

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

Location: Park West Community Association Pool.

Directors Present: Mark Griffin, T.J. Hanton, Steve Lubore, Joan Murphy, Matt Strain, and Joe Underwood.

Directors Absent: Art Gile, Rich Juchnewicz, and Masha Stoyanova.

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

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 without a quorum present.

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

Contractor Presentation: Mark introduced the insurance manager for the Association, Mr. Tom Tufts, from The Tufts Insurance Agency. He explained our new insurance policy and spoke about a couple of issues that came up this year i.e. responsibility for falling trees and having inflatables on community property. He answered questions from the Board and residents.

He talked about “harmless agreements” that refers to our contractors’ insurance policies. He offered to review our present contracts and each contractor’s certificate of insurance. The Board discussed changing our current contract addendum to add insurance stipulations.

Quorum Change: A quorum was achieved at 7:25 p.m.

Approval of Minutes: There were changes to the minutes recorded for the June 21, 2016 meeting of the board. **The motioned was called for and seconded that the June meeting minutes be approved as amended. The motion passed unanimously.**

President’s Report: Mark reported on the pending court case. The next court date is August 2nd to clarify the fees and court costs associated with getting the home owner to resolve the violations charged against his house. Currently the costs exceed \$5,000.00. Steve suggested getting a copy of the status log from our attorney.

Secretary’s Report: No Report

Treasurer's Report: Steve reported on the financials. Year to date there is a deficit of \$5,800.00 in the Operating budget. Steve advised that the budget is spread over twelve months and should balance by the end of the year. The Board discussed the Reserve and Operating accounts and how expenses are being charged.

The Board reviewed the Operating budget and expenses for 2015. The 2015 Operating expenses were over budget by \$30,230.00. Mark's 2016 focus is to reduce Operating expenses. Expenses for printing, copying and postage show a reduction year to date. Steve reviewed costs and contracts.

Manager's Report: Lori reported that she is working with the Architectural Control Committee and the letters resulting from the violation hearings have been mailed. The Board discussed how the violation charges would be handled and tracked. The Architectural Control Committee will track the charges to closure. Summit's Accounting Department will be notified of the charges ten days before the quarterly bills are mailed. Lori reported that she is still looking to reserve a room to hold a special meeting to discuss the pavement rehabilitation bids. She spoke about the new hang tags for yard violations and advised that one has gone out.

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

Architectural Control: No report.

Communications / Webmasters: T.J. asked for newsletter articles. He reported on the new website and advised that he is still uploading minutes. In the meantime, Steve is keeping the old website up to date.

Environmental Control: A fall clean-up will be scheduled. Mark reported on a volunteer tree pruning project that was completed on July 4th.

Parking: Joe reported that there is a number of new residents and new cars being purchased in the community. Although this is a busy season for parking permits, he has been able to get the permits out in two to three days.

Pool: The National Night Out has been cancelled due to a lack of participation.

Streets and Sidewalks: No report.

Hospitality/Block Captains: Susan introduced Diane Barnhard who will chair and talk about the up-coming dance at the pool. See Unfinished Business.

Old Business: The asphalt rehabilitation proposals are due Friday, August 22nd. Mark suggested that once the Board has had an opportunity to read the proposals on email, we

call a special meeting to go thru them in detail and discuss. Joe suggested that we have a meeting with the homeowners before signing a contract for the project.

The Roberts Road storm drain replacement is completed.

The Board discussed selling summer pool memberships to non-resident owners next season. **Steve motioned that we approve the decision to sell pool memberships to our non-resident owners in principal with the details to follow. T.J. seconded the motion and the Board agreed.**

The new owner welcome packets should be ready next week.

Diane Barnhard reported on the plans for a dance at the pool on July 30th. She has received food donations, prizes for a raffle, and favors for the children from local businesses. Ryan Irving is going to provide the music. She is in need of volunteers for setting up, grilling, and picking up food.

New Business: The Board discussed the snow removal contract and a draft of snow removal specifications. **Joe motioned that if six or more inches of snow falls, parking in community spaces will be disallowed. T.J. seconded the motion. Approved was T. J., Joe, Joan, Mark and Matt. Steve did not approve the motion. The motion passed with one nay.**

The Board discussed the social events calendar included in the Board Packet. There are several additions to our previous schedule of events. The annual meeting on Thursday, November 17th is the final event of the 2016 season. The goal is to provide beverages and snacks depending on the venue and available funds.

Executive Session: No session was required.

The next monthly Board of Directors meeting will be held on August 16, 2016, at the pool.

At 9:04 p.m., **Joe motioned to adjourn the Board meeting, Steve seconded and the motion passed.**