

**PARK WEST COMMUNITY ASSOCIATION**  
**Board of Directors Meeting**  
**Wednesday, June 21, 2017**

Location: Kings Park Library, 9002 Burke Lake Rd, Meeting Room, 7:00 p.m.

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

Directors Absent: None

Guests: Lori Randall (Summit Management Services Community Association Manager), Susan Underwood (Hospitality Chair / Block Captain Coordinator), Diane Barnhard, Social Committee Chair, and one resident.

**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 7:03 p.m. by the Board President, Mark Griffin, with a quorum present.

Agenda Changes/Approval: The auditor, Dan Hamad, did not attend the meeting. **Mark motioned and Art seconded the motion that we approve the change to the agenda. The Board agreed unanimously.**

Open Forum: No open forum issues.

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

Contractor Presentation: None

Votes Held Between Meetings: The Board approved the tree pruning behind 4727 Gainsborough Drive for \$150.00.

President's Report: Mark reported on the savings derived by purchasing a printer. The printing for the paving project alone has more than paid for the purchase price of the printer and ink compared to going to Staples or Office Depot.

Mark thanked the volunteers for Sundaes on Sunday. He reminded the Board that the second special assessment payment is due July 1.

Secretary's Report: No Report.

Treasurer's Report: Steve reported that the Association is doing well financially. He questioned pending invoices. The invoice for the pool house roof should hit in June for \$5,430.00. The Board discussed pending invoices and charging the correct accounts.

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

The Board discussed special pick up trash being left out without notifying Patriot. Patriot bills the Association for items such as grills, TVs etc. and we pass the expense on to the owner. Residents should notify Patriot and make arrangements for such items to be picked up.

The Board reviewed the notice of hearing for accounts that are ninety days delinquent in paying their special assessment dues.

Committee Reports:

Architectural Control: Art reported that no one showed up for the hearings on May 25<sup>th</sup>. Twenty seven homes were sent hearing notices. Twenty four have responded with the violation having been corrected or an extension. Three home had their parking privileges suspended.

Art volunteered to follow up with Verizon regarding their boxes.

Communications / Webmasters: T.J. reported that the newsletter has been mailed and he will update the message boards tomorrow.

The Board discussed problems with the website.

Environmental Control: Matt reported that he is looking at the Rules and Regulations. He will edit the document to make sure that it is clear. Matt asked if anyone had a Shop Vac that he could borrow to clean up an area with a lot of small debris. Trash continues to be a problem.

Parking: Joe reported that he is receiving many applications for parking permits. He advised that he is getting calls from residents asking about parking during the paving project. He has advised people to park at Robinson Secondary School or George Mason. He reported that the Parking Committee met last night. Steve asked for an updated list of the Parking Committee members for the website.

Pool: Rich reported that we will have a new lifeguard at the pool and we need to reinforce checking the pool passes. Steve asked for an announcement for National Night Out in order to update the website.

Social: Diane reported on the dance social scheduled for July 29<sup>th</sup> at the pool. Ryan Irving will provide the music. The Board reviewed and discussed the letter given to businesses that contribute to our events. Diane advised that there will be a planning meeting for the dance social.

Streets and Sidewalks: See Unfinished Business for Asphalt Rehabilitation, sidewalks, footpaths, and footbridge way ahead.

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

Hospitality/Block Captains: Susan reported that there are four new Block Captains and she has divided Gainsborough Drive into three areas each with their own block captain.

The Board discussed the Newcomers Welcome Coffee scheduled for this weekend. Susan suggested postponing the event since she has not had any responses and there are twelve homes that have not gone to closing. **Joe motioned that we move the newcomers welcome to August 12<sup>th</sup>. Steve seconded the motion and the Board discussed.** The Board decided to maintain the schedule by having the coffee. Joe withdrew his motion.

Unfinished Business: The Board discussed the four proposals for numbering the parking spaces. The Parking Committee recommended Proposal #2. After much discussion, **Joe motioned that we adopt Proposal #2. Matt seconded the motion and the Board agreed unanimously.**

The Board discussed painting the curbs in the sections that curb parking is disallowed during a snow emergency. **Steve motioned to label the white curbs. T.J. seconded the motion and the Board agreed unanimously.**

Mark reported on the post walk through for the concrete repair. Additional concrete in need of repair was identified and prioritized on a spreadsheet. The cost is within the contingency fund. Mark went over the spreadsheet. **Steve motioned that we adopt the spreadsheet for the additional concrete work. Mark seconded the motion and the Board discussed.** After discussing, **Mark motioned that we approve spending up to \$35,000.00 out of the repaving project contingency fund to cover additional repair work. T. J. seconded the motion and the Board agreed unanimously.**

The Board discussed notifications to remove parked cars in spots near the concrete work and in section #1 scheduled to start milling on July 5<sup>th</sup>.

New Business: The Board discussed the Parking Resolution that was presented this week. Since there are edits to the original document the Board asked for a month to further review and make comments at the next monthly meeting.

The Board was advised that the trash contract with Patriot will be increased by \$40.00 per month starting in July.

The grounds care requirement document was reviewed including the changes for the contract. **Joe motioned that we approve the grounds care requirements and contract eliminating specific dates and put the contract out of bid. Rich seconded the motion and the Board agreed unanimously.**

Adjournment: The regular meeting was adjourned at 9:15 p.m.

Executive Session: The Board entered into an Executive Session at 9:16 p.m.

Executive Session Adjourned: The Executive Session was adjourned at 9:30 p.m. Board agreed to waive a late fee. **Mark motioned to waive the \$10.00 late fee as requested by an owner. Art seconded the motion and the Board agreed unanimously. Joe added that all waiver cases will be decided on a case by case basis.** The Board discussed accounts that are ninety days delinquent. **Joe motioned in delinquencies over 90 days, and a sixty day late letter has been sent, proceed with a hearing notice. If the sixty day late letter has not been sent, that letter is to be sent immediately. If after thirty days from the sixty day late notice and still no payment, a hearing letter will be sent out automatically without any direction from the Board. Art seconded the motion and the vote was unanimous.**

The next monthly Board of Directors meeting will be held on Wednesday; July 19, 2017 in the Braddock District Supervisor's conference room (Braddock Hall) at 7:00 p.m.

At 9:32 p.m., **Mark moved and was seconded to adjourn the Board meeting. The motion passed unanimously.**