

PARK WEST COMMUNITY ASSOCIATION
Board of Directors Meeting
Wednesday, November 15, 2017

Location: Lord of Life Lutheran Church, Fairfax Conference Room, 6:30 p.m.

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

Directors Absent: Art Gile and Jason Williams.

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

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 6:31 p.m. by the Board President, Mark Griffin, with a quorum present.

Agenda Changes/Approval: None.

Open Forum: None.

Approval of Minutes: A motion was called for and seconded that the October meeting minutes, and the October Executive Session meeting minutes be approved as distributed. The motion passed.

President's Report: Mark reported that the financial reports were received today and look good.

Secretary's Report: No Report.

Treasurer's Report: Steve reported on the Reserve Account and pending payments. He stated that the Reserve Account's end of year projection is on target.

Manager's Report: Lori's report is included in the Board Packet. Lori asked about parking violation hearings in Dec. **Joe motioned that we cancel a hearing for an owner on Gainsborough Drive. Rich seconded the motion and the Board agreed unanimously.**

Committee Reports: Due to time restraints, Mark asked that the committee reports be limited and no discussions.

Architectural Control: None.

Communications / Webmasters: None.

Environmental Control: None.

Hospitality/Block Captains: None

Parking: None.

Pool: None.

Social: None.

Streets and Sidewalks: None.

Unfinished Business: Mark reported on the asphalt rehabilitation status. The Board discussed a letter from Engineering and Technical Consultants, Inc. that validated an increase in the cost of materials from 2016 prices to 2017 prices for the project. Joe advised that he needed more information and would call ETC. Mark advised that we need to resolve this by December 1st.

The Board discussed clearing hanging tree branches up to 18 feet in areas where trucks can't get in the community. **Mark motioned to approve a proposal by Bartlett for two (3-man crew) days of street clearance not to exceed \$5,500.00. Matt seconded the motion and the Board agreed unanimously.**

ITEMS ON HOLD: Mailbox Replacement, Community Survey, EV Charging Station, rewiring the flag pole entrance, new owner welcome packets.

New Business: The Board discussed the legal position on contract addendums. It was agreed that each contract will have a specific addendum.

The 2017/2018 snow contract was discussed. **Mark motion to approve the J & J Landscaping snow contract. Steve seconded the motion and the Board agreed unanimously.**

The Board discussed a proposal from JustaMinute Note taking and Minute Generation Service for 2018. Joe volunteered to take the position of Secretary and generate the meeting minutes thus saving the community the expense of an outside contractor. The Board agreed unanimously.

The Board discussed erosion control projects in the community. **Mark motioned to approve J&M Landscaping's proposal for erosion control behind Carriagepark Road not to exceed \$3,800.00. Steve seconded the motion and the Board agreed unanimously.**

The Board reviewed the final draft Policy Resolution, Regarding Policies and Procedures for Electronic Communications Consent for Specific Association Documents. **Mark motioned to approve the Resolution as Policy Resolution 17-04. Steve seconded the motion and the Board agreed unanimously.**

Joe motioned to go into the Executive Session at 6:52 p.m. Mark seconded the motion and the Board agreed.

Executive Session: The Board entered into an Executive Session at 6:53 p.m.

Executive Session Adjourned: The Executive Session was adjourned at 7:02 p.m. During the Executive Session the Board discussed a trash violation and a request to wave the replacement fee for a lost guest parking pass. The following actions were approved:

A hearing for the trash violation was set for fifteen minutes before the December Board meeting.

The \$100.00 replacement fee is standard throughout the community. The Board suggests that this member hold off on paying to have his guest pass replaced at this time. Changes to the parking process are going to be discussed at the December Board meeting that may influence his decision on how to proceed with his request. In the meantime he can use temporary passes.

At 7:04 p.m., **Mark moved and was seconded to adjourn the Board meeting. The motion passed unanimously.**