

PARK WEST COMMUNITY ASSOCIATION
Board of Directors Annual Meeting
Saint Mary of Sorrows Catholic Church, Parish Center, Farrell Hall
Thursday, November 17, 2016

Present: Art Gile, Mark Griffin, Steve Lubore, Joan Murphy, Matt Strain, Masha Stoyanova, Joe Underwood, and Lori Randall, Summit Management Services representative.

Absent: T.J. Hanton and Rich Juchnewicz.

Residents Attending: 64 lots were represented in person or by proxy. **Mark motioned that we have a quorum present. Steve seconded the motion and the Board agreed.** The meeting was called to order at 8:05 P.M.

Approval of Minutes: **Joe motioned to approve the 2015 Annual Meeting Minutes as distributed, Mark seconded the motion and all Members approved.**

President's Report: Mark Griffin welcomed everyone to the annual meeting. He introduced himself and talked about the agenda and documents.

Board Nominations: Mark announced that the first line of business is the election of Directors. He asked for nominations from the floor. There were none. There were three positions open for re-election on the Board, each for a three-year term. The following candidates were presented by the Nominating Committee Chair:

Mark Griffin - Current President
Joe Underwood - Current Vice President and Parking Chair
Rich Juchnewicz - Current Pool Chair
Terri Saracini - New Nominee

Each attending nominee introduced themselves and spoke about their experience. Rich Juchnewicz was not in attendance and Mark spoke on his behalf. Terri Saracini was not in attendance and a resident spoke on her behalf.

Election: The votes were counted and Mark Griffin, Joe Underwood and Rich Juchnewicz were elected.

President's Report Continued: Mark introduced the Board members. He talked about the state of the community and showed a slide presentation of this year's more memorable events. He described the challenges faced during the snow storms in the winter of 2016. He listed the social events, thanked the volunteers and emphasized the need for more volunteers. Mark talked about having a sense of community and what services volunteers were providing to enhance the community. He listed improvements, both previous and current, and what we need to accomplish in the coming year. The street lighting and repaving the roads are the two major projected expenses. Currently four street lights are out that we are trying to fix. The goal is to be more proactive by keeping a stock of LED bulbs on hand so we do not have to wait for an order. Repaving the roads is a major project that was projected for 2016 in the 2012 Condition Assessment and Reserve Fund Plan Update and projected for 2017 in the 2016 update.

Mark showed slides related to the repaving project. He talked about the state of our finances. He went into detail regarding revenues, expenses, and projected expenses for both our Operations and Reserve accounts. He explained the current status of the repaving project, the current gap in funds to complete the project and our options for financing. In January 2016, ETC was contracted to manage the overall project. The project was separated into three phases. The overall project cost is projected to be \$630,000.00. The 2016 cost for Phase One is \$117,289.60 that is committed at this time. The end of year 2016 Reserve balance is anticipated to be \$444,000.00. Mark acknowledged that we cannot operate in 2017 with a Reserve Account in the negative.

The slide presentation showed revenues against expenses for 2015 finals, 2016 current and 2017 budget. He talked about the Condition Assessment and Reserve Plan Update, Reserve expenses, recommendations and pointed out what improvements we accomplished and which ones we didn't. Replacing the mailboxes in 2016 was not accomplished due to budget considerations. That project, though budgeted for 2016, was not considered a priority based on the gap in the repaving project finances. This project could be accomplished in 2017 by adding \$160.00 per residence to the Special Assessment option. Non-programmed expenses in 2016 included: #1 – replacing damaged sections and repairing other sections of the tot lot which both was a safety issue and extended the tot lot equipment life so therefore was accomplished; #2 – emergency repairs of street light cabling on Treasure Court.

To fund the repaving project, four financing options were presented with key positive and negative aspects along with probable impacts to the Association's financial well-being.

The four financial options are as follows:

1. Ten percent annual raise in assessments from 2017 through 2023. This leaves a zero or negative balance in Reserves for extended periods of time. We would not be able to pay our bills or respond to any emergency. Delays to Phases 2 and 3 of the Repaving Project would occur and cost the Association approximately \$50,000.00 for breaking the contract.
2. Ten percent annual raise in assessments with a Special Assessment. This limits future year's increases, keeps the Reserve fund healthy for emergencies, and allows the project to be completed as scheduled. The slides showed the figures for two Special Assessment amounts; \$500.00 and \$800.00. Any Special Assessment requires a 2/3 approval from the Members of the Association and would be listed on resale packets until complete.
3. Greater than ten percent annual raise in assessments only. This limits the future increases in quarterly assessments and keeps the Reserve fund healthy for emergencies and allows the project to be completed as currently scheduled. Increasing the quarterly dues greater than ten percent also requires a 2/3 approval from the Members of the Association.
4. Ten percent annual raise in assessments with a loan. This cannot be accomplished due to the loan requirements and parameters.

Mark answered questions on the presented options and explained different scenarios. He said the Special Assessment could be levied in quarters and would have to be paid within the year. He

reiterated that the Special Assessment would put us on a path to becoming financially solid. Susan Underwood asked about financing the project through the contractor. Mark replied that we would just be accepting a large risk for long period of time and paying interest.

Treasurer's Report: Steve presented highlights of the 2017 budget and talked about increases in our cost. He mention a decrease in the electric bill due to installing LED lights. He described our contracts, the quarterly assessment and interest.

Architectural Control Committee: Art showed a slide presentation that analyzed property value increases from 2013 through 2015. He talked about our ACC violation process and the tracking method. He reported that the number of violations have decreased year over year and owners are keeping up their property.

Beautification and Hospitality Committee: Mark thanked Diane for soliciting and setting up this meeting's refreshments and raffle prizes.

Environmental Control Committee: Matt reported that putting trash out early is an issue. He asked that if anyone sees this being done to say something. He talked about high problem areas, passing out notices and possibly fining.

Pool Committee: Mark reported on this year's social events at the pool and the holiday tree lighting at the pool parking lot.

Parking Committee: Joe asked that people get their temporary permits for their holiday visitors as early as possible. He talked about the parking situation during the paving project and the possibility of temporarily using Robinson Secondary School and George Mason University parking lots.

Streets and Sidewalks Committee: Mark talked about our snow policy. He advised that curb parking will be disallowed in certain areas when there is six inches or above of snow. This is to enable the plows to get in and clear the streets. The designated areas may be painted. He reported that after a certain amount of snow we will have dedicated tractors in our community and the contractor has been informed not to pile any snow in vacant parking spots.

Open Forum: Members asked questions about the paving project and the financial options and expressed their opinions. The majority supported the paving project and special assessment option. Members thanked the Board for their service to the community.

Once the business was concluded, there was a raffle drawing and refreshments.

Adjournment: The meeting was adjourned at 10:00 P.M.