

PARK WEST COMMUNITY ASSOCIATION
Board of Directors Meeting
Tuesday, March 21, 2017

Location: Robinson Secondary School, Room 505.

Directors Present: Art Gile, Mark Griffin, Rich Juchnewicz, Joan Murphy, Matt Strain, and Joe Underwood.

Directors Absent: T.J. Hanton, Steve Lubore, and Masha Stoyanova.

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

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 7:02 p.m. by the Board President, Mark Griffin, with a quorum present.

Agenda Changes/Approval: A proposal to paint the light poles and mailboxes has been added to “New Business.”

Open Forum: A resident attended the meeting to request a hanging guest parking permit and to question the cost. She also asked about the date due for the special assessment installments. Mark explained that the first \$200.00 installment is due by April 30th because we are required to give the members a thirty day notice. The remaining installments are due by the July 1st and October 1st along with the quarterly invoice. He advised that the special assessment payments are handled independently of the quarterly dues. There will be a note regarding the special assessment in the April quarterly invoice and Mark will send out an email message explaining the payment process. Joe responded to the parking request advising the resident that the Board would discuss her request in an Executive Session.

A resident attended the meeting to discuss the parking permits for her residence. The Board agreed to discuss in an Executive Session.

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

President's Report: Mark talked about contractor guest speakers for the April through May Board meetings. Per the February board meeting, he contacted the auditor who said he could support a May or June meeting attendance. Other suggestions include an Atlantic Pool representative, a Patriot Disposal representative and Jose Munoz, President of J&M Landscaping Inc. Susan Underwood suggested scheduling ProPave and ETC to talk about the Asphalt Paving Project.

Mark read Masha Stoyanova's resignation letter from the Board that is effective March 21, 2017. He questioned the process for selecting a new Director. He advised that he will announce the Board opening in his next President's message and ask for volunteers to fill out a Director Qualification form.

Secretary's Report: No Report.

Treasurer's Report: Mark reported that the Operations budget was properly allocated for the seasonal budget items in the requisite months and this month's results look good. He discussed outstanding Reserve expenses including the projected timeline for payments.

Mark reiterated the intent to have the auditor speak at a Board meeting.

Manager's Report: Lori reported on the maintenance contracts that will expire this year and the process to re-compete. Joe suggested that we re-compete every contract before automatically renewing. Mark advised that we should make a requirements contract for the trash service with Matt's agreement. Mark asked Lori to call Jose Munoz and have his crew do a one-time clean-up in the community within the next couple of days.

Lori reported that Summit sent one ACC letter regarding a violation assessment and two ECC letters regarding trash violations. She talked about the completed mailing of the special assessment notices, pool application, and newsletter. She advised that all proxies, ballots, and sign in sheet have been filed and a draft of the special assessment informational sheet for the disclosure package has been reviewed.

Committee Reports:

Architectural Control: Art reported that the architectural spring inspections are two weeks behind schedule due to the weather. He asked for volunteers to meet at the pool on Saturday at 9:00 a.m. He talked about the completed resale packages for seven homes. All seven homes for sale are under contract.

Communications / Webmasters: T.J. expressed his thanks for the help received on the newsletter that was included in the recent mailing. He asked about opening up the message boards to the community and the Board discussed. **Mark motioned not to approve the**

request to use the message boards for unofficial messages. Art second the motion and the Board agreed unanimously.

Environmental Control: Matt reported that he has received multiple complaints from residents regarding trash issues. Mark directed Lori to hire Jose Munoz, J&L Landscaping Inc. to clean up the trash around the community as a one-time project. Trash being put out early (before 6:00 p.m. the night before pick up) is an ongoing problem.

Mark advised that tree maintenance work is scheduled to start in the next thirty days.

Parking: **Joe motioned to ratify the Board's decision to charge a \$100.00 replacement fee for lost guest parking passes. Mark seconded the motion and the Board approved unanimously.** Mark advised that the entire resolution needs to be redone and brought to the Board next month. Joe reported that lost permits are starting to become an issue and we need to discuss this in an Executive session.

Pool: Rich reported that Atlantic has removed the pool cover. The Pool Committee is still working on getting a child's table. There is a report on a Pool Committee meeting in "Unfinished Business."

Streets and Sidewalks: Mark asked about contacting George Mason University regarding additional parking while our streets are being repaved in July. Joe volunteered to make a call.

Susan reported that the light at the Braddock Road entrance is not working. Mark advised that the projected plan will be to install lighting at the Roberts Road entrance and fix the electric line for the Braddock Road entrance at the same time. That project is not currently funded.

The Board discussed solar solutions for parts of the community.

Hospitality/Block Captains: Susan announce that Jeanette Sheppen is a new block captain for Gainsborough Dr.

Social: Diane Barnhard asked about communicating the Easter Egg Hunt that will be held at the tot lot on April 15th at 11::00 a.m. Announcements will on the two entrance message boards, the pool message board, and posted within the unofficial Facebook group. There will be coffee, chocolate milk, donated pastries, and prizes.

Unfinished Business: The Board discussed the arbor care. Mark reported that \$10,000.00 will be spent on tree maintenance within the next few weeks. He talked about how the trees that have been trimmed and maintained have less damage from the storms.

Mark advised that work has not been completed on the sidewalks, footpaths and footbridge punch list. The ProPave manager has the list and a crew will be out to put top soil around the handrails and grass seed by the mailboxes and creek bed.

The Board discussed the social calendar for this pool season. Due to the Asphalt Rehabilitation project and the special assessment, the pool committee decided not to host the annual July 4th barbeque. The pool parking lot will be impacted since the project is scheduled to occur in July. In addition, the July 4th celebration is our most costly social event and we don't need to incur that cost this year. There will be other social events. National Night Out is going to be combined with a sundae social where there will be pizza and ice cream. Other events include a dance, pot luck, chili cook off, and a welcome social for new residents. The social event calendar is posted on the website. The yard sale has been cancelled due to lack of volunteers. Patriot Disposal does not offer covered 13-gal recycling bins, just the covered 64-gal recycling containers.

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

New Business: The Board discussed the proposal to clean and paint the light poles and mailboxes. **Mark motioned that we approve the proposal to clean and paint the light poles and mailboxes not to exceed \$1,900 after we verify that the Post Office is still good with us painting the mailboxes. Joe seconded the motion and the Board agreed unanimously.** Mark stated that we want the same paint as the sign posts and added the security light at the pool to the proposal.

Adjournment: The regular session was adjourned at 8:55 p.m.

Executive Session: The Board entered into an Executive Session at 8:56 p.m.

The Board discussed requests for guest parking passes.

Executive Session Adjourned: The Executive Session was adjourned at 9:10 p.m.

During the Executive Session the Board made the following decisions. #1 – the replacement permit for parking hearing #1 was approved. #2 – parking hearing #2 replacement permit approved.

At 9:11 p.m., **Mark moved and was seconded to adjourn the Board meeting. The motion passed unanimously.**

The next monthly Board of Directors meeting will be held on April 18, 2017 at Robinson Secondary School. This meeting will occur in the Music Room (Room 400) rather than the normal meeting room.