

Block Captains: Susan talked about the new process for block captains and the need for volunteers. She stated that the block captain's duties would require no more than one hour per month because everything will be on line.

Old Business: The Board discussed repairing and repaving the streets. Joe motioned that we accept the bid from Engineering and Technical Consultants, Inc. not to exceed \$8,500.00 to predesign and evaluate the existing condition of the asphalt. Art seconded the motion and the Board agreed.

Mark reported that Mason and Mason has not responded regarding speaking at the February's Board meeting.

The electric vehicle charging station discussion was tabled until additional information is gathered.

The Board discussed the mail box replacement project. All the quotes were sent out to the Board members. Mark advised that this would be deferred until the February Board meeting at which time it will be brought up for a vote.

Mark advised that the contract addendum has been updated and will be used in all future contracts.

New Business: Mark asked the Board to consider moving the Board meeting from the second Tuesday of each month to the third Thursday.

Open Homeowner Forum: Susan suggested ordering one new regular mailbox and installing it at the pool as the HOA mailing address. Mark agreed to ask for a proposal.

Adjournment: The meeting was adjourned at 8:55 P.M.