

PARK WEST COMMUNITY ASSOCIATION
Board of Directors Meeting
Monday, August 21, 2017

Location: Braddock Hall, 9002 Burke Lake Rd, meeting room, 7:00 p.m.

Directors Present: Mark Griffin, Rich Juchnewicz, Steve Lubore, Joan Murphy, Joe Underwood, Jason Williams. Matt Strain teleconferenced and arrived later.

Directors Absent: Art Gile, and T.J. Hanton.

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

BOLD: Formal Board of Directors (BoD) action.

The regular monthly meeting of the Park West Community Association Board of Directors was called to order at 7:00 p.m. by the Board President, Mark Griffin, with a quorum present.

Agenda Changes/Approval: None.

Open Forum: Mark introduced Jason Williams who has applied to become a Director. He will fill Marsha's vacated Director's position until November, 2017 at which time he will be up for re-election. **Jason was voted in unanimously by the five Board members in attendance.**

Approval of Minutes: **A motion was called for and seconded that the June meeting minutes be approved as distributed and the Executive Session minutes be approved as amended. The motion passed unanimously.** The July Executive Session meeting minutes are deferred until the next meeting.

Contractor Presentation: None

Votes Held Between Meetings: The Board approved tree pruning by Bartlett, not to exceed \$2,000.

President's Report: Mark reported that the repaving project is almost completed and on August 6th, there was a celebration breakfast at the pool. During the celebration, Mark received unsolicited gifts including cards, a bottle of Tequila, a t-shirt and a check. The Board discussed the code of ethics and the options. **Rich motioned that we will allow a**

one-time waiver of the rules and let Mark keep the gifts. Matt seconded the motion. The motion passed with four members voting in favor. One member, Steve, voted no. Mark recused himself from voting and Jason abstained.

Secretary's Report: No Report.

Treasurer's Report: Steve discussed the financials, payments made, and pending payments. The Board discussed the current status of the Operation Account that is \$15K under budget for 2017 to date. The Replacement for Reserves Account is on target to have \$100K in funds at the end of 2017.

The signing authority for the Wells Fargo Reserve Account was discussed. Steve volunteered to check with Wells Fargo to straighten out the list of signatories.

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

Lori has received four bids for the grounds contract and has reached out to another trash contractor to submit a bid.

Committee Reports:

Architectural Control: Mark spoke about the importance of residents communicating with Summit or the ACC regarding their violations. If a violation or a recommendation has been fixed owners should email Lori at Summit or the ACC to update their status. Mark reported that no spring 2017 violation notices have been mailed.

Communications / Webmasters: Articles for the newsletter are due by September 1st. Joe asked that a line reiterating that parking permits are not transferable be added to the newsletter.

Steve reported that he has updated the Student Newsletter on the website. Rich asked that the website remind residents to lock their cars and leave porch lights on.

Environmental Control: Matt reported that Bartlett will be pruning August 28th. Mark will direct them.

Hospitality/Block Captains: Susan reported that all the Block Captains are in place. The Board agreed to have the block captains pass out a summary of the community's rules and regulations a couple of times a year.

Parking: Joe reported on the Parking Committee's recommendations:

1. The color of the parking permits for tenants will change every year.

2. If permits are not returned at the end of the lease, the Landlord will have to pay an administration fee of \$100.00 before getting new permits.
3. When permits are not returned at the end of a lease, the Landlord will have to address the Board for new permits

Joe motioned that starting January 1, 2018, that a \$100.00 administration fee would apply for replacement permits including non-returned permits. In addition, when permits have not been returned, landlords would have to address the Board in order to apply for new permits. Steve seconded the motion and the Board discussed. The vote for this motion was deferred until next month.

The Board discussed a request to replace a lost guest pass for a residence on Carriagepark Rd. **Mark motioned that we approve replacing the guest pass for a \$100.00 administration fee. Rich seconded the motion and the Board agreed unanimously.**

Pool: Rich reported on the pool's activities. The locks were replaced on the door of the pool house. The movie and pizza night was cancelled. This Sunday "Sundaes on a Sunday" is planned for 3:00 p.m. and there is a pot luck planned for September 3rd at 5:00 p.m. During a night time trespassing event on the pool deck, one bar-top chair was stolen and another regular chair was damaged. A canopy frame was broken sometime over the previous weekend. Rich proposed that we purchase two ten by ten canopies for resident's to use for their individual parties and keep the larger ones for community pool events. Rich offered to look into pricing the different sizes.

Steve asked about installing cameras and the Board discussed.

Social: Mark talked about using flyers to announce the pot luck. He reported on the cost for the license to show movies to the community that makes a movie event non-financially reasonable.

The Board discussed the annual meeting in November. The scheduled location is the Lord of Life Lutheran Church on 5114 Twinbrook Road in Fairfax. In addition the church has offered to reserve a room for our regular monthly meetings. The yearly cost would be \$300.00 for a dedicated room each month. The larger room for the annual meeting will be an additional \$65.00. The Board will need to make a decision before the September meeting as the schedule is set around the end of August.

Streets and Sidewalks: The paving project is 98% completed and the punch list should be satisfied in September.

Unfinished Business: Mark reported that work on three sidewalk sections and one new sidewalk are scheduled to start on Thursday and there will be parking notifications. Punch list items will be completed by the end of September.

The display of signs item is deferred until the September meeting. Art is working on a draft of rules for the display of signs.

Items on hold: Mailbox replacement, community survey, new owner welcome packets, EV charging stations.

New Business: The Annual Meeting date has been changed to Wednesday, November 15th at 8:00 p.m. The location is the Lord of Life Lutheran Church on 5114 Twinbrook Road in Fairfax. Refreshments will be served.

The Board discussed the two contracts that are due to expire by the end of this year, the grounds contract (current contractor: J&M Landscaping Inc.) and the trash contract (current contractor: Patriot Disposal).

Summit has received four proposals for the grounds maintenance. Mark spoke about our requirements and asked the Board to review the proposals. To date Patriot is the only contractor that has submitted a proposal for the trash contract, but Lori is reaching out to others. Contracts will be finalized and voted on at the September meeting.

The Board discussed the 2016 audit. **Steve motioned to accept the audit and he will approve and sign the letter certifying that the audit is acceptable. Mark seconded the motion and the Board unanimously agreed.**

Mark went over the draft of the 2018 Operations Budget. The Board discussed the increase in the ground maintenance and trash contracts, the contribution to the Reserve account, the quarterly dues increase, and forecasted expenses.

Mark reported that he received a quote from Atlantic Pools of \$675.00 per weekend to keep the pool open on the weekends from 11:00 a.m. to 6:00 p.m. during the month of September. He elected not to proceed with this offer.

Three resolution reviews have been deferred until the September meeting.

Adjournment: The regular meeting was adjourned at 8:44 p.m.

Executive Session: The Board entered into an Executive Session at 8:45 p.m.

Executive Session Adjourned: The Executive Session was adjourned at 9:56. Based on the Executive Session discussion, the following motions were made:

Joe motioned to have two delinquency hearings on September 19th at 6:30 p.m. before the regular scheduled 7:00 p.m. Board meeting. Rich seconded the motion and the Board agreed unanimously.

Joe motioned to waive five special assessment late fees and one special assessment late fee upon presentation of a payment plan. Mark seconded the motion and the Board agreed unanimously.

Joe motioned to issue parking permits only for tenants whose names are provided in the lease. "Tenants" are defined as natural persons physically residing in the home. Mark seconded the motion and the Board agreed unanimously.

The next monthly Board of Directors meeting will be held on September 19, 2017 at Robinson Secondary School.

At 10:01 p.m., **Mark moved and was seconded to adjourn the Board meeting. The motion passed unanimously.**