

**PARK WEST COMMUNITY ASSOCIATION**  
**Board of Directors Meeting**  
**Tuesday, June 21, 2016**

**Location:** Robinson Secondary School, Room 505.

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

**Directors Absent:** T.J. Hanton, Rich Juchnewicz, Joan Murphy, and Masha Stoyanova.

**Guests:** Susan Underwood (Hospitality Chair / Block Captain Coordinator), Lori Randall (Summit Management Services Community Association Manager), and Doug Murphy (Sales Manager, Patriot Disposal).

**Call to Order:** The regular monthly meeting of the Park West Community Association Board of Directors was called to order at 7:09 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 May 17, 2016 meeting of the board. **The motioned was called for and seconded that the May meeting minutes be approved as distributed. The motion passed unanimously.**

**Contractor Presentation:** Mark introduced Doug Murphy from Patriot Disposal Services. He provided an overview of the company and elaborated on the ways they are optimized for HOA-type communities. Patriot is assessing whether to provide 32-gallon trash and recycling receptacles. Fairfax County has increased the disposal fee effective July 1<sup>st</sup> which will translate to a monthly price increase of approximately \$35. The Board questioned a few irregularities during the Wednesday yard waste pick-up. A request was made for Patriot to assess whether they could pick the pool containers up from a different location than the current location – they will assess and respond.

**Votes Held Between Meetings:** Between May 25<sup>th</sup> and June 4<sup>th</sup> a vote was held to approve the final Request for Proposal for Pavement Rehabilitation dated May 13, 2016. Eight email votes and one voice vote approved moving forward with going out to bid for the project which includes repaving all drive lanes and parking areas, repair of concrete sidewalks, repair of concrete curbs and gutters, removal and replacement of asphalt footpaths, removal and replacement of the footbridge near the pool, and underground drainage systems in two locations with ponding water issues.

**President's Report:** The pending court case has been partially resolved. All outstanding ACC items have been resolved by the owner effective May 30, 2016. Still outstanding is a reconciliation of costs and fees to achieve the resolution of the matter through the court system.

**Secretary's Report:** No Report.

**Treasurer's Report:** See financial report for specifics.

**Manager's Report:** Continued working with Verizon to bury above ground cables from several boxes. Working on reservations for the upcoming ACC Hearing on July 12<sup>th</sup>. PSE replaced two non-operational LED lamps, one on Malone Court and the other on Gainsborough Drive. Enclosed in the Manager's Report was the 2016 calendar of site visits and events.

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

**Architectural Control:** The ACC commends all our owners who are working to care for their residences. The currently open list of required items community-wide is 163 from a total number of 1,725 items.

**Communications / Webmasters:** No report.

**Environmental Control:** Matt Strain has relinquished the Streets and Sidewalks Committee chair and assumed the Environmental Control Committee chair.

A volunteer tree pruning project was held on June 4<sup>th</sup>. The project focused on pruning trees and shrubs on the Treasure Court island that were impeding the ability to park. Additional work on the Roberts Road footpath was also performed. The member who requested the assistance also participated in the project.

A draft hangtag was presented for integration to the ECC inspection process. **No objections were noted and a 250-count order was directed to the Community Manager to accomplish.**

**Parking:** All is going well – getting ready for the busy season.

**Pool:** Volunteers are needed to support the July 4<sup>th</sup> barbeque and social. Areas needing help include setup, leading the various games, preparing desserts, and teardown. Request the website place an announcement for the event on the main page.

**Streets and Sidewalks:** Masha Stoyanova has relinquished the Environmental Control Committee chair and assumed the Streets and Sidewalks Committee chair. Dominion Virginia Power has removed the second sodium vapor light on the pool account. They also credited the account \$368.64 – approximately three years of payments.

**Hospitality/Block Captains:** The first “Pool Dance Social” will occur on Saturday, July 30<sup>th</sup>. The event will be held at the pool from 7:00 PM to 10:00 PM and will feature a DJ. A meeting to discuss the specifics will be held on Wednesday, June 29<sup>th</sup>.

**Old Business:** The Arbor Care expenditure previously approved in June for \$10,000 to fund the first set of highest priority trees that are a danger to the community was amended to \$11,000. \$17,000 is budgeted for such work during 2016, the remainder of funds will be held for emergency work or the second set of work in the fall should no emergency-related work occur during the summer.

The Roberts Road Storm Water Drainage project will occur either during the week of June 27<sup>th</sup> or the week of July 11<sup>th</sup>. The project will require the closure of the Roberts Road entrance during working hours (anticipated to be 7AM to 5PM) for the duration of the project (anticipated to be 3 days).

**New Business:** A draft entrance survey for new owners and a draft exit survey for sellers was presented to the board. Summit took the task to determine if there was a way to incorporate these types of surveys within the resale process.

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

The next monthly Board of Directors meeting will be held on July 19, 2016 at 7:00 p.m. at the pool.

At 9:08 p.m., **Mark Griffin moved and was seconded to adjourn the board meeting. The motion passed.**