

**PARK WEST COMMUNITY ASSOCIATION**  
**Board of Directors Meeting**  
**Tuesday, April 18, 2017**

Location: Robinson Secondary School, Room 505.

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

Directors Absent: Joan Murphy.

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

**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 7:02 p.m. by the Board President, Mark Griffin, without a quorum present. Quorum was achieved at 7:06 p.m.

Agenda Changes/Approval: No Agenda changes.

Open Forum: No open forum issues.

Approval of Minutes: **A motion was called for and seconded that the March meeting minutes be approved as amended. The motion passed unanimously.**

**Minutes of three Special Assessment meetings were provisionally approved by the Board and held to be formally approved at the next Meeting of the Association (currently planned to be the Annual Meeting on November 16, 2017).**

President's Report: Mark stated that he will hold his report until Unfinished and New Business.

Secretary's Report: No Report.

Treasurer's Report: Steve stated that monies are coming in for both the Special Assessment and quarterly dues. He is checking with Summit to make sure all funds are being distributed into the correct accounts. Steve reported that bills are up to date.

Manager's Report: Lori's report is included in the Board Packet.

Committee Reports:

Architectural Control: The spring ACC violation inspection of residences is completed as of April 11, 2017. Currently the information is being inputted and letters will be sent once all information is integrated. ACC appears to have had an all-time high list of items for this inspection. The 2017 inspection cycle will follow the standard set in the last 2 years with a first letter, a Notice of Violation, a Notice of Hearing, and a Notice of Adjudication. Violations for previous years will follow the same process as initiated in the specific inspection cycle.

Communications / Webmasters: No report.

Environmental Control: Spring clean-up is slated for this Saturday, April 22, at 9:00 a.m. Meet at the pool.

The next round of door hangers to go up soon.

There was an incident on Gainsborough Drive with the trash.

Three homeowners to take down trees in their yards. Remedial tree work still being done. J&M Landscaping is scheduled to mow on Fridays this season.

Parking: Parking Chair to hold committee meeting to combine the general parking permit and parking authorizations into one comprehensive resolution and to restate both the specific permit parking, parking rules and regulations.

Pool: Shingles have been selected to replace the pool roof (project approved in February 2017). A new hot water heater (programmed replacement in 2017) and replacement of the main pool pump (programmed replacement in 2018) have been approved and are scheduled to be installed this week.

Requests for pool passes are slowly coming to Pool chair.

Streets and Sidewalks: No report.

Hospitality/Block Captains: New "Welcome" magnets ordered and should be arriving within the next eight days. Invoice approved for \$44.00 and sent to Summit for payment.

Unfinished Business: Arbor care almost finished.

Asphalt Rehabilitation Project: Phase One remains at punch list completion before phase is officially complete. Phases Two and Three are tentatively scheduled to begin with staging equipment at the pool on or about June 30<sup>th</sup>. Work currently planned to commence on July 5<sup>th</sup> and continue until the project completion on or about July 26<sup>th</sup>. Project to last one month pending weather. During that time the pool parking lot will also be repaved and asphalt footpath extension to the Roberts Road footpath and new sidewalk connector on Malone Court are being assessed for integration to the scope of work. Robinson High School (front parking lot) will be available for parking for the month of July and Joe is working with George Mason to assist us with temporary parking.

Items on hold are Mailbox replacements, community survey, new owner welcome packets, electric vehicle charging stations and display signs.

New Business: Location of June, July and August Board meeting to be investigated by Lori.

ETC and ProPave will attend the May meeting. The auditor will be invited to the June meeting.

Adjournment: The meeting was adjourned at 8:24 p.m.

The next monthly Board of Directors meeting will be held on May 16, 2017 at Robinson Secondary School, Room 505, at 7:00 p.m. with a parking hearing at 6:30 p.m.