

PARK WEST COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

Tuesday, December 19, 2017

Lord of Life Lutheran Church, Fairfax Conference Room

6:30 p.m. Hearing; 7:00 p.m. Meeting

HEARING FOR VIOLATION: held at 6:30 p.m.*

CALL TO ORDER OF BOARD MEETING: Meeting called to order at 7:02 p.m.

Board Members Present: Mark Griffin, Alan Hardman, Joe Underwood, Steve Lubore, T.J. Hanton, Jason Williams, Art Gile, and Matt Strain.

Board Member Absent: Rich Juchnewicz

Property Manager Present: Lori Randall, Summit Management

Guests: Dorothy Juchnewicz and Charlene Hardman

Committee Chair Present: Susan Underwood (Hospitality)

Committee Chair Absent: Diane Barnhard (Social)

AGENDA CHANGES/ APPROVAL: None

MEMBER'S OPEN SESSION: Resident of Carriagepark Court spoke about a pine tree in front of 10401 Carriagepark Court that may be in danger of falling onto power lines. Resident asked for the tree to be removed by HOA if possible. Resident will call Dominion Power, and Joe will call Supervisor Cook's office to see if Dominion can possibly remove the tree, instead of the HOA.

READING AND APPROVAL OF PREVIOUS BOARD OF DIRECTORS MEETING MINUTES (November, 2017): Approved, with no changes (Mark moved for approval of minutes, Steve seconded).

REPORTS OF OFFICERS AND DIRECTORS

President's Report: None

Treasurer's Report: Steve suggested that the Wells Fargo account go forward on a fee basis. Wells Fargo will be responsible for investing, with Board approval. Board can get up to 5% return. Board to investigate, and Steve indicated that additional information will be provided to the Board to facilitate such investigation. Member's equity is now positive. Approximately \$90,000 is the target amount to be added to the PWCA reserves during 2018.

Secretary's Report: None

ELECTION OF 2018 OFFICERS: By acclamation: Mark Griffin, President; Allen Hardman, Vice President; Joe Underwood, Secretary; and Steve Lubore, Treasurer. Mark

stated that he would prefer the minutes to be distributed to members within ten days of the meeting.

APPOINTMENT OF 2018 COMMITTEE CHAIRS: All 2017 Committee Chairs were re-appointed for 2018. Mark requested that committee chairs also provide written statistics at meetings, rather than merely verbal reports.

MANAGER'S REPORT: Lori has been collecting information from residents for trash and recycling bins. She has received requests from 72 addresses to date, which were submitted to Patriot on December 15th. Regarding ECC and ACC issues, 9 trash letters have been sent to residents since the November meeting, as well as two letters for personal items on stoops. No homeowner correspondence received in the past month.

COMMITTEE REPORTS:

Architectural: Art distributed the ACC Monthly Report, which is attached as Appendix 1.

Communications: TJ announced that the Winter Newsletter will be a short-form newsletter and should be ready by next meeting.

Environmental: None

Hospitality: Susan stated that the block captains need at least seven to ten days to deliver flyers, and that less than 7 days is cutting the time frames pretty close to an event.

Parking: Joe announced that the Parking Committee had met in December, and that he would go into additional detail in Unfinished Business.

Social: Mark stated that the 2018 social calendar is finished. Social committee will now be in charge of the New Resident's welcome coffee.

Streets and Sidewalks: A street light has been fixed on Carriagepark Road; the salting of the community's streets during the recent snow was discussed.

Website: None

PERMIT PARKING DISCUSSION:

Joe reported that the Parking Committee had met and recommended that the current proposal that was presented to the Board in November should not be presently considered and, that after almost six years since the inception of the program, we should survey the community for comments and suggestions to update and improve the parking program. After considerable discussion, the Board agreed to send a letter to all owners by January 5, 2018 to request comments and suggestions on the permit parking program; that all responses should be back to the Board by no later than February 5; that the Board, Parking Committee, and any interested residents review all of the comments and recommendations – including the proposal presented in November – for consideration; and that a special membership meeting would be held by no later than Spring 2018 to discuss the findings and recommendations.

UNFINISHED BUSINESS:

Upon ProPave's request for additional payment on the paving project in the amount of \$20,846.00 to meet the actual cost of asphalt used in the asphalt paving project, **Steve moved to withhold any further payment to ProPave, and Jason seconded the motion. Jason and Joe stated that we should not pay if no escalator clauses were included in the contract to provide for such payment. Motion passed with a 6 to 2 vote (Mark and Matt opposed).**

A temporary light has been placed to light the flag at the Carriagepark Road (front) entrance; and although the wiring for the front entrance light has been completed, the main light at the front entrance needs to be replaced. The lighting at the Braddock entrance needs to have new proposals from our electrical contractor for replacing the light.

The snow removal sidewalk map was discussed. Board is trying to devise one community-wide salting plan of sidewalks in the community. **Mark moved to approve the "Critical Sidewalk" map plan as a pilot plan, subject to the assessment of finances as the season proceeds, and that sidewalks clearing will not begin until four inches of snow has fallen. Steve seconded, and the motion was approved.**

2017 Annual Meeting: Lessons learned: Lord of Life Church was good place to hold the annual meeting, but the screen was too small for the audience to see well, and we will investigate making adjustments for a screen for future meetings. Agenda needs to go online before the meeting so residents can have it in advance.

NEW BUSINESS:

Mark moved to allow Joan Murphy to retain her PWCA debit card, in her capacity as a pool committee member, Steve seconded the motion, and amended the motion to have Diane, as the Social Committee chair, to also have a debit card. Motion, as amended, passed.

Mark moved that the Association use Lord of Life Lutheran Church again for its 2018 annual meeting, subject to availability, and Steve seconded the motion. Motion was approved, and Mark asked Lori to make arrangements for the 2018 meeting and issue a check to the church for the 2018 PWCA meetings.

EXECUTIVE SESSION: The Board voted to go into Executive Session at 8:45 p.m. to discuss delinquency matters, and voted to go back into Regular Session at 8:55 p.m.

OPEN SESSION: Upon end of the Executive Session, Joe moved to waive all late and other fees due currently as well as future later fees for the subject residence, assuming that a satisfactory payment schedule is reached with the subject resident. Steve seconded, and the motion was approved.

* After the Hearing held in Executive Session immediately preceding the Board Meeting, **Steve moved that the Board send a violation letter to the subject residence regarding the trash violation; that a \$50.00 fee be immediately imposed in the letter; and if the**

violation continues to January 1, 2018, that a recurring violation letter also be sent to the subject residence. TJ seconded the motion. The motion was approved by a 7 to 1 vote (Alan opposed).

ADJOURNMENT: Meeting was adjourned at 9:01 p.m.

Respectfully submitted,



Joe Underwood, PWCA Secretary

PWCA ACC MONTHLY REPORT

11/13/17 TO 12/19/17

1. ACC Modification requests:
 - a. Approved: 2
 - b. Pending: 2
2. ACC violations:
 - a. Added: 1
 - b. Closed: 7
 - c. Open: 142
3. ACC Recommendations:
 - a. Added: 0
 - b. Closed: 2
 - c. Open: 451
4. Resale packet Inspections:
 - a. Pending: 0
 - b. Completed: 1