

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

Location: Robinson Secondary School, Room 505, 7:00 p.m. Open forum.

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

Directors Absent:

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

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: None.

Open Forum: None.

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

President's Report: Mark showed slides that will be part of a presentation at the annual Board meeting. He asked for more community event pictures.

Secretary's Report: No Report.

Treasurer's Report: Mark talked about the finance reports and advised that a few items have not hit yet. He asked Lori about the check for Pro Pave that has taken 2 ½ weeks to process. He showed the repaving project expenses. He expressed irritation with Wells Fargo and their signature authority process.

Steve talked about investments and the losses that hit when they are sold before they reach maturity. The Board discussed losses on paper and how it affects our revenues and expenses as it appears on the financial reports.

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

Committee Reports:

Architectural Control: Art reported that he has drafted two letters to owners who have done modifications to their property without approval. He advised that we are down to 206 open violations and he is working on a slide presentation for the annual meeting.

Communications / Webmasters: Mark asked T.J. to request a volunteer on Facebook to transcribe the Board's minutes.

The Board discussed the location of important telephone numbers on the website. There is a list of important telephone numbers on the website. However, Steve will add Dominion Towing's telephone number on the Parking section as well.

Environmental Control: The Board discussed the community clean up and the need to be ready at 9:00 a.m. with a sign-up sheet.

Matt asked that anyone reporting a trash violation should send pictures. He needs help in locating the violators. The Board discussed moving a trash location on Carriagepark Ct. The present location is near a mailbox. Since some residents put their trash out days early, their neighbors have to avoid the trash while getting their mail and put up with the smell. Rich recommended that we leave the location where it is and send a letter to remind people to follow the rules for trash collection. Matt said he will draft the letter. The Board discussed the stickers that are available to put on bins left on community property after trash has been collected.

The Board discussed the cabling boxes. Damaged boxes are being fixed.

Hospitality/Block Captains: Susan asked about the welcoming packets. She and T.J. will finalize the welcoming packet. She suggested that the block captains walk the trash reminder letters to residents.

Parking: There is one parking violation to be discussed in the Executive Session.

Pool: The Board reviewed an estimate for pool furniture and related items.

Social: Diane reported on the plans for the Chili Cook Off and Halloween celebration scheduled for Saturday, October 28th. She discussed the annual meeting location, facilities, and refreshments.

Streets and Sidewalks: Susan asked about the light at the Braddock Road entrance. Mark reported that he has a quote addressing both entrances to be covered in New Business.

Unfinished Business: Mark reported that the final bill for the asphalt rehabilitation has been approved. The punch list still remains open.

The Board discussed the damage to the Carriagepark Rd footpath due to the bamboo roots growing across the barrier.

The Board reviewed the 2018 draft budget. **Mark motioned to approve the 2018 draft budget as presented (\$305.00/residence per quarter, \$88,802.00 to replacements for Reserve Fund).** The Board discussed increases in utilities, trash, and grounds maintenance. The increase in the quarterly dues was discussed. Mark advised that this increase was approved as part of the \$600.00 assessment and plans for years 2018 thru 2020. Mark explained the difference in the draft budget. Committee expenses include a \$3,300.00 to hire someone to take and transcribe the Board meeting minutes. The Board discussed this item. Matt, Joe, T.J. and Steve objected to the amount of this item and asked that more dollars be added to snow removal. Postage, legal fees, and Reserve contribution lines were discussed and adjusted. **Art seconded the motion with the adjustments and the Board agreed unanimously.**

Two Resolution reviews - #1 Parking Program was deferred. #2 - **Mark motioned to approve Policy Resolution 17-XX Regarding Policies and Procedure for the Enforcement of Rules and Regulations as 17-02.** Steve seconded the motion and the Board approved.

ITEMS ON HOLD: Mailbox Replacement, Community Survey, EV Charging Station.

New Business:

Mark motioned to approve Administration Resolution 17-XX Regarding the Annual Revenue Ruling 70-604 Election and Tax Filing Classification as Resolution 17-03. Matt seconded the motion and the Board approved.

The Board discussed the tree trimming and **Mark motioned to approve two or three additional 2-man crew days from Bartlett Tree Services to continue lifting the trees from the drive lanes and from around the street lights in the community not to exceed \$4,000 (\$6,000.00) from Reserves (GL 08702).** Rich seconded the motion – there was no Board approval based on which Reserve ledger to pull the funds from. **Mark motioned to approve the execution of the remainder of the 2017 budget (\$6,700) in GL 08766 Tree trimming Removal and Replacement Allowance.** Steve seconded the motion and the Board approved.

Mark motioned to approve execution of PSE proposal dated October 11, 2017 to re-cable the line to the existing Braddock Road entrance fixture, addition of two up lights for the Braddock Road flagpole cable and lighting of the Roberts Road brick entrance sign and information sign not to exceed \$2,600 from Reserves (GL 08763) and \$4,200 from Operations (GL06207). Rich seconded the motion and the Board discussed. After much discussion and motions to approve parts of the initial motion, the four line item motion failed. The Board talked about solar lights and agreed there was too much shade for that option. Steve motioned to fix the broken light at the Braddock Road entrance not to exceed \$2,500.00. Matt seconded the motion adding that the remaining items can be addressed again in 2018. There were six votes approving the motion and three votes against. The motion passed. Mark noted that the flag is not in compliance with U.S. Code and should be removed or have up lights.

Mark motioned to approve purchase of the snow emergency signs from Addresses of Distinction not to exceed \$6,200 and installation of said signs not to exceed \$1,000 from Reserves (GL 08702). Matt seconded the motion and the Board discussed. The majority was opposed and the motion died.

The Board discussed removing the block captain's information from the website. Based on the Hospitality Committee recommendation, the Board agreed to leave the information on the website.

Joe motioned to go into the Executive Session at 9:30 p.m. to discuss a parking violation and aged balance reports. Mark seconded the motion and the Board agreed.

Executive Session: The Board entered into an Executive Session at 9:30 p.m.

Executive Session Adjourned: The Executive Session was adjourned at 10:00 p.m. During the Executive Session the Board discussed a parking violation and aged balances. The following actions were approved:

Art motioned to send a notice of hearing letter for the parking violation with the December meeting date. Joan seconded the motion. The motion passed with three Directors against. Mark, Jason and Matt voted no.

Joe motioned to take no action at this time on the aged balances and review the report at the November meeting. Mark seconded the motion and the Board agreed.

The next monthly Board of Directors meeting will be held on Wednesday, November 15th at 6:30 p.m. at Lord of Life Lutheran Church, Conference Room, 5114 Twinbrook Road, Fairfax, 22032 (prior to the Annual Meeting - 8:00 p.m., same location).

At 10:02 p.m., **Mark moved and was seconded to adjourn the Board meeting. The motion passed unanimously.**