

PARK WEST COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

Tuesday April 17, 2018

Lord of Life Lutheran Church, Fairfax Conference Room

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

HEARINGS FOR TRASH VIOLATIONS: Hearing began at 6:45 p.m.

CALL TO ORDER OF BOARD MEETING: at 7:02 p.m. by President Mark Griffin

Members Present: Mark Griffin, Alan Hardman, Joe Underwood, Steve Lubore, Matt Strain, T.J. Hanton, & Art Gile.

Members Absent: Rich Juchnewicz and Jason Williams.

Property Manager Present: Lori Randall, Summit Management

Guests: June Jackson, President, Summit Management; Diane Barnhard, Social Committee Chair; Joan Murphy, Pool Committee; Susan Underwood, Hospitality Committee Chair; Joan Murphy; & Taylor Jackson.

AGENDA CHANGES / APPROVAL: One agenda change was added by Joe to consider a general membership meeting to be held once the parking adjudication process is finished.

MEMBERS' OPEN SESSION: None

READING AND APPROVAL OF PREVIOUS BOARD MEETING MINUTES: Meeting minutes from March 27, 2018 meeting were read, and several previously-requested changes were made. **Steve made a motion to approve the March 2018 minutes as amended, Matt seconded, and the Minute were approved, with T.J. abstaining.**

PRESENTATION BY JUNE JACKSON, PRESIDENT OF SUMMIT MANAGEMENT: Ms. Jackson spoke about the emphasis of Summit to educate their property managers and clients' board members. Steve asked about current accounting problems at Summit, and Ms. Jackson stated that additional staff has been dealing with solving issues over the past few months. Mark stated that by next month, financials should be reconciled to March. Ms. Jackson stated that the biggest challenges are familiarizing and understanding different client properties, boards, and the personalities involved. Matt asked if we should be looking for more or less services from Summit. Steve asked whether Summit administers parking and pool passes for other communities, and Ms. Jackson replied that they do, but that it is not part of our contract, and that the standard charge would as stated in the contract for such services.

PRESIDENT'S REPORT: Mark reported that all is going well in the community, and that the trash or pool management company will attend next month to speak. Susan suggested that the new lawn management company speak at the May meeting, and Mark stated that he will check for their availability. Mark reported that a July flyer newsletter is scheduled. Mark also reviewed the calendar. He also stated that realtors are happy with the community, due to its upkeep, values, etc..

TREASURER REPORT: Steve reported that we presently have \$157,000. In reserves, and that we are presently not investing our reserve funds, and that the reserves payment has been received from Summit. Mark stated that the upper Carriagepark Road (4911-4917) drainage project will be done next month. Mark also showed final financial chart for 2017.

SECRETARY'S REPORT: No report

MANAGERS REPORT: Lori reported that the Environmental Control Committee has been busy. She also reported that she helped with the Architectural Control Committee inspections last weekend. She also stated that a homeowner delinquency matter would be discussed later during Executive Session.

COMMITTEE REPORTS:

Architectural Control (ACC): Three-quarters of ACC residential inspections are completed, and that Mark and Matt are finishing the Malone Court inspections.

Communications: T.J. reported that the spring newsletter has been delivered by the block captains.

Environmental Control (ECC): Matt stated that the clean-up for the area surrounding the Easter Egg Hunt event was done, but that trash is already starting to collect again. He also stated that the J&J crew day proposal is in and will be discussed during unfinished business.

Hospitality: Susan asked for advance notice for distributing materials through the block captains, and stated that the latest distribution was the third time that she was not included in the process.

Parking: Joe stated that the parking application "busy season" already has begun.

Pool: Joan requested that Summit submit an aged dues balance report for determining pool permit eligibility.

Social: Diane reported that the Easter Egg Hunt next year should be scheduled for only one hour. She also stated that the Easter Egg Hunt this year had a good attendance this year. The next social event will be the New Residents welcome reception, and that wine and light refreshments will be served. The Board to check into legal and regulatory issues regarding alcoholic beverages at the function.

Streets and Sidewalks: No report

Website: Mark reported that updated the PWCA website, and he referred to the report in the meeting materials for updates.

UNFINISHED BUSINESS:

Mark stated that the LED bulbs used in our streetlights are failing. Steve said that the company who we had previously purchased our bulbs had gone out of business, but that we can now buy the bulbs on the open market. Mark said that PSE (lighting contractor) is purchasing replacements.

Steve moved to approve the submitted J&J “crew day” community cleanup proposal not to exceed \$1200.00. Art seconded, and the motion approved unanimously. Joe suggested also calling high school / college students or organizations, or a local scout troop to assist us for service projects.

NEW BUSINESS:

Mark discussed a letter that we received from Edward Jones Co. **Steve moved to solicit investment companies for investing our reserves. Matt seconded.** Steve discussed the need for the Board to determine investment strategies. **Motion withdrawn. Alan moved to retain Wells Fargo for investing our reserve funds. Mark seconded, and the motion passed, with Matt voting against the motion.** The Board then discussed different investment strategies. Susan suggested having the Wells Fargo representative come to the next meeting in May instead of J&J. Joan Jackson also suggested that Steve to present an investment proposal with timelines, etc.

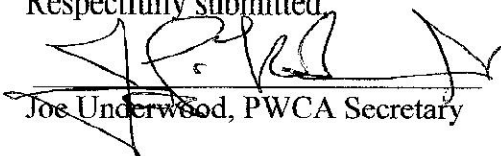
The Board decided that the final parking meeting following the adjudication of the parking comments by the Board and Parking Committee will be a special PWCA membership meeting. In view of the late hour, **Joe moved to have a special Board / Parking Committee meeting to discuss topics remaining from the present meeting to properly air views. Steve seconded, and Joe withdrew the motion, as the Board agreed by consensus to have another meeting to discuss.** Mark suggested May 8th at 7:00 p.m. at the Lord of Life Lutheran Church, and he stated that he will check with the church for available dates on week before the scheduled May Board meeting. The Board then reviewed several groups of the parking comments and recommendations from residents, and decided to complete its review of the remaining comments until the agreed-upon special meeting. Joe requested that Mark and he meet to discuss the remaining issues, and Mark agreed to do so.

EXECUTIVE SESSION: Matt 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, Mark seconded, and the Board entered open session.

OPEN SESSION: Upon the end of executive session, Matt moved to waive the \$50.00 trash violation fine for one of the subject residences, Steve seconded, and the motion passed unanimously. Matt then moved to impose a \$50.00 trash violation fine for the other subject residence, Steve seconded, and the motion passed unanimously.

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

Respectfully submitted,


Joe Underwood, PWCA Secretary