

PARK WEST COMMUNITY ASSOCIATION
Board of Directors Meeting
Tuesday, January 17, 2017

Location: Robinson Secondary School, Room 503.

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

Directors Absent: Matt Strain and Masha Stoyanova.

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

Hearings for Architectural and Parking Violations: The hearings were called to order at 6:30 p.m.

Four residents were in attendance to discuss altering a visitor parking permit and subsequently being towed.

No one attended the two Architectural hearings and did not acknowledge the hearing letters.

Executive Session: The Board entered into Executive session at 6:50 p.m.

Executive Session Adjourned: The Executive session was adjourned at 6:59 p.m.

Art motioned that each residence be fined \$10.00 per day starting in two weeks up to ninety days. Joe seconded the motion and the Board agreed unanimously.

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: No changes.

Open Forum: Curtis McGiffin asked about a sign that is posted in the community. The Board discussed the type of signs permitted in the community according to our declaration.

The Board agreed that this is an Architectural issue to be added to the agenda for the February Board meeting.

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

President's Report: Mark reported that tree maintenance is scheduled for February 1st. Parking for certain addresses may be interrupted and letters will be needed to notify those residents.

Secretary's Report: No Report.

Treasurer's Report: Steve reported on the December financials that were received today. He questioned the timing and asked if Summit has fixed their system problem. He reiterated that the Board needs the financial information in a timely manner and we were supposed to have the reports by the second Tuesday of the month for the monthly Board meeting. We did not have the report in time for the November and December Board meetings. Lori will check with the accounting department.

The Board discussed the Reserve five year plan. Mark talked about 2017 Reserve expenses. Although the Reserve Account does not have a specific budget presented to the Members at the Annual Meeting, there is a budget for both contributions and expenses contained within the latest Reserve Fund Update. This budget should be adhered to (or deviations explained to the Members) to ensure sufficient funds are available in the Reserves at the appropriate time. Mark presented the list of planned 2017 Reserve expenditures with the timeline for when funds need to be made available. Mark requested from the Pool Committee a list of 2017 planned expenses to include proposals for the planned 2017 replacement of the pool roof. He asked Rich to check with Atlantic regarding the condition of the pool house water heater (also planned for replacement in 2017).

Steve questioned the balance in the Reserve account compared to outstanding invoices and who has been signing the Reserve checks.

Manager's Report: Lori reported that the Notice of Deferred Violation letters were mailed in December and two hearing letters were sent.

She advised that three towing charges letters have been mailed and the charges applied for towing incurred during the asphalt/cement repair.

Lori reported that the quarterly invoices have been adjusted for the April billing to correct the "after" and "pay" blocks and the late penalty information will be added to the "notes" section of the invoice. She updated the Board on the status of the utility boxes that are in need of repair and the room reservations for future meetings.

Committee Reports: The President requested committee reports as necessary. He advised that the committee duties have been updated.

Architectural Control: Art reported that the next Architectural inspection will be March 11th. He has deferred all violations until that date except for the two residences that are scheduled for hearings.

Communications / Webmasters: T.J. asked for newsletter articles. Steve asked for documents and telephone numbers to upload to the old website that he continues to maintain.

T.J. talked about answering questions on the unofficial Facebook website. He said he tries to answer the questions and refers the resident to the Board website. The Board asked that he inform residents that the Facebook website is not officially associated with Park West Community Association and consider a simple and clear notice on the page stating the same.

Environmental Control: Mark reported that the trash card distribution is on hold due to the weather. He talked about Patriot returning the recycling bins that were taken by mistake from the pool trash collection area. He advised that there will be a clean-up date scheduled for late January or early February. The Board offered the comment to ask for help from students in need community service.

Parking: Joe reported that 185 cars were towed in 2016. Rich asked about the expired registration letters.

Joe reported on an incident in where a woman from Maryland ran over a tow company employee and there has been a “Fund Me” established for the victim.

Pool: The committee will work on the 2017 plans for the pool.

Streets and Sidewalks: Mark reported the ProPave is still working on the punch list.

Hospitality/Block Captains: Joe reported on the new PWCA picture for the magnets that will be printed and that Susan is updating the list of block captains.

Social: There will be an Easter egg hunt on April 15th. Diane is looking for volunteers. The Board reviewed the list of social events for 2017 and the spreadsheet of committee duties.

There has been inquiries into having a yard sale this spring. Should a member volunteer to run a yard sale, the pool deck can be made available.

Unfinished Business: Mark showed the slides that will be shown at the special assessment meeting on Tuesday, January 24th and the literature that was mailed to each home owner including a proxy form. He reiterated that the mailbox replacement project is not included. He reported that eighteen proxies have been received to date. The Board discussed knocking on doors and talking to owners in order to get their proxy. The Board discussed payment options for the special assessment. The Board agreed there should be two options for payment; pay in full or through a quarterly payment scheme and the total will be spread among the quarterly invoices.

Mark reported that the Spring 2017 arbor care work will start in a month or two.

The Board discussed the Park West Community Association insurance renewal policies. **Steve motioned to drop the auto liability coverage that costs \$418.00 per year. T.J. seconded the motion and the Board discussed. There were five votes for dropping the coverage. Mark and Art were opposed. The motion passed.**

Items on hold include the mailbox replacements, community survey, new owner welcome packets, and electric vehicle charging stations.

New Business: The Board discussed the letter authorizing enforcement of motor vehicle and trespass laws on private property that has to be signed on a yearly basis. **Steve motioned that we adopt the letter. Mark seconded the motion and the Board discussed. The motion passed unanimously.** Mark and Rich will sign the letter.

The Board discussed rewiring or repairing wires associated with a street light (L11) on Carriagepark Road that has been out for months. Power Systems Electric recommends that we have the line tested (and repaired if possible) for a cost of \$1,200.00 instead of running a new wire for a cost of around \$4,800.00. **Mark motioned that we spend \$1,200 to test and repair if possible the wiring. Steve seconded the motion and the motion passed unanimously.**

The Board discussed the changes to the Community Guidelines. Art reviewed the Architectural changes and additions. **Mark motioned that the new Community Guidelines be approved. T.J. seconded the motion and the Board agreed unanimously.**

Adjournment: The regular session was adjourned at 9:09 p.m.

Executive Session: The Board entered into an Executive Session at 9:09 p.m.

The Board discussed the parking violation, hearing, and sanctions.

Executive Session Adjourned: The Executive Session was adjourned at 9:15 p.m. **Joe motioned that residential and guest parking privileges be suspended for sixty days.**

In lieu of the sixty day suspension of parking privileges, they have the voluntary option of paying a fee of \$50.00. Steve seconded the motion and the Board agreed unanimously.

The next monthly Board of Directors meeting will be held on February 21, 2017 at Robinson Secondary School.

At 9:16 p.m., **Mark moved and was seconded to adjourn the Board meeting. The motion passed unanimously.**