

PARK WEST COMMUNITY ASSOCIATION
Board of Directors Meeting
Tuesday, September 19, 2017

Location: Robinson Secondary School, Room 505, 6:30 p.m. Hearings, 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.

Directors Absent: Jason Williams.

Guests: Diane Barnhard, Social Chair, and two 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 7:00 p.m. by the Board President, Mark Griffin, with a quorum present.

Agenda Changes/Approval: None.

Open Forum: Non-resident owner, Kathy Cooper (4912 Carriagepark Road) addressed the Board for a replacement guest parking pass. She explained that her tenant left the pass on the windshield of her car and it was taken. Joe advised that the Board will discuss her request in an Executive Session.

Approval of Minutes: A motion was called for and seconded that the September meeting minutes be approved as amended. The motion passed.

Contractor Presentation: None

President's Report: Mark reported on the ProPave punch list scheduled to be completed by the end of the month. He talked about finances and pending invoices. He advised that he signed the audit letter and discussed the 2016 tax returns.

Secretary's Report: No Report.

Treasurer's Report: Steve discussed the financials and the Aged Balance Report.

Manager's Report: Lori's report is included in the Board packet. Mark reported that the SCC filing of the Directors was filed and the payment made. He advised that Lori will make the monthly call to Fairfax Water to report the fire hydrant usage.

Committee Reports:

Architectural Control: Art reported that he is still updating the tracker and no spring violation letters have gone out yet. He acknowledged that residents are fixing their houses. The Board discussed the Verizon boxes and Cox wires in the community. Art advised he would contact Lori to report their condition.

Communications / Webmasters: T.J. reported that the newsletter is done and will be distributed by the block captains. Supervisor John Cook's information has been added to the website.

Environmental Control: Matt announced that the community clean-up will be on October 7th. Volunteers should meet at the pool at 9:00 a.m. The focus will be on the trash pick-up locations.

Hospitality/Block Captains: Joe reported that all the streets now have a Block Captain. Mark asked for a replacement for Malone Court.

Parking: Joe reported that applications for parking permits were subsiding.

Pool: Rich reported on the pool closing and this season's damage. A tree branch fell on the fence and a chair was stolen. The Board discussed installing security cameras. Rich talked about changing the pool pass process, reducing the opening hours during school days and extending the pool season to include weekends in September.

Social: Mark reviewed the social event schedule and report that year to date we are under budget. Diane discussed the October Chili Cook off and Halloween party. Announcement will be on the message boards and flyers should go out early in October. Chili cook off contestants need to sign up with Diane. Set up for the party is at 3:00 p.m. on October 28th and the event will start at 4:00 p.m.

Streets and Sidewalks: See Unfinished Business.

Unfinished Business: Mark reported that the Asphalt Rehabilitation punch list items will be completed by the end of September.

The Board reviewed the four proposals for grounds care and agreed that there were only two viable options. Joe motioned that we accept the bid from J&J Landscape Management Inc. and the Board discussed. **Joe motion that based on review of the proposal we**

approve J&J Landscaping's contract for our grounds care project. Steve seconded the motion and the Board agreed unanimously.

The Board reviewed version #2 of the contract proposal from Patriot Disposal. **Mark motion that we accept Patriot Disposal contract version #2. Joe seconded the motion and the Board agreed unanimously.**

The Board agreed to table discussion on proposed language for the Rules and Regulations concerning the display of signs within the Community.

The Board reviewed and took action on the following Resolutions:

1. Parking Program: Joe requested to defer consideration of the Resolution – discussion was tabled until the October meeting.
2. Rights, Responsibilities, and Code of Ethics for Directors: A copy of the Resolution will be provided to new Directors upon assuming office. **Joe motioned to approve this Resolution. Steve seconded and the Board discussed.** The Board agreed to soften the language (not require signatures of either current Directors or new Directors). **Mark motioned to approve this Resolution with the changes discussed. Art seconded the motion and all approved.**
3. Enforcement of Rules and Regulations: Mark stated that this resolution has legal approval. The Board discussed. Joe questioned the language. The Board agreed to defer until further review.

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

New Business: Mark reported that the location for the December 2017 Board meeting and all the 2018 monthly meetings will be held at Lord of Life Church.

Mark presented a draft of the 2018 Operations budget to be reviewed and a vote taken next month.

Mark presented a draft of the 2017 – 2018 Snow Policy. **Mark motioned to approve the snow policy. Art seconded the motion and the Board agreed unanimously.**

The Board agreed not to do the Pet Waste management option within the Patriot version #2 contract proposal but rather accept the free month of service during the 5-year contract period.

The Board discussed the mailing of information for the Annual Meeting. The Call for Candidates form and the Annual Meeting Notice will be mailed in September along with

the newsletter. The proxy form and agenda will be available on the website and at the meeting.

Mark reported on a teleconference with Ray Ceresa, our lawyer, referring to a memo from Ray regarding his recommendations on resolutions.

Mark motioned to go into the Executive Session at 9:05 p.m. Joe seconded the motion and the Board agreed.

Executive Session: The Board entered into an Executive Session at 9:05 p.m.

Executive Session Adjourned: The Executive Session was adjourned at 9:30 p.m. During the Executive Session the Board discussed delinquencies and a request for a guest parking pass replacement. The following motions were approved:

Joe motioned to re issue a guest parking pass for an administration fee of \$100.00. Steve seconded the motion and the Board agreed.

After discussing an account delinquent in the amount of \$1,075.00, **Steve motioned to take away parking privileges on October 10th unless payment is made or a payment plan is established, approved by the Board, and the first payment of \$480.00 is paid. Mark seconded the motion and the Board agreed.**

The next monthly Board of Directors meeting will be held on October 17, 2017 at Robinson Secondary School

At 9:50 p.m., **Mark moved and was seconded to adjourn the Board meeting. The motion passed unanimously.**