

**PARK WEST COMMUNITY ASSOCIATION**  
**Board of Directors Meeting**  
**Tuesday, March 15, 2016**

Location: Robinson Secondary School.

Directors Present: Mark Griffin, Art Gile, TJ Hanton, Steve Lubore, Joan Murphy, Masha Stoyanova, Matt Strain, Joe Underwood.

Directors Absent: Rich Juchnewicz.

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

**BOLD:** Formal Board of Directors (BoD) action.

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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 February 16, 2016 meeting of the board. **Mark motion and Joe seconded that the February meeting minutes be approved as distributed. The motion passed.**

President's Report: Mark reported that the 2015 tax returns were signed and accepted March 15, 2016.

The 2015 Auditor's Report was accepted. We are \$30,000.00 over spent due to recurring operational losses. The auditor recommended a special assessment. The Board agreed to wait until the end of the year to make that decision. Mailings and postage are items that exceeded the budget for both 2014 and 2015. The Board discussed the quarterly invoice mailings. There is an extra handling fee and postage cost to include inserts. In an effort to cut costs, there will be no inserts in future mailings. Joe suggested one mailing a year with coupons. Susan volunteered to stuff the envelopes and inserts. Lori was asked to check on the possibility of adding notes on the invoices. Adding additional members to ACH debits would also be a cost saving.

The scheduled electrical work on Treasure Court has been completed. There was an LED light bulb out on Malone Ct that has been replaced by a temporary CFL bulb. Research for a permanent LED replacement is ongoing. Steve suggested an Elko bulb.

Mark reported on the pending court case that is continued until April 21<sup>st</sup>. He will meet with the owner this Sunday to discuss four open architectural items and way ahead. Joe asked Summit to look into how much we have spent in legal and other expenses. He should not be given a full settlement until we know the total cost. Lori was asked to look into the account transferred from Capitol Management Company.

The Board discussed establishing a process to handle soliciting in the community. Susan volunteered to be the contact and pass the solicitations on to Lori. Lori would generate a letter reiterating our no soliciting rule.

Secretary's Report: No Report

Treasurer's Report: Steve reviewed the Financial Report and questioned future expenses. At the end of February the Association had \$22,276 in its operating account, \$24,310 in total expenses and \$550,569 in reserves.

The Board discussed income and the 2015 audit. Since there is a question regarding the interest that we are supposed to see on our investments, Mark suggested that he and Steve meet with Walker Rowe, Summit's accountant, for a clearer understanding.

Contractor Presentation: Mark introduced PWCA grounds care contractor, Jose Munoz of J&M Landscaping Services, LLC. Jose talked about our spring landscaping projects that includes clean up, mulching and planting. He explained that TruGreen will fertilize the first week of April. He talked about the condition of our landscaping and the problems we face. Mark talked about tree removal, stump removal, drainage issues, and explained that we have to kill the crabgrass before we can bring back healthy turf. Therefore, the grass will look worse before it gets better. Jose took questions from the Board clarifying the terms of our contract. Mark advised that we did not include top soil in our requirements. Jose offered to do a demonstration of top soil application at the entrances in Fall 2016.

Manager's Report: Lori reported on the Treasure Court street light repair. The \$1,207.00 was spent from the operating fund for troubleshooting and the initial repairs. A total of \$9,254 permanently repaired the lights.

A check for the damage caused by a truck on community property has been received from the driver's insurance company.

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

Architectural Control: The architectural spring inspection was conducted on March 12<sup>th</sup>. The inspections are completed and will be entered into the data base. Notices will be generated. A draft of the first notice is in the Board's package for review along with a schedule.

One resale package is due by March 23 and there was one ACC application processed.

Communications / Webmasters: Steve continues to update the current website. T.J. reported on the new website's progress. Uploads should be finished this week. Newsletter articles are due by mid-April. The plan is to go digital with the newsletter on the website and print the newsletter only by request. The email distribution list will be used for more than emergencies in the future. Susan asked about uploading the welcome packet that she is redoing.

Environmental Control: The community clean-up day is scheduled for April 16<sup>th</sup> at 9:00 a.m. Rain date is April 23<sup>rd</sup>. There is a yard sale scheduled for May 14<sup>th</sup> at the pool. Rain date May 21<sup>st</sup>. Details to follow.

We have one arborist quote for \$30,000.00. Two more quotes are in coordination. However, there can be a fee. Steve suggested asking Jose and J&L Landscaping.

Parking: Joe reported on the replacement permits. Dominion has been updated per the Board direction at the previous meeting.

A resident did not turn in his guest pass by March 1<sup>st</sup> as specified in the Notice of Adjudication letter and as such the guest pass is now suspended for one year.

Tammi Jackson-Griffin, Curtis McGiffin and Laura McGiffin are parking officials and need be added to the website.

Pool: The pool furniture and replacement umbrellas have been ordered and the payment received.

Streets and Sidewalks: Representative from Engineering Technical Consultants walked our community today assessing asphalt, the foot bridge, and the concrete.

Hospitality/Block Captains: The welcome package is being updated and more magnets are needed. Susan Underwood asked for a volunteer to help as a Gainsborough Drive block captain.

Unfinished Business: The electric charging stations are still a work in progress. We have not received a quote as yet. There are possible tax refunds from the IRS for companies who install a station.

**Steve motioned to approve the updated environmental guidelines. T.J. seconded the motion and the Board unanimously approved.**

**Mark motioned that we direct Summit to issue a debit card for Park West Community Association out of the Alliance Account. A single purchase should not exceed \$500.00 without Board approval. Art seconded the motion and the Board unanimously approved.** The disposition of the Staples account is deferred until next month.

Mailbox replacement is on hold pending the ETC report.

New Business: Gametime performed a safety inspection of the tot lot. Two repair quotes were discussed. **Steve motioned that we fix the tot lot not to exceed \$15,000.00 of Reserve Expense. Mark seconded the motion and after the Board discussed options, the motion was approved unanimously.**

The policy resolution regarding policies and procedures for the collection of assessments was deferred until next month. The Board agreed to send the Contract Addendum and resolution to the attorney for a legal review.

The community survey was discussed. Masha asked for any survey questions to be sent to her. She will draft a questionnaire before the April meeting. Mark asked each committee chairman to come up with 3-4 questions and present them to Masha before the next meeting.

Executive Session: No session was required.

The next monthly Board of Directors meeting will be held on April 19, 2016 at Robinson Secondary School, Room 505.

At 9:17 p.m., **Mark Griffin moved and was seconded to adjourn the board meeting. The motion passed.**