

**PARK WEST COMMUNITY ASSOCIATION**  
**Board of Directors Meeting**  
**Tuesday, May 16, 2017**

Location: Robinson Secondary School, Room 505.

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

Directors Absent: T.J. Hanton.

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

**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 7:00 p.m. by the Board President, Mark Griffin, with a quorum present.

Agenda Changes/Approval: Under New Business; Resolution Review – 17-01, Policies and Procedures Governing Parking within the Kings Park West Townhomes community” is removed per Parking Committee request. Item will be reviewed at the June meeting.

Open Forum: No open forum issues.

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

Contractor Presentation: Mark introduced Ron Brookman, ETC Project Manager, and Jim McKeown Pro-Pave Inc. Project Manager, to talk about the Asphalt Rehabilitation project. They discussed the overall plan and timeline. Preparatory and concrete work will begin the week of June 26<sup>th</sup>. Specific parking will be disallowed. Phases Two and Three will begin July 5<sup>th</sup> and continue throughout the month. Milling, paving, and stripping will be done in sections. Each section, conditions and weather permitting, should take three days. Parking will not be allowed within the section during those three days and there will be no vehicular access. Trash will not be collected during those three days in each section, mowing will not occur near any section during work, and mail will not be delivered during the window for each section. Residents may pick up mail at the Pickett Road post office or all mail will be delivered once that section is completed.

Votes Held Between Meetings: Between the April and May Board meetings the Board voted to increase the not to exceed cost for replacing the pool roof from \$4,500 to \$5,500 and increase the not to exceed amount for the street light post and mailbox cleaning and painting from \$1,900 to \$2,500. **Joe motioned to ratify the votes taken in between meetings. Art seconded the motion and the Board unanimously approved.**

President's Report: No Report.

Secretary's Report: No Report.

Treasurer's Report: Steve questioned Summit Management Services financial reports. He talked about both work done and invoiced and expenses accrued for work done and not invoiced i.e. the pool roof, pump and water heater.

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

Committee Reports:

Architectural Control: Art reported that 27 letters were mailed to members for hearings. Hearings are set for Thursday, May 25<sup>th</sup> at Robinson Secondary School, Room 402.

Communications / Webmasters: Mark reported that he is adding items to the website. Steve has updated the website with the Board meeting agenda.

Environmental Control: Matt reported on a number of environmental projects i.e. tree trimming, environmental violations resulting in hang tags and ground damage in the common area. The Board discussed reviewing procedures handling items dumped with the trash that Patriot does not handle unless notified and expensed. Mark reported that Verizon installed fiber at the pool house that raised a portion of the foot path. He is in contact with Verizon.

Parking: Joe reported that there has been an increase in parking applications.

Pool: Rich reported on the plans for opening the pool. He talked about the improvements made to the pool house this year.

Social: Upcoming events were reviewed along with the budget and lead for each event.

Streets and Sidewalks: No report.

Hospitality/Block Captains: Susan announced that the welcome social for new residents is scheduled for Saturday, June 24<sup>th</sup> at 7:00 p.m.

Unfinished Business: See Contractor Presentation for the Asphalt Rehabilitation way ahead. Rich reported on the pool re-roof and agreed to notify Atlantic. Mark reported that the street light/mailbox painting is done and the hot water heater and main pool pump has been replaced.

The Board discussed the locations for the June, July and August Board meetings. Lori reported that there was no space available for the Tuesday, June 20<sup>th</sup> meeting and she booked the Kings Park Library for June 19<sup>th</sup> and 21<sup>st</sup>. **Joe motioned that we book the Kings Park Library for Wednesday, June 21<sup>st</sup> and Wednesday, July 19<sup>th</sup>. Art seconded the motion and the Board discussed. The motion passed with six for and two against. Steve and Matt voted no.** August's location is still outstanding.

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

New Business: **Mark motioned that the Board approve the Community Rules and Regulations (16 May 2017). Rich seconded the motion and the Board agreed unanimously.**

Adjournment: The regular meeting was adjourned at 8:52 p.m.

Executive Session: The Board entered into an Executive Session at 8:53 p.m.

Executive Session Adjourned: The Executive Session was adjourned at 9:05 p.m. Adjudication of the parking hearing held immediately before the open meeting. **Joe motioned and Mark seconded to suspend all residential and guest parking privileges for sixty days or in lieu of the sixty day suspension the owner can pay a voluntary fee of \$100 with the understanding that if a similar violation occurs at that residence within twelve months there will be immediate suspension of all parking privileges. The motion passed with one opposed.**

The next monthly Board of Directors meeting will be held on June 21, 2017 at the Kings Park Library at 7:00 p.m.

At 9:06 p.m., **Mark moved and was seconded to adjourn the Board meeting. The motion passed unanimously.**