

PARK WEST COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

Tuesday, March 27, 2018 (postponed from March 20, 2018)

Lord of Life Lutheran Church, Fairfax Conference Room

6:45 p.m. Hearing; 7:00 p.m. Open Session

HEARINGS FOR TRASH VIOLATIONS: Held at 6:30 p.m.

CALL TO ORDER OF BOARD MEETING: 7:00 p.m. by President Mark Griffin

Board Members Present: Mark Griffin, Alan Hardman, Joe Underwood, Steve Lubore, Art Gile, Jason Williams, & Matt Strain.

Board Members Absent: Rich Juchnewicz & T. J. Hanton.

Property Manager Present: Lori Randall, Summit Management

Guests: Diane Barnhard, Social Chair; Brett Vago; Paul Sexton of Edward Jones

AGENDA CHANGES/APPROVAL: No changes to agenda.

MEMBER OPEN SESSION: Brett Vago appeared on behalf of 10479 Malone Court to discuss a community tree falling behind 10479 Malone Ct. during a recent windstorm, which did minor damage, and a discussion of PWCA policy was held on responsibility for removing trees. Mark had talked with Tom Tufts, our insurance agent, who stated that our current PWCA policies are consistent with state law. Joe stated that PWCA should pay for the removal of the entire tree, even though part of the fallen tree was on PWCA property; Alan agreed.

READING AND APPROVAL OF PREVIOUS BOARD MEETING MINUTES: Matt asked that the appendices to the minutes be removed. At Mark's request, Joe corrected the spelling of Paul Sexton's name. Mark moved to accept the February minutes as amended, Steve seconded, and the Minutes were approved unanimously.

PRESENTATION BY PAUL SEXTON OF EDWARD JONES: Mr. Sexton explained different types of investment, i.e.; savings, CD's and bonds. He also discussed VA municipal bonds for potential long-term needs, which are not taxable. Mark stated that his current assessment and calculations predict \$190,000 in the Reserve for Replacements fund at the end of calendar year 2018. Mr. Sexton advised that CD's would be most appropriate at this time; however, with additional funds in the future, a bond ladder is appropriate for longer-term investments. Steve reported that we had received \$109.59 on the \$100,000.00 CD test investment last month. Strategies for investing future reserve funds also were discussed.

REPORTS OF OFFICERS AND DIRECTORS:

President's Report -- Mark showed the Board a calendar of proposed speakers for 2018 Board meetings, community events, etc. He also stated that he would be sending a President's e-mail message to community about various issues in the near future.

Treasurer's Report -- Steve explained the realized gain-loss report for 2016, and stated that we chose to sell our entire investment portfolio of \$500,000.00 for the recent paving project. He also indicated that our asset values were lost for selling bonds prior to their maturity. A general discussion held on the 2016 net interest income, as well as the reconciliation of the same, and Joe suggested deferring further discussion until next month, and to ask our current investment advisors, Wells Fargo, to our next meeting to discuss their strategies and approaches. Mark stated that we have not received accurate financials from Summit Management since November 2017, and only drafts have been sent for review since that time.

Secretary's Report -- None

MANAGER'S REPORT: Two hearings will be held prior to next month's meeting for trash violations. Three homeowners have contacted for fallen tree issues. Violation letters have been sent to residents for trash or waste issues.

COMMITTEE REPORTS:

Architectural Control (ACC): Art reported on the ACC data provided in the Board packet. Spring ACC inspections will be held on April 14, and Mark currently is compiling the inspection sheets for each property.

Environmental Control (ECC): Matt stated that a resident has complained about trash concerns on Malone Ct., and he reported that some residents already have received violation letters.

Communications: None

Hospitality: On Susan's behalf, Joe reported that she currently is awaiting a final submission from T. J. for the final welcome packet to go online, and that the project should be done very soon.

Parking: At Diane's request, a discussion of a residence in the 4900 block of Carriagepark Road was discussed. Joe also stated that the new tenant permits will be ordered in the near term.

Pool: At Rich's request, Mark reported that several issues were being worked on.

Social: Diane stated that the Easter Egg Hunt would be held on March 31, and that the tot lot area needs to be cleaned prior to the event.

Streets and Sidewalks: Jason reported that we have replaced a street light (L9), and removed snow in the past month.

Website: Steve asked if the Board wanted to renew the NetFront account. The Board agreed to renew the account for the next year.

UNFINISHED BUSINESS:

On the asphalt rehabilitation project, Mark stated that he has a letter from ETC to conduct a "warranty walk-through" for Phase I repaving work. **Steve moved to approve the ETC proposal for the Phase I Warranty Review at a cost to not exceed \$600.00. Funds to come from operating account. Matt seconded, and the motion passed unanimously.**

Mark reported that he already had set the dates for the parking meetings, and a discussion was held on various dates to hold the Board / Parking Committee meeting, and the General Membership meeting on the parking program, pending a check on availabilities of the meeting room.

Mark reported that the trash collection point changes on Treasure Ct have been successful so far.

Discussion was held on software needed for the laptop computer approved at the February meeting. Joe stated the Board approved a not-to-exceed amount of \$850 for the hardware. Mark stated if possible, he will look to purchase both the hardware and software for the \$850

NEW BUSINESS:

Recent windstorms resulted in uprooted and dislodged trees, broken limbs, and trees damaged by other trees. Mark gave update on clean-up efforts. **Steve moved to use PWCA funds to remove the fallen tree adjacent to 10479 Malone Ct. Alan seconded, and the motion passed unanimously.**

Matt announced that the Community Clean-up days are set for March 31 and April 21.

Mark related that the telephone contract for the pool house has been renewed.

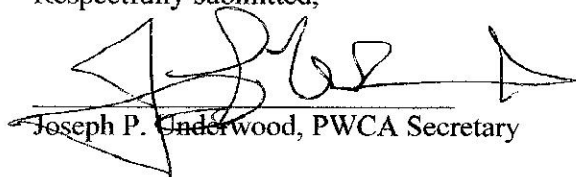
A grounds care contract for one crew day was discussed, where J&J will clean growth and other areas under contract; deferred to April meeting.

EXECUTIVE SESSION: Joe moved to go into executive session, Steve seconded, and the Board went into Executive Session to discuss two ECC (trash) violation matters. At the end of executive session, Steve moved to enter back into open session, Matt seconded, and the Board entered open session.

OPEN SESSION: Upon the end of executive session, Matt moved to fine both subject residences with violations \$50.00 for trash violations. Steve seconded, and the motion passed 7-1, with Jason abstaining.

ADJOURNMENT: Meeting was adjourned at 9:02 p.m. (Mark moved, and Art seconded).

Respectfully submitted,



Joseph P. Underwood, PWCA Secretary