



# 2017 Annual Meeting

PARK WEST COMMUNITY ASSOCIATION, Inc.

November 15, 2017 at 8:00PM

Lord of Life Lutheran Church

Fellowship Hall

5114 Twinbrook Road

# Agenda

1. Call to Order
2. Declaration of Quorum
3. Reading/Approval of the Minutes of the 2016 Annual Meeting and Three Special Assessment Meetings of the Members of the Association
4. President's State of the Community Message
5. Treasurer's Report
6. Director Nominations, Presentations, and Election
7. Assign Nomination Committee Chair
8. Committee Reports
11. Open Forum
12. Announcements
13. Adjournment

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# Reading and Approval of Previous Annual Meeting Minutes (November 17, 2016)

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.

# Reading and Approval of Previous Special Assessment Meeting Minutes (January 24<sup>th</sup>, January 31<sup>st</sup>, and March 6<sup>th</sup>)

Location: Robinson Secondary School, Gold Cafeteria.

Directors Present: Art Gile, Mark Griffin, T.J. Hanton, Rich Juchnewicz, Steve Lubore, Joan Murphy, Masha Stoyanova, Matt Strain, and Joe Underwood.

Directors Absent: None

Guests: Lori Randall (Summit Management Services Community Association Manager), 34 Members and numerous other guests (approximately 70 people in total).

Quorum: A quorum was present.

The special meeting of the Park West Community Association Board of Directors was called to order at 7:32 p.m. by the Board President, Mark Griffin.

President's Report: Mark introduced a slide presentation. He went over the association's revenues against expenses and explained the deficit. He talked about Reserve expenses for 2015 and 2016 and projected Reserve expenses for 2017.

Mark reported on the history of the repaving project from January 2016 with the Board accepting the bid from Engineering and Technical Consultants (ETC) to perform project design, bid management, and project execution management. He then turn to the current status of the project to include the three phases of the project, the cost, the potential timeline for each phase and explained the financial picture along with financing options. He pointed out the pros and cons for each option and how we could achieve the recommended results. Mark concluded with the recommendation that a \$600.00 Special Maintenance Assessment be approved to be used for the repaving project. He talked about the way forward and advised that a Special Assessment requires that two thirds affirmative vote of the members to approve the special assessment.

Open Forum: Members spoke giving their opinions and asking questions. The Board discussed other possible options and their pros and cons. Mark asked for a vote by hand for the payment method and the majority voted for having three payments of \$200.00.

Vote: Votes and proxies were tallied. Thirty four ballots were handed out. Thirty one voted for the \$600.00 assessment. One voted against the assessment and two ballots were not returned.

Adjournment: Mark Griffin moved and was seconded to continue the meeting until the alternate date as specified in the Notice of Meeting on January 31, 2017.

Meeting Minutes Provisionally Approved by the Board of Directors on April 18, 2017.

Meeting Minutes Final Approval to occur at the next Meeting of the Members.

The next Meeting of the Members is currently planned to be the Annual Meeting to be held at 8PM on November 15, 2017 at the Lord of Life Lutheran Church, 5114 Twinbrook Road

PARK WEST COMMUNITY ASSOCIATION  
Continued Special Maintenance Assessment Meeting  
Tuesday January 31, 2017

Location: Robinson Secondary School, Gold Cafeteria.

Directors Present: Art Gile, Mark Griffin, Joan Murphy.

Guests: Lori Randall (Summit Management Services Community Association Manager) and three residents.

The continued Special Maintenance Assessment meeting of the Park West Community Association was called to order at 7:40 p.m. by the Board President, Mark Griffin. The quorum was attained at the January 24, 2017 meeting.

President's Report: Mark ran the slide presentation. He went over the association's budget and past, present and future expenses.

Open Forum: The three attending members discussed the project and asked questions.

Vote: There were no votes.

Adjournment: Mark Griffin moved and was seconded to continue the meeting until a yet undetermined date once the voting has either passed the 180 affirmative-vote threshold to pass or the vote was defeated with a further Notice of Meeting to be mailed announcing the date, time, and place of the meeting.

Meeting Minutes Provisionally Approved by the Board of Directors on April 18, 2017.

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PARK WEST COMMUNITY ASSOCIATION  
Continued Special Maintenance Assessment Meeting  
Tuesday March 6, 2017

Location: Robinson Secondary School, Gold Cafeteria.

Directors Present: Art Gile, Mark Griffin, Rich Juchnewicz, Joan Murphy.

Guests: Eight residents.

The continued Special Maintenance Assessment meeting of the Park West Community Association was called to order at 7:30 p.m. by the Board President, Mark Griffin. The quorum was attained at the January 24, 2017 meeting.

President's Report: Mark ran the slide presentation. He reported that the special assessment was passed by a majority of the members. The final votes are as follows:

Ballots and proxies cast for.....184  
Ballots and proxies against..... 14

Open Forum: The three attending members discussed the project's implementation.

Vote: There were no votes.

Adjournment: Mark Griffin moved and was seconded to adjourn the meeting with the approval of the \$600.00 Special Assessment at 8.05 p.m.

Meeting Minutes Provisionally Approved by the Board of Directors on April 18, 2017.

Meeting Minutes Final Approval to occur at the next Meeting of the Members.

The next Meeting of the Members is currently planned to be the Annual Meeting to be held at 8PM on November 15, 2017 at the Lord of Life Lutheran Church, 5114 Twinbrook Road

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# State of the Community

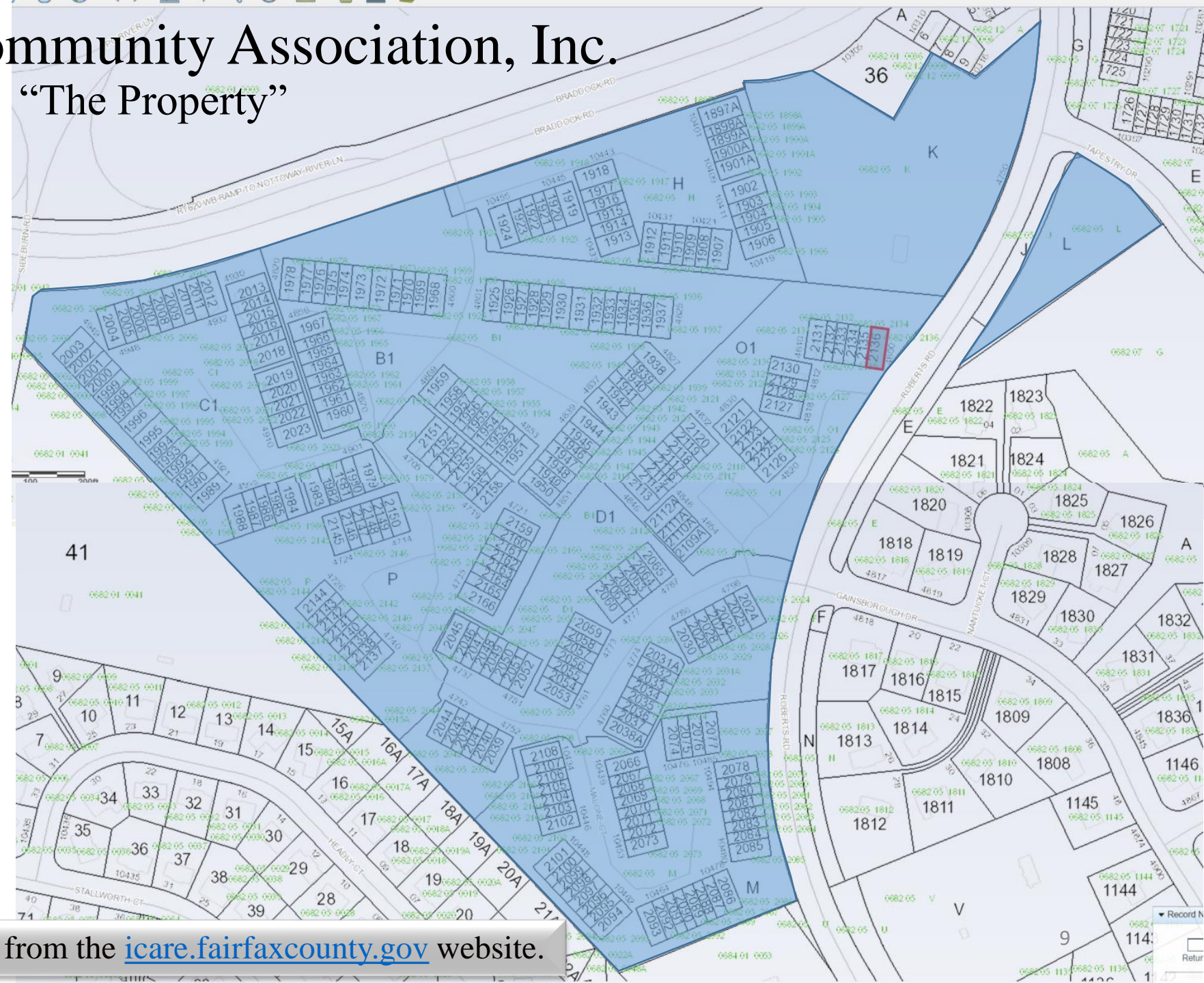
- Your Association and the 2016 – 2017 Board of Directors
- Projects
- Social Events
- Contracts
- New Capability



# Park West Community Association, Inc.

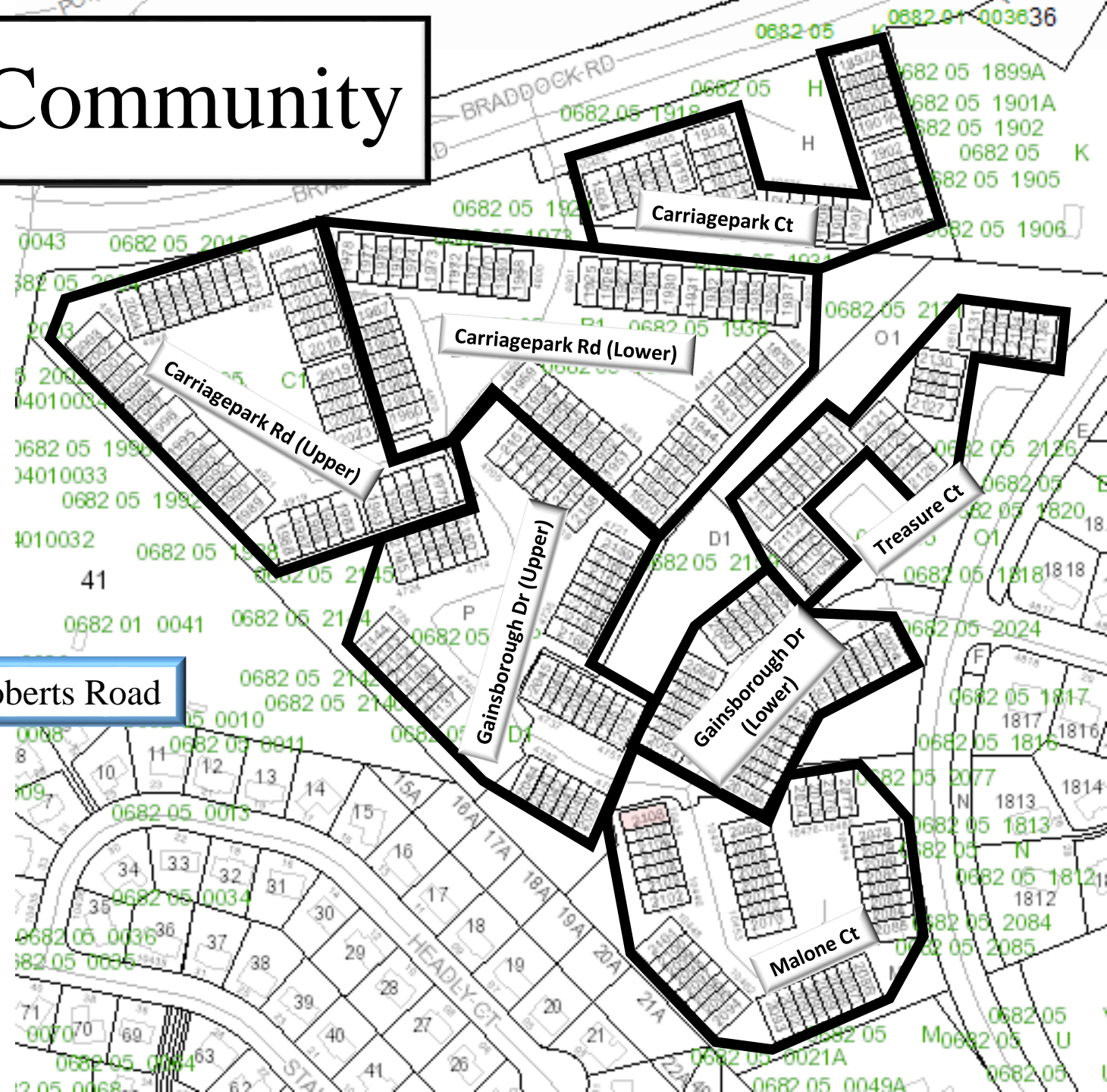
“The Property”

- Blue shaded – PWCA property
- Major Naturalized Areas
  - Section K
  - Section L
- 270 Homes
- 24 Acres in Total
  - Approximately 12 Acres of Common Ground
  - Approximately 12 Acres of Private Ground between all 270 Residences



Graphic produced from the [icare.fairfaxcounty.gov](http://icare.fairfaxcounty.gov) website.

# Overall Community



Pool House: 4750 Roberts Road

# Your Board since the last Annual Meeting

	Term Expires 2019			Term Expires 2018			Term Expires 2017		
	Director 1	Director 2	Director 3	Director 4	Director 5	Director 6	Director 7	Director 8	Director 9
Nov-17	Mark Griffin	Rich Juchnewicz	Joe Underwood	Matt Strain	TJ Hanton	Art Gile	Stephen Lubore / ???	Joan Murphy / ???	Jason Williams / ???
Oct-17	Mark Griffin	Rich Juchnewicz	Joe Underwood	Matt Strain	TJ Hanton	Art Gile	Stephen Lubore	Joan Murphy	Jason Williams
Sep-17	Mark Griffin	Rich Juchnewicz	Joe Underwood	Matt Strain	TJ Hanton	Art Gile	Stephen Lubore	Joan Murphy	Jason Williams
Aug-17	Mark Griffin	Rich Juchnewicz	Joe Underwood	Matt Strain	TJ Hanton	Art Gile	Stephen Lubore	Joan Murphy	OPEN / Jason Williams
Jul-17	Mark Griffin	Rich Juchnewicz	Joe Underwood	Matt Strain	TJ Hanton	Art Gile	Stephen Lubore	Joan Murphy	OPEN
Jun-17	Mark Griffin	Rich Juchnewicz	Joe Underwood	Matt Strain	TJ Hanton	Art Gile	Stephen Lubore	Joan Murphy	OPEN
May-17	Mark Griffin	Rich Juchnewicz	Joe Underwood	Matt Strain	TJ Hanton	Art Gile	Stephen Lubore	Joan Murphy	OPEN
Apr-17	Mark Griffin	Rich Juchnewicz	Joe Underwood	Matt Strain	TJ Hanton	Art Gile	Stephen Lubore	Joan Murphy	OPEN
Mar-17	Mark Griffin	Rich Juchnewicz	Joe Underwood	Matt Strain	TJ Hanton	Art Gile	Stephen Lubore	Joan Murphy	Masha Stoyanova / OPEN
Feb-17	Mark Griffin	Rich Juchnewicz	Joe Underwood	Matt Strain	TJ Hanton	Art Gile	Stephen Lubore	Joan Murphy	Masha Stoyanova
Jan-17	Mark Griffin	Rich Juchnewicz	Joe Underwood	Matt Strain	TJ Hanton	Art Gile	Stephen Lubore	Joan Murphy	Masha Stoyanova
Dec-16	Mark Griffin	Rich Juchnewicz	Joe Underwood	Matt Strain	TJ Hanton	Art Gile	Stephen Lubore	Joan Murphy	Masha Stoyanova
Nov-16	Mark Griffin / Mark Griffin	Rich Juchnewicz / Rich Juchnewicz	Joe Underwood / Joe Underwood	Matt Strain	TJ Hanton	Art Gile	Stephen Lubore	Joan Murphy	Masha Stoyanova

- President: Mark Griffin
- Vice-President: Joe Underwood
- Treasurer: Steve Lubore
- Secretary: Joan Murphy

# Reserve Projects

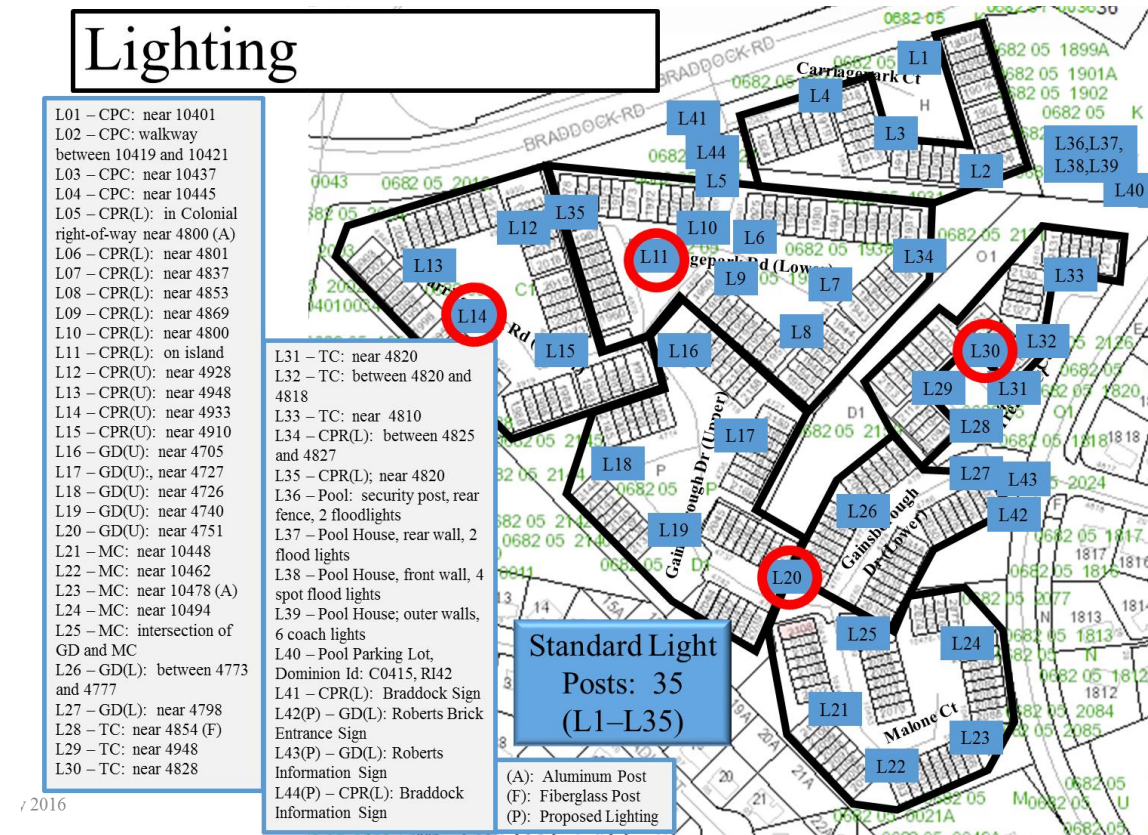
- Repaving
  - 2,978 tons of asphalt, 27,200 square yards (plus the footpath)
  - Complete except for a few punch list items
- Concrete Work
  - Approximately 5,500 square feet of sidewalk and 1,000 linear feet of curb and gutter
  - Complete except for a few punch list items
- Pool House
  - Re-Roof
  - Water Heater
  - Main Pool Pump
- Tree Removal and Major Pruning
- Landscape Remediation for Concrete and Asphalt Projects

# Operations Projects

- Professional
  - Stuck Truck Damage Chapter 2
  - Mailbox and Street Sign Cleaning and Painting
- Volunteer
  - Two Community Clean-up Days
  - Two landscaping projects
  - Multiple pruning efforts throughout the community
  - Volunteer watering efforts to support the Roberts Road entrance flower bed, newly installed seed and sod at three locations, and at the pool area.

# Street Lighting

- 2017 Previous Activity
  - Two street lights (L14 and L20) were fixed by the paving contractor due to damage from Phase 1 activities.
  - Four street lights (L11, L23, L30, L16 and L17), two photo cells (SDP05 and SDP09) and a cable break near SDP09 were fixed for various reasons throughout the year.
- 2017 Current Activity
  - Re-cable the existing light at the Braddock Road entrance
- 2018 Potential Activity
  - Wire and light the Roberts Road brick entrance sign (L42) and information sign (L43).
  - Wire and light the Braddock Road information sign (L44) and flagpole (L45).



# Future Potential Capital Investment Projects

- Irrigation
  - Irrigation at the Roberts Road entrance
  - Irrigation at the Braddock Road entrance
  - Irrigation around the pool
- Lighting
  - Lighting the Roberts Road entrance
  - Lighting the footpath
- Pool
  - Security cameras
  - Wireless Connectivity
  - Awnings / Sails

# Social Events

- Multiple social events held throughout the year
- Great turnout to support the events!
- Thank you to the volunteers who helped plan, organize and run these events
- New volunteers welcomed – come help make 2018 even better

2017		
Date	Rain Date	Event
Saturday, April 15, 2017		Easter Egg Hunt
Saturday, May 27, 2017	Sunday, May 28, 2017	Pool Opening Day Cookout
Sunday, June 18, 2017	None	Sundaes on Sunday #1
Saturday, June 24, 2017	Sunday, June 25, 2017	New Resident Welcome
Saturday, July 29, 2017	Sunday, July 30, 2017	Dance Social
Tuesday, August 1, 2017	None	National Night Out and Sundaes on Sunday #2
Sunday, August 6, 2017	None	Repaving Project Completion Celebration Breakfast
Sunday, August 27, 2017		Sundaes on Sunday #3
Sunday, September 3, 2017		Community Potluck
Saturday, October 28, 2017	Sunday, October 29, 2017	Chili Cookoff and Halloween Social
Wednesday, November 15, 2017	None	Annual Meeting Lord of Life Lutheran Church 5114 Twinbrook Road Fairfax, VA 22032
Saturday, December 2, 2017	Sunday, December 3, 2017	Holiday Tree Lighting



# Key Contract Information

- Trash and Recycling Contract
  - New contract signed for 2018 through 2022
  - Incumbent (Patriot Disposal) selected
- Grounds Care Contract
  - New contract signed for 2018 through 2022
  - New contractor (J&J Landscape Management) selected
- Snow Removal Contract
  - New contract signed for 2017-2018 winter season
  - New contractor (J&J Landscape Management) selected

# New Capability for Members of the Association

- You can elect to complete the Electronic Consent Form and deliver the signed form to the Community Manager (Lori Randall)
- This form authorizes the sending via electronic means of the following:
  - Notices of Meetings of the Board and of the Members
  - Notices of Regular Maintenance Assessments and Special Maintenance Assessments
  - new or updated Resolutions
  - updated Rules and Regulations
  - the Annual Budget
  - Newsletters
  - other information not presently mailed to the Members that are currently posted to the website.
- Only one method of communications is authorized by Lot

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# Financials

- Revenues against Expenses Report
- Replacement for Reserve Fund Report
- Reserve Expenditures
- Repaving Project Financials
- Special Assessment Review
- 2018 Budget

# Revenues Against Expenses

2015 and 2016 – Final

2017 – Current

2018 – Budget

	Synopsis of Revenues and Expenses							
	2018	2017	2017 (through September)		2016		2015	
	Budget	Budget	Budget	Actual	Budget	Actual	Budget	Actual
Member Regular Assessments	\$329,400	\$302,400	\$226,800	\$226,800	\$275,400	\$275,400	\$259,200	\$259,200
Member Special Assessments	\$0	\$162,000	\$108,000	\$152,060	\$0	\$0	\$0	\$0
Reserve Income	\$3,525	\$8,000	\$6,000	\$1,249	\$22,000	\$5,941	\$22,000	\$8,121
Operations Income	\$30	\$15	\$11	\$64	\$0	\$32	\$0	\$20
Other Fees and Other Operations Income	\$0	\$0	\$0	\$3,647	\$0	\$5,178	\$0	\$3,037
Realized Gain/Loss on Investments	\$0	\$0	\$0		\$0	-\$8,404	\$0	-\$7,485
<b>TOTAL REVENUES</b>	<b>\$332,955</b>	<b>\$472,415</b>	<b>\$340,811</b>	<b>\$383,820</b>	<b>\$297,400</b>	<b>\$278,147</b>	<b>\$281,200</b>	<b>\$262,893</b>
Regular Assessments to Reserves	\$88,802	\$72,552	\$54,414	\$54,414	\$66,219	\$66,219	\$56,303	\$56,303
Special Assessments to Reserves	\$0	\$162,000	\$108,000	\$152,060	\$0	\$0	\$0	\$0
Interest Income to Reserves	\$3,525	\$8,000	\$6,000	\$1,249	\$0	\$5,941	\$0	\$8,121
Gain/Loss to Reserves	\$0	\$0	\$0		\$0	-\$8,404	\$0	-\$7,485
<b>REVENUE AVAILABLE FOR OPERATIONS</b>	<b>\$240,628</b>	<b>\$229,863</b>	<b>\$172,397</b>	<b>\$176,097</b>	<b>\$231,181</b>	<b>\$214,391</b>	<b>\$224,897</b>	<b>\$205,954</b>
Operations Expenses	\$238,243	\$223,542	\$167,656.50	\$159,939	\$231,181	\$205,109	\$224,897	\$236,094
<b>EXCESS/(DEFICIT) OF REVENUES OVER EXPENSES</b>	<b>\$2,385</b>	<b>\$6,321</b>	<b>\$4,741</b>	<b>\$16,158</b>	<b>\$0</b>	<b>\$9,282</b>	<b>\$0</b>	<b>-\$30,140</b>
End of Year Members' Equity					-\$25,201	↑	-\$34,483	↓

# Reserve for Replacements Fund

2016 – Final

2017 – Current

2018 – Budget

	Actual Versus Recommended Reserve Plan Amount (Actual Amounts taken from 2011 through 2016 Audits)															
	Ending Reserve Fund Balance			Annual Contribution					Interest Income					Expenditures		
	Recommended	Actual	Delta	Recommended	Budgeted	Actual	Delta from Reserve Plan	Delta from Approved Budget	Recommended	Budgeted	Actual	Delta from Reserve Plan	Delta from Approved Budget	Recommended	Actual	Delta
2015	2007: \$905,904 2012: \$833,914 2016: \$550,000	\$537,595	2007: -\$368,309 2012: -\$296,319 2016: -\$12,405	\$85,156	\$56,303	\$56,303	-\$28,853	\$0	\$16,080	\$22,000	\$636	-\$15,444	-\$21,364	\$38,970	\$51,871	-\$12,901
2016	\$488,850	\$442,211	-\$46,639	\$56,302	\$66,219	\$66,219	\$9,917	\$0	\$10,842	\$22,000	-\$2,463	-\$13,305	-\$24,463	\$128,295	\$170,631	-\$42,336
2017	\$190,660			\$72,552	\$72,552	\$72,552	\$0	\$0	\$6,887	\$8,000	\$1,270	-\$5,617	-\$6,730	\$377,629		
2018	\$207,766			\$88,802					\$4,193					\$75,889		

# 2016 Reserve Expenses

- Last Annual Meeting Projected: \$166,710.92
- Final Amount (briefed at January 24, 2017 Special Assessment Meeting): \$170,631.18

Component Description		ASPHALT COMPONENTS			CONCRETE COMPONENTS					SITE FEATURES						OL FACILI	TOTALS
		Asphalt Restoration Project	Asphalt Repair Allowance	Asphalt Footpaths	Concrete Sidewalks	Concrete Curbs & Gutters	Concrete Steps	Concrete Bridges	Concrete Pool Deck	Light Poles and Fixtures	Mailbox Modules	Tree Trimming, Removal, & Replacement Allowance	Metal Handrailing	Tot Lot & Outdoor Furniture	Storm Water Drainage System	Pool Furniture	
Component Identifier		1.01	1.03	1.04	2.01	2.02	2.03	2.04	2.05	3.04	3.06	3.07	3.10	3.14	3.15	5.07	
Budgeted Cost		\$0.00	\$0.00	\$0.00	\$20,585.00	\$10,103.00	\$5,780.00	\$8,787.00	\$22,175.00	\$0.00	\$35,007.00	\$17,000.00	\$1,658.00	\$0.00	\$6,000.00	\$1,200.00	\$128,295.00
Actual Cost		\$20,683.86	\$1,100.00	\$41,209.00	\$31,753.00	\$14,577.00	\$0.00	\$12,160.00	\$824.00	\$9,154.96	\$0.00	\$16,727.00	\$0.00	\$11,192.36	\$6,068.00	\$5,182.00	\$170,631.18
Cost Differential		-\$20,683.86	-\$1,100.00	-\$41,209.00	-\$11,168.00	-\$4,474.00	\$5,780.00	-\$3,373.00	\$21,351.00	-\$9,154.96	\$35,007.00	\$273.00	\$1,658.00	-\$11,192.36	-\$68.00	-\$3,982.00	-\$42,336.18

Repaving Project: \$121,483 total

Emergency Repair

Safety Inspection Repairs

# 2017 Reserve Expenses

- Current and Projected Expenditures through December 31st

Component Description	ASPHALT COMPONENTS			CONCRETE COMPONENTS			SITE FEATURES			POOL BUILDING			POOL FACILITY			TOTALS
	Asphalt Restoration Project	Asphalt Repair Allowance	Asphalt Footpaths	Concrete Sidewalks	Concrete Curbs & Gutters	Concrete Steps	Light Poles and Fixtures	Tree Trimming, Removal, & Replacement Allowance	Storm Water Drainage System	Re-Roofing Project	Door Allowance	Water Heater Allowance	Pool Perimeter Equipment Allowance	Pool Furniture	Main Pool Pump	
Budgeted Cost	\$302,624.00	\$28,588.00	\$7,645.00	\$0.00	\$0.00		\$0.00	\$17,357.00	\$6,126.00	\$6,790.00	\$2,986.00	\$4,288.00		\$1,225.00		\$377,629.00
Programmed Cost	\$524,240.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,357.00	\$6,126.00	\$6,790.00	\$2,986.00	\$4,288.00	\$0.00	\$1,225.00	\$0.00	\$563,012.40
Actual Cost	\$482,519.92	\$0.00	\$0.00	\$20,048.82	\$11,097.90	\$792.00	\$2,497.30	\$17,228.00	\$3,300.00	\$5,430.00	\$0.00	\$4,875.00	\$350.00	\$1,161.00	\$6,350.00	\$555,649.94
Cost Differential	\$41,720.48	\$0.00	\$0.00	-\$20,048.82	-\$11,097.90	-\$792.00	-\$2,497.30	\$129.00	\$2,826.00	\$1,360.00	\$2,986.00	-\$587.00	-\$350.00	\$64.00	-\$6,350.00	\$7,362.46

Repaving Project: \$514,459 total

Re-cable Braddock Road Entrance Sign

2018 Programmed Expense



# 2018 Reserve Expenses

- Projected Expenditures

Component Description		SITE FEATURES				POOL FACILITY		TOTALS
		Tree Trimming, Removal, & Replacement Allowance	Wood Fencing and Railings	Tot Lot & Outdoor Furniture	Storm Water Drainage System	Pool Furniture	Main Pool Pump	
	Component Identifier	3.07	3.09	3.14	3.15	5.07	5.09	
	GL Identifier	08766	08768	08773	08774	08726	08728	
	Budgeted Cost	\$17,721.00	\$1,876.00	\$44,825.00	\$6,256.00	\$1,251.00	\$3,961.00	\$75,890.00
	Programmed Cost	\$17,721.00	\$1,876.00	\$44,825.00	\$6,256.00	\$1,251.00	\$3,961.00	\$75,890.00
	Actual Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Cost Differential	\$17,721.00	\$1,876.00	\$44,825.00	\$6,256.00	\$1,251.00	\$3,961.00	\$75,890.00

2016 Repair Activities  
(\$11,192.36)

2017 Expense  
(\$6,350)

# 2016 and 2017 Repaving Project

- Mar 2016 Pre-Design Report estimated Overall Project Cost at \$630,000
- 2016 Annual Meeting briefed that Projected Overall Cost at \$630,000
- Special Assessment Meeting in Jan 2017 adjusted the Projected Overall Project Cost to \$642,000
- Final Overall Project Cost: \$635,941.50

# 2016 and 2017 Repaving Project Expenses

Component Description	ASPHALT COMPONENTS			CONCRETE COMPONENTS				TOTALS
	Asphalt Restoration Project	Asphalt Repair Allowance	Asphalt Footpaths	Concrete Sidewalks	Concrete Curbs & Gutters	Concrete Steps	Concrete Bridges	
Budgeted Cost	\$0.00	\$0.00	\$0.00	\$20,585.00	\$10,103.00	\$5,780.00	\$8,787.00	\$338,857.00
Programmed Cost	117,759.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$117,759.60
Actual Cost	\$20,683.86	\$1,100.00	\$41,209.00	\$31,753.00	\$14,577.00	\$0.00	\$12,160.00	\$121,482.86
Cost Differential	-\$20,683.86	-\$1,100.00	-\$41,209.00	-\$11,168.00	-\$4,474.00	\$5,780.00	-\$3,373.00	-\$3,723.26

**Phase 1 of the Repaving Project: \$121,483 total**

Component Description	ASPHALT COMPONENTS			CONCRETE COMPONENTS			TOTALS
	Asphalt Restoration Project	Asphalt Repair Allowance	Asphalt Footpaths	Concrete Sidewalks	Concrete Curbs & Gutters	Concrete Steps	
Budgeted Cost	\$302,624.00	\$28,588.00	\$7,645.00	\$0.00	\$0.00		\$338,857.00
Programmed Cost	\$524,240.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$524,240.40
Actual Cost	\$482,519.92	\$0.00	\$0.00	\$20,048.82	\$11,097.90	\$792.00	\$514,458.64
Cost Differential	\$41,720.48	\$0.00	\$0.00	-\$20,048.82	-\$11,097.90	-\$792.00	\$9,781.76

**Phases 2 and 3 of the Repaving Project: \$514,459 total**

# 10% Annual Raise in Assessments with a Special Assessment

## • PROS

- Would limit the future year increases in quarterly assessments
- Keeps the Reserve fund healthy for any emergency situation
- Allows the Repaving project to be completed as currently scheduled (July 2017)

## • CONS

- Requires a 2/3 approval from the members for any Special Assessment
- Financially impacts us for one year
- Listed on any resale packet from now till the end of 2017

## • Notes

- \$500: minimum balance of \$42k for two months during 2017
- \$800: minimum balance of \$89k for one month during 2017

Year	Quarterly Assessment	Special Assessment	Total Assessments
2016	\$255	\$0	\$275,400
2017	\$280	\$500	\$437,400
2018	\$305	\$0	\$329,400
2019	\$335	\$0	\$361,800
2020	\$365	\$0	\$394,200
2021	\$350	\$0	\$378,000
2022	\$340	\$0	\$367,200
2023	\$340	\$0	\$367,200
<b>RESERVE FUND FLOOR:</b>			<b>\$50,000.00</b>

Year	Quarterly Assessment	Special Assessment	Total Assessments
2016	\$255	\$0	\$275,400
2017	\$280	\$800	\$518,400
2018	\$305	\$0	\$329,400
2019	\$320	\$0	\$345,600
2020	\$320	\$0	\$345,600
2021	\$330	\$0	\$356,400
2022	\$335	\$0	\$361,800
2023	\$340	\$0	\$367,200
<b>RESERVE FUND FLOOR:</b>			<b>\$50,000.00</b>

Slide briefed at 2016 Annual Meeting (superseded by January 2017 slide)

# 10% Annual Raise in Assessments with a Special Assessment

- PROS

- Would limit the future year increases in assessments
- Keeps funds in the Reserves for any emergency situation
- Allows the Repaving project to be completed as currently scheduled (July 2017)

**Special Assessment Approved on March 6th**

**Special Assessment Accomplished (Oct 2017 third payment)**

**No longer listed on Resale Packets**

**Reserve Funds remained well above \$52k**

**Projected future Quarterly Assessments remain accurate**

Remains above \$52k throughout the year (minimum of \$52k for one month)

- Methods of payment: in full or by installment (discussed on a later slide)

Year	Quarterly Assessment	Special Assessment	Total Assessments
2016	\$255	\$0	\$275,400
2017	\$280	\$600	\$464,400
2018	\$305	\$0	\$329,400
2019	\$320	\$0	\$345,600
2020	\$325	\$0	\$351,000
2021	\$330	\$0	\$356,400
2022	\$335	\$0	\$361,800
2023	\$340	\$0	\$367,200
<b>RESERVE FUND FLOOR:</b>			<b>\$50,000.00</b>

# Treasurer's Report

- 2018 Budget

## 2018 Budget - Complete General Ledger View

Account	Description	Approved 2018
<b>INCOME:</b>		
04500	Residential Assessments	329,400.00
05720	Interest Income - Operating	30.00
05721	Interest Income - Reserves	3,525.00
	<b>Income Subtotals</b>	<b>\$ 332,955.00</b>
<b>EXPENSES</b>		
<b>Utilities</b>		
06055	Electricity	6,700.00
06066	Telephone	400.00
06067	Water & Sewer	3,000.00
	<b>Utilities Subtotals</b>	<b>\$ 10,100.00</b>
<b>Contracted Services</b>		
06101	Management Contract	29,087.00
06102	Grounds Maintenance Contract	39,490.00
06107	Trash Removal Contract	45,000.00
06108	Snow Removal Contract	16,800.00
	<b>Contracted Services Subtotal</b>	<b>\$ 130,377.00</b>
<b>Repairs &amp; Maintenance</b>		
06205	General Maintenance & Repair	7,500.00
06207	Landscaping	7,000.00
	<b>Repairs &amp; Maintenance Subtotal</b>	<b>\$ 14,500.00</b>
<b>Pool Expenses</b>		
06900	Pool Management	39,267.00
06910	Pool Repair & Maintenance	8,000.00
	<b>Pool Expenses Subtotal</b>	<b>\$ 47,267.00</b>

<b>General &amp; Administrative</b>		
07102	Bank Service Charge	240.00
07104	Committee Expenses	2,000.00
07105	Accounting & Audit	2,650.00
07106	Bad Debt Expense	1,220.00
07107	Architectural Control	1,100.00
07108	Pool Committee	2,600.00
07118	Secretarial Service	1,500.00
07120	Postage & Mail	3,000.00
07130	Billing Statements	1,800.00
07140	Printing & Reproduction	3,500.00
07145	Newsletter	1,150.00
07150	Legal Fees - General	7,000.00
07152	Legal Fees - Collections	1,000.00
07160	Licenses & Fees	275.00
07161	Social Events	1,000.00
07170	Website	150.00
07180	Miscellaneous Expenses	100.00
	<b>Gen &amp; Admin Subtotal</b>	<b>\$ 30,285.00</b>
<b>Taxes &amp; Insurance</b>		
07201	General Insurance	5,714.00
07275	Federal Income Taxes	-
07276	State Income Taxes	-
	<b>Taxes &amp; Insurance Subtotals</b>	<b>\$ 5,714.00</b>
<b>Contribution to Reserves</b>		
08600	Replacement Reserves Contribution	88,802.00
08601	Reserve Interest Contribution	3,525.00
08602	Operating Reserve Contribution	2,385.00
	<b>Contribution to Reserves Subtotals</b>	<b>\$ 94,712.00</b>
<b>TOTAL EXPENSES</b>		<b>\$ 332,955.00</b>
<b>NET INCOME (LOSS)</b>		<b>\$ -</b>
<b>OPERATIONS BUDGET</b>		<b>\$ 238,243.00</b>

# Agenda

1. Call to Order
2. Declaration of Quorum
3. Reading/Approval of the Minutes of the 2016 Annual Meeting and Three Special Assessment Meetings of the Members of the Association
4. President's State of the Community Message
5. Treasurer's Report
6. **Director Nominations, Presentations, and Election**
7. Assign Nomination Committee Chair
8. Committee Reports
11. Open Forum
12. Announcements
13. Adjournment

# Board of Director Nominations and Election

- Nominations (from the Nomination Committee and from the floor)
- Presentations by Director Candidates
- Election
- Assign 2018 Nomination Committee Chair



# Agenda

1. Call to Order
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# Committee Reports

Item #	Architectural Control Committee	Communication s Committee	Environmental Control Committee	Hospitality Committee	Nomination Committee	Parking Committee	Pool Committee	Social Committee	Streets and Sidewalks Committee	Webmaster
1	Focus effort on topics that need research, input, and thoughtful consideration before a recommendation is made. Provide such recommendations for the Board's consideraton and decision.									Webmaster: manage website controls/framework
2	Expand the capabilities of the board to accomplish tasks beyond its capacity									Webmaster: manage content within the website
3	Provide an opportunity for homeowners to participate									
4	ACC: Conduct and manage residence inspections (semi-annual objective)	CC: coordinate newsletter editing. Goal is two full newsletters and two flyers per year	ECC: As a goal, lead two community clean-up days per year	HC: Manage the block captain program for the community	NC: manage process for homeowners to submit names for election to the Board	Parking: liaison with towing contractor	Pool: liaison with pool contractor	SC: coordinate the Easter Egg Hunt, Dance Social, Community Potluck, Tailgate Social, Chili Cookoff/Fall Fest, and Tree Lighting events	S&S: lead / coordinate with professionals to annotate required actions for asphalt, concrete curbs, sidewalks, footpaths, and the basketball court	
5	ACC: As a goal, respond to owner's modification form requests within one week of receipt	CC: manage overall operations of the three message boards.	ECC: communicate Road Raiders events through message boards and newsletters	HC: provide new resident (owner and renter) welcome packets. 2016 Goal - procure and distribute welcome baskets for new owners.		Parking: update parking rules as necessary and provide to towing contractor, parking officials, and residents	Pool: manage the pool pass application process and distribution of passes	SC: lead planning for the Annual Meeting	S&S: lead / coordinate with professionals to annotate required actions for street lights and snow removal. (May 2001 BoD Decision)	
6	ACC: Update Architectural Rules and Regulations as needed	CC: ensure meeting notices are distributed to owners to meet bylaw requirements	ECC: Perform one annual site walk-through to identify maintenance actions for the year	HC: Consult to the ECC on flower bed planting efforts throughout the community		Parking: manage permanent passes and distribute visitor passes to parking officials	Pool: coordinate the Opening Day, Fourth of July, National Night Out(with Social), and a goal of three Sundaes on Sunday events.		S&S: lead / coordinate with professionals to annotate required actions for street signs.	
7	ACC: Manage the exterior modification process for the community	CC: publicize events as requested by the Board through newsletters, mailouts, door notices, website updates, or other such media as deemed best for purpose.	ECC: Manage the environment type inspection process (mowing, weeding, pruning, debris)	HC: Lead holiday decorating at both entrances and other community areas as directed by the Board			Pool: update pool rules as necessary and provide to pool contractor		S&S: lead / coordinate at least two inspections each month for street lights. Annotate non-functioning or any maintenance required.	
8		CC: With the pool committee, secure appropriate approvals to have movie night at the pool.	ECC: update the Environmental Rules and Regulations as needed	HC: coordinate the New Resident Welcome social			Pool: With the communications committee, secure appropriate approvals to have movie night at the pool.			

# Architectural Control Committee

Art Gile, Chair

# ACC Inspection Statistics

## (as of 11/1/2017)

	Non-Verified Items		Total Within the ACC Tracker		Spring 2017		Fall 2016		Spring 2016		Fall 2015		Spring 2015		Fall 2014		pre-Fall 2014	
	%	#s	%	#s	%	#s	%	#s	%	#s	%	#s	%	#s	%	#s	%	#s
<b>Violation</b>		<b>29</b>		<b>2,230</b>		<b>338</b>		<b>152</b>		<b>219</b>		<b>267</b>		<b>481</b>		<b>540</b>		<b>233</b>
<b>Closed Violation</b>	<b>0%</b>	<b>0</b>	<b>95%</b>	<b>2,115</b>	<b>72%</b>	<b>245</b>	<b>95%</b>	<b>144</b>	<b>97%</b>	<b>212</b>	<b>98%</b>	<b>262</b>	<b>100%</b>	<b>479</b>	<b>100%</b>	<b>540</b>	<b>100.0%</b>	<b>233</b>
<b>Open Violation</b>			<b>5%</b>	<b>115</b>	<b>28%</b>	<b>93</b>	<b>5%</b>	<b>8</b>	<b>3%</b>	<b>7</b>	<b>2%</b>	<b>5</b>	<b>0%</b>	<b>2</b>	<b>0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>
<b>Recommendation</b>		<b>2</b>		<b>845</b>		<b>286</b>		<b>83</b>		<b>112</b>		<b>121</b>		<b>150</b>		<b>93</b>		<b>0</b>
<b>Closed Recommendation</b>	<b>0%</b>	<b>0</b>	<b>47%</b>	<b>395</b>	<b>10%</b>	<b>29</b>	<b>36%</b>	<b>30</b>	<b>54%</b>	<b>60</b>	<b>61%</b>	<b>74</b>	<b>81%</b>	<b>121</b>	<b>87%</b>	<b>81</b>		<b>0</b>
<b>Open Recommendation</b>			<b>53%</b>	<b>450</b>	<b>90%</b>	<b>257</b>	<b>64%</b>	<b>53</b>	<b>46%</b>	<b>52</b>	<b>39%</b>	<b>47</b>	<b>19%</b>	<b>29</b>	<b>13%</b>	<b>12</b>		<b>0</b>
<b>Totals of Items Written</b>		<b>31</b>	<b>0</b>	<b>3,075</b>		<b>624</b>		<b>235</b>		<b>331</b>		<b>388</b>		<b>631</b>		<b>633</b>		<b>233</b>



# Environmental Control Committee

Matt Strain, Chair

# ECC ACTIVITIES FOR YEAR

- **Community Clean-up:**
  - Spring → 3 Cans full.
  - Fall → 1 Can full.
  - Winter (Dec)
- Consider clean-up on your own time (such as during dog walks or outings with kids).
- PWCA can sign volunteer service hour vouchers. (Contact via e-mail).
- **Waste Policy Hang-tags**
  - On-going distribution
  - Door-hanger given out to areas with repeated or higher volume waste issues (or owner complaint).
  - Canvas performed by ECC (Limited number with block captains.)
- **Yard and Outside Area Violations**
  - Door hang-tags with 7 day window for remediation of issue.
  - Hang-tags given during spring & summer season for yard maintenance and other upkeep or storage issues.
    - **Additional community assistance as part of ECC requested.**

Volunteer - Get Involved

Submit Known Issues

# WHAT'S NEW, NEXT?

## ■ **Trash Can Stickies**

- Labels for cans and bins left on common grounds for longer duration
- Bins taken to pool for disposal by American after time elapses from placement of sticker.

Elevate problem cans and bins.

## ■ **New Trash Can Markings**

- New set of trash cans coming to residences.
- Desire to mark cans based upon resident address.
- Significant volunteer time needed to accommodate volume of new cans to be delivered.

Volunteer - Get Involved

## ■ **Fall /Winter Yard and Outdoor Reviews**

- Run-through of outdoor violations for residences (lawn and objects held out of place)
- Push for volunteer and expansion of the ECC reviews.
- Submit to:  
[Environment@parkwestcommunity.org](mailto:Environment@parkwestcommunity.org)

Submit Known Issues

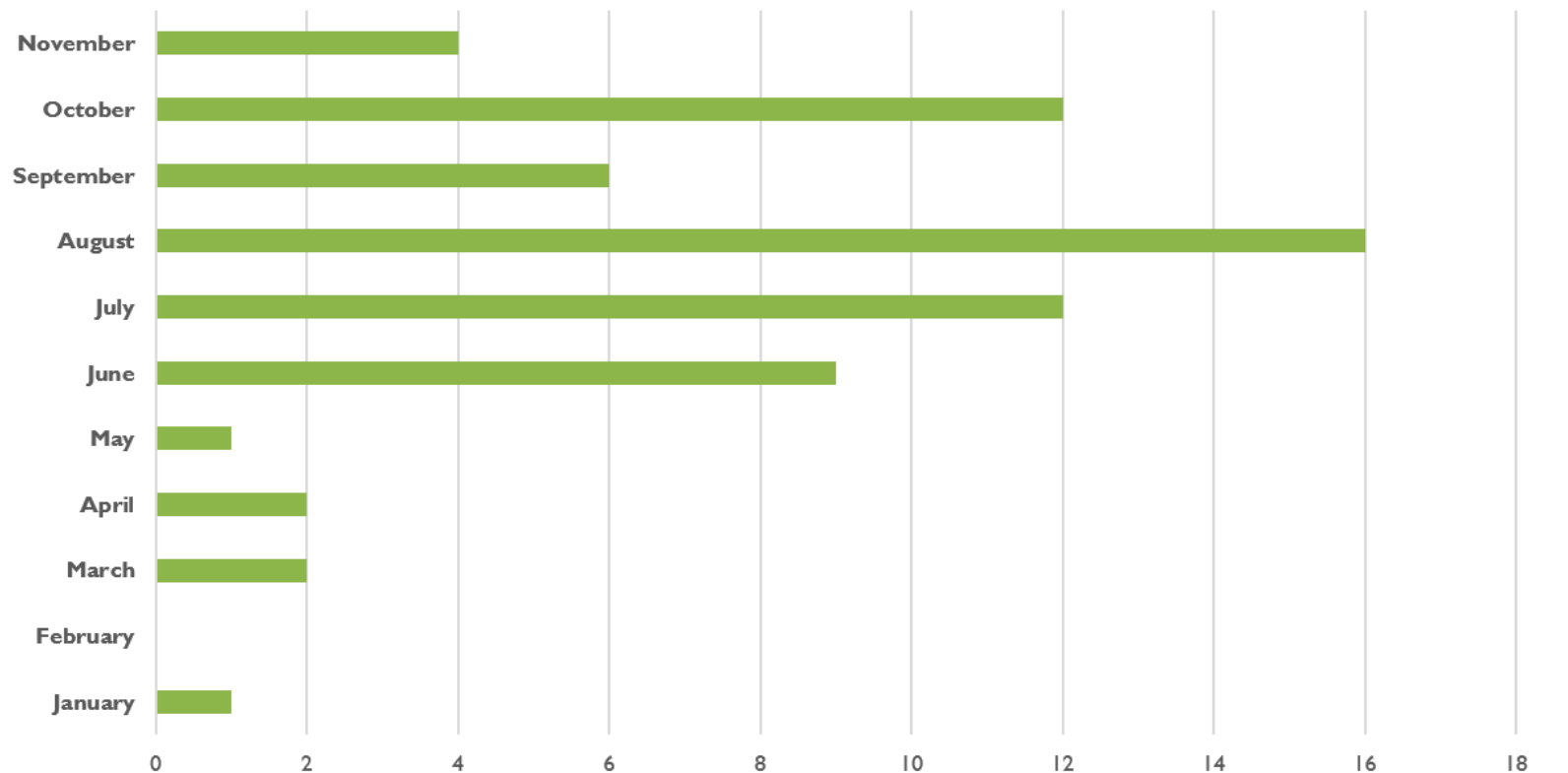


# YEAR END VIOLATION REVIEW

- Approximately 65 violations submitted in the year. (Number does not include yard and waste hang-tags violations).
- Higher volume during summer months.
  - Believed to be due to ability of ECC to canvas community.
  - Highlights need for community involvement and submittal of issues in your areas.

ECC cannot be everywhere – we need you to submit known items in a timely manner.

ECC Violation Notices by Month



# HOW DO VIOLATIONS WORK?

## DEFINITIONS OF VIOLATIONS

(Refer to **REGARDING POLICIES AND PROCEDURES FOR THE ENFORCEMENT OF RULES AND REGULATIONS** for more information (**summarized information**))

- Immediate Violations shall be defined as those violations which require immediate remediation or as otherwise authorized for immediate enforcement by the Board of Directors (BOD) or specific Association committee. Specific types of violations include the following:
  - Any violation deemed to be an emergency situation by the Association or Managing Agent.
  - Any violation deemed to be of a nature that it is not able to be remedied in a timely manner (e.g., parking violations, permit violations).
- Regular Violations shall be defined as all other violations. The timeline to remedy such violations varies based on the type of violation.
  - Single Violations shall be defined as a one-time act or omission by a Member (or members of their household, and their tenants, guests, invitees, and/or licensees) determined by the Association to constitute a violation of any provision of the Association's Governing Documents.
  - Continuing Violations shall be defined as the failure to remove, terminate, or abate the violation after the timeline delineated above or the recurrence of any single violation within six (6) months of date of the Notice of Violation.

## To submit a violation we need:

1. Submitted image of attributable violation (with house number evident).  
[Environment@parkwestcommunity.org](mailto:Environment@parkwestcommunity.org)
2. Date of occurrence (and time if occurring on trash pick-up day).

No violation will be submitted without evidence (stories are great over tea).

Residents and volunteers are ***not*** authorized to confront other residents on behalf of PWCA.

1) First Letter  
(Letters via Summit)

2) Notice of Violation

3) Notice of Hearing

**Monetary Charges:** may not exceed fifty (\$50) dollars for a single violation or ten (\$10) dollars per day for any violation of a continuing nature. The total charges for any offense of a continuing nature shall not be assessed for a period exceeding ninety (90) days.

# COMMON PROBLEMS

## Trash not properly secured.

### Trash and Recycling Rules and Regulation

- f. All trash must be secured to prevent littering in the community.

If you would like to obtain a trashcan to ensure this doesn't happen again the rules also offer how to obtain this,

- **Trash and Recycling**
  - c. Contractor will supply one wheeled, lidded 64-gallon trash container (Toter brand) to each homeowner for a one-time charge of \$25 to be paid by the homeowner. Contractor will supply one wheeled, lidded 64-gallon recycling container (Toter brand) instead of a recycling bin to each homeowner for a one-time charge of \$25 to be paid by the homeowner. There is a \$50 replacement charge for any 64-gallon trash container and a \$10 replacement charge for any recycling bin that is lost, stolen, or damaged by any means other than normal wear and tear. (current through December 31, 2017)
  - As part of the contract renewal, residents are welcome to request a 64-gallon wheeled, lidded trash Toter and/or a recycling container (64-gallon Toter or 18-gallon bin). The more residents who use containers to place their trash out the less our ongoing loose trash challenges will be. All requests for containers must be made to our Community Manager, Lori Randall, [lori.randall@summitmanage.com](mailto:lori.randall@summitmanage.com) or (703) 945-1425 prior to December 15, 2017. This is your opportunity to obtain containers for no cost if you do not currently have one or desire another.
- You may contact the Contractor, Patriot Disposal, at (703) 257-7100.



# COMMON PROBLEMS

## Dumping on Common Ground

### Trash and Recycling Rules and Regulation

- d. The collection of trash/recycling will occur only at designated locations on islands and in corners of community streets.
- e. Trash/recycling should not accumulate on any property.



Report known violations in your area – or wooded areas.

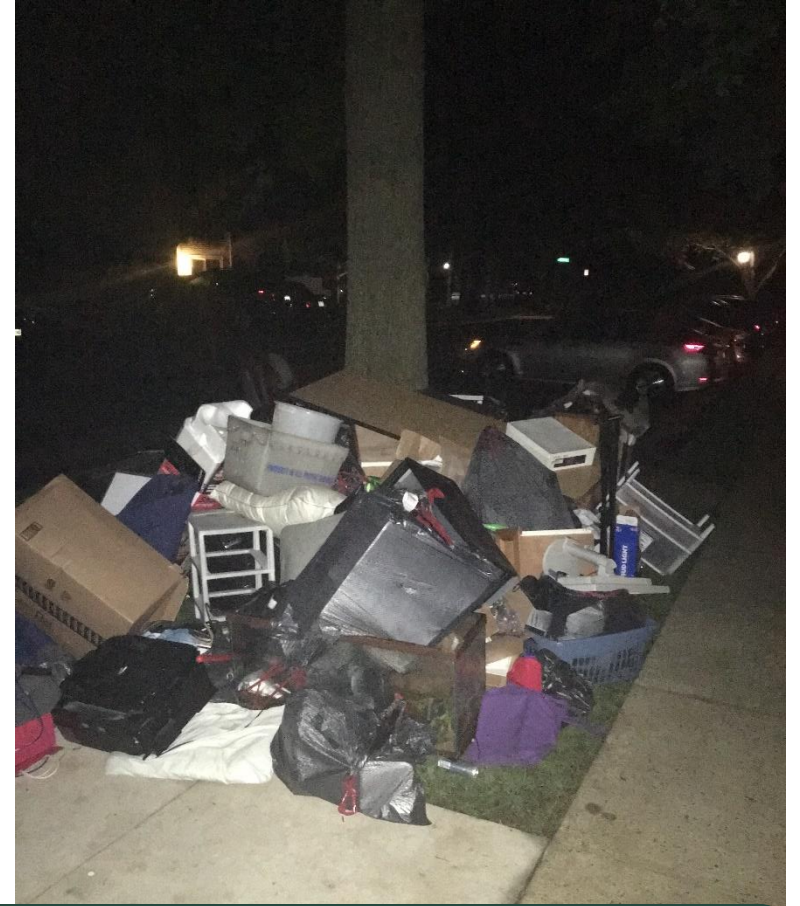
Volunteer to help extract or keep your areas clear.

# COMMON PROBLEMS

## Move-Out Issues

### Trash and Recycling Rules and Regulation

- h. Trash/recycling may be placed out after 6:00PM the day before collection and returned to the townhouse no later than the evening of the day of collection.
- i. All trash/recycling should be out before 6:00AM the day of collection.
- j. No trash/recycling should be placed out after collection has occurred.
- m. No trash shall be placed in front of homes.
- n. Special items will be collected at the curb each week. **Special items include appliances, small furniture, small electronics, mattresses, or other large items. Advance notice is required for the collection of all special items, with the exception of small furniture and mattresses. Up to two special items per residence will be collected to no additional charge.** Additional items, or items that are extremely large or heavy, will be collected for a minimum fee of \$25. This includes TVs or monitors larger than 19 inches, tires, construction debris, carpeting, etc. All fees for special pickup must be prepaid by the homeowner prior to removal. Contact Patriot Disposal (703) 257-7100 for an estimate.



Resident and non-resident owners are all responsible for waste originating from their home. Increases in special pickups, volume, and out of cycle or hazardous dumping add cost to the HOA and cost all home-owners money.

# Hospitality Committee

Susan Underwood, Chair

# Parking Committee

Joe Underwood, Chair

# TOWS AND RELOCATIONS

## November 2016 to October 2017

Month	No Permit Displayed	Too Far From Curb	No Parking Zone	Expired Permit	Other	Reserved Space	Revoked Parking	Fake or Fraudulent Permit	Management Request	Expired or No Tags	Totals	Relocations
November	9	2	1								12	
December	8	2	6	1		3					20	
January	10	3	4								17	
February	15	1	3	1						1	21	
March	10	2	3					1		2	18	
April	11	2	2								15	
May	12	1	1	1							15	
June	5	1	1								7	1
July	10	1	2		1						14	19
August	24	2				2					28	
September	12	11	10	5		1		1			40	
October	10	7					1			1	19	
<b>TOTALS</b>	<b>136</b>	<b>35</b>	<b>33</b>	<b>8</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>226</b>	<b>20</b>



# Pool Committee

Rich Juchnewicz, Chair

# Social Committee

Diane Barnhard, Chair

# Social Events - 2018

Saturday, March 31, 2018		Easter Egg Hunt	Tot Lot	1100-1300	Social
Saturday, May 5, 2018	Saturday, May 12, 2018	Community Yard Sale	Pool Deck	Setup: 0700 0800-1200	???
Saturday, May 26, 2018	Sunday, May 27, 2018	Pool Opening Day Cookout	Pool Deck	1130-1300	Pool
Sunday, June 10, 2018	None	Sundaes on Sunday #1	Pool Deck	1500-1700	Pool
Saturday, June 23, 2018	Sunday, June 24, 2018	New Resident Welcome	Pool Deck	1900-2030	Hospitality
Wednesday, July 4, 2018	None	Barbeque	Pool Deck	Canceled for 2017	Pool
Sunday, July 22, 2018	None	Sundaes on Sunday #2	Pool Deck	1500-1700	Pool
Saturday, July 28, 2018	Sunday, July 29, 2018	Dance Social	Pool Deck	1900-2200	Social
Tuesday, August 7, 2018	None	National Night Out	Pool Deck	1830-2100	Pool
Sunday, August 26, 2018		Sundaes on Sunday #3	Pool Deck	1500-1700	Pool
Sunday, September 2, 2018	Monday, September 3, 2018	Community Potluck	Pool Deck	Setup: 1600 1700-2100	Social
early October	early October	Tailgate Social	Pool Deck/Parking Area	???	Social
Saturday, October 27, 2018	Sunday, October 28, 2018	Chili Cookoff and Halloween Social	Pool Deck	Setup: 1500 1600-2100	Social
Thursday, November 15, 2018	None	Annual Meeting Lord of Life Lutheran Church 5114 Twinbrook Road Fairfax, VA 22032	Fellowship Hall	Setup - 1900 Meeting - 2000	Social
Saturday, December 1, 2018	Sunday, December 2, 2018	Holiday Tree Lighting	Pool Parking Lot	Setup: 1700 1800-1930	Social

# Streets and Sidewalks Committee

Mark Griffin, Chair (Jason Williams assuming duties)

# Snow Removal Policy (2017 – 2018)

## PARK WEST COMMUNITY ASSOCIATION, INC. 2017-2018 SNOW REMOVAL POLICY

The Park West Community Association (PWCA) is responsible for clearing snow from five private streets within the Kings Park West Townhomes community. The following policies and specifications are established and adopted for the 2017-2018 snow season.

### 1) RESIDENT-FOCUSED ITEMS:

- a) Pre-treating streets with salt, salt or ice melt chemicals will be applied based on specific conditions within the community.
- b) **Snow removal will begin once two inches (2") of snow has accumulated on paved surfaces.**
- c) **At an expected six inches (6") of snow or greater, specific curb parking will be disallowed. Towing will be enforced. Charges will be assessed to the owner of the vehicle. Advance notice of towing will be placed on the message boards.**
- d) **Please allow 1 1/2 hours for every 6" of snow accumulation for the roads to be cleared.** If you are considered essential personnel, or are otherwise required to be available for work during snow events, please make appropriate arrangements.
- e) All snow removal equipment contracted by the Association must maintain a minimum of **thirty inches (30") of clearance from all parking spaces. The snow that accumulates within the thirty inches (30") is the sole responsibility of the person(s) assigned to or using the parking space.**
- f) Snow removal crews are operating under specific instructions, do not make requests for other snow removal services – please contact the community lead for clarification of ongoing activities.
- g) Take caution when clearing snow from a parking space prior to plowing by the snow removal contractor as snow will be deflected by removal equipment during plowing and may come to rest in parking spaces. Clearing deflected snow is the responsibility of the individual assigned to the parking space.
- h) Snow should never be cleared, shoveled, or deposited onto streets, sidewalks, or your **neighbor's empty parking spaces. If shoveling or blowing snow, deposit it onto your own**

property or grass covered common areas. This applies to contractors, residents, or anyone hired to perform snow removal services by a resident.

- i) Do not clear snow from parking spaces or vehicles and place in/on the street, thinking a plow can/will remove it. The compacted pile will require specialized equipment to be removed and the responsible party to whom the space is allotted will be charged the associated fees.
- j) Snow should be removed quickly to ensure clearance around mailboxes and fire hydrants. Residents living near these areas are asked to volunteer and shovel these areas clear.
- k) The PWCA is not responsible for removing the snow from sidewalks in front of townhomes. This is the sole responsibility of the resident. Residents are asked to remove snow and treat icy conditions in a timely manner to ensure safe and clear passage of pedestrian traffic.
- l) Plowing of the pool parking lot is an additional expense. If the BoD does not plow the pool parking lot, residents desiring to use the pool parking lot for large parties may contact the PWCA to arrange for the pool lot to be plowed **at the resident's expense.**
- m) Please contact [streets@parkwestcommunity.org](mailto:streets@parkwestcommunity.org) or any Director if you have comments or concerns regarding snow removal. To ensure your concern is addressed as quickly as possible, please include your full name, street address, time of call (if applicable), and your concern.

### 2) SNOW SPECIFICATION (see Exhibits A and B for further information)

- a) Prior to snow season (beginning of December)
  - i) Include the current snow policy in the late fall newsletter. (PWCA Communications)
  - ii) Place fire hydrant marker flags on all nine community hydrants. (Contractor)
  - iii) As directed by the Board, place drums of sand at appropriate areas within the community. (Contractor)
- b) Three days prior to an anticipated snow event:
  - i) Send current snow policy out to the PWCA mailing list. Highlight key attributes in the email body. Point of emphasis for clearing sidewalks, leaving community sidewalks free from shoveled snow, and clearance around fire hydrants and mail boxes. (PWCA Streets)

## Exhibit A (2017-2018 Snow Removal Policy)

### Specific Specifications

Specification #	Specification Description	Amount of Snow 'X' indicates applicability to that amount of snow			
		0-2 Inches	2-6 Inches	6-9 Inches	More than 9 Inches
1	Pre-treat as needed to create traction for vehicles and individuals in accordance with Option 1 or Option 2 guidance.	X	X	X	X
2	Plowing will commence at 2 inches of snow on paved surfaces. This should be self-initiated by the contractor.		X	X	X
3	Repeat plowing such that no more than 4 inches of snow covers the streets at any one time.		X	X	X
4	Plowing to occur during the snow event to keep street access open to emergency vehicles.		X	X	X
5	Ski steer clamp required for all corners at the minimum. See Snow Removal Operations maps for details.		X	X	X
6	Plowed snow will be moved to specific areas for snow storage. See Snow Removal Operations maps for details.		X	X	X
7	Fire hydrants and mail boxes will be cleared during plowing operations (as necessary) and during clean-up operations (fully).		X	X	X
8	Sidewalks may be designated to be cleared. There are two levels (Critical and All) of sidewalk cleaning. Critical sidewalks must always be left free of plowed snow. Level of cleaning to be determined prior to the snow event and communicated with the contractor. See Snow Removal Operations maps for details.		X	X	X
9	Post No Parking or Caution tape and markers on curbs of all effected parking areas, during event towing contractor will tow vehicles in effected areas.			X	X
10	Curb parking in specific areas disallowed. Towing enforced at car owner's expense. See Snow Removal Operations maps for details.			X	X
11	Pool parking lot made available for vehicles as an alternate parking location.			X	X
12	Ski steer clamp for all areas curb-to-curb required.				X
13	Removal of snow to distributed locations within the community.				X

# Agenda

1. Call to Order
2. Declaration of Quorum
3. Reading/Approval of the Minutes of the 2016 Annual Meeting and Three Special Assessment Meetings of the Members of the Association
4. President's State of the Community Message
5. Treasurer's Report
6. Director Nominations, Presentations, and Election
7. Assign Nomination Committee Chair
8. Committee Reports
11. Open Forum
12. Announcements
13. Adjournment

# Open Forum and Adjournment