

PARK WEST COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

Tuesday, May 15, 2018

Lord of Life Lutheran Church, Fairfax Conference Room

7:00 p.m. Open Session

CALL TO ORDER OF BOARD MEETING: at 7:10 p.m. by President Mark Griffin

Members Present: Mark Griffin, Alan Hardman, Joe Underwood, Steve Lubore, Jason Williams, Art Gile, and Rich Juchnewicz

Members Not Present: Matt Strain and T.J. Hanton

Property Manager Present: Lori Randall, Summit Management

Guest: Susan Underwood (Hospitality Chair) and Diane Barnhard (Social Chair)

AGENDA CHANGES / APPROVAL: No changes made, and posted agenda was approved

MEMBER'S OPEN SESSION: None

READING AND APPROVAL OF PREVIOUS BOARD MEETING MINUTES: Rich asked for the Executive Session minutes to be amended to reflect votes taken, and Mark asked that June Jackson's name be corrected. **Steve moved to approve the minutes as amended. Mark seconded, and the Minutes, as amended, were approved unanimously.**

REPORTS OF OFFICERS AND DIRECTORS:

President's Report: Mark stated that we were looking into a caterer for the July 4th picnic.

Treasurer's Report: Steve bought 2 \$50,000.00 CD's: a 1 year CD at 1.5% interest, and a two year CD at 2.6%, with a premium. Steve asked the Board to tell him when we would need reserve funds, in order to properly space the investments. **Mark moved to buy an additional \$50,000.00 investment this month. Rich seconded, and the motion passed unanimously.**

Secretary's Report: No report.

MANAGER'S REPORT: Lori stated that the pool contract is in its final year, and she asked if Atlantic should be contacted for a new proposal. Lori also sent thirty (30) ACC and ECC violations letters to residents in the past month. Lori also stated that the Association now has 35 "opt-in" forms to receive electronic communications, and she explained the process. She also related that an aged balance report had been sent to the pool committee.

COMMITTEE REPORTS:

Architectural Control (ACC) -- Art is still inputting ACC inspection updates into the ACC database, and he is re-inspecting some properties. Art told Lori about a cable box trip hazard in the 4800 block of Carriagepark Road.

Communications -- Mark stated that he would send a President's Report e-mail regarding herbicide spraying, social events, pool opening and vehicle speeding in the community. Susan asked if pet waste issue could be included.

Environmental Control (ECC) -- Mark stated that Matt is reordering ECC door hangtags through Lori, and that Matt would be contacting Susan about possible distribution of hangtags by block captains. Joe brought up about an e-mail that he had received from a resident on Gainsborough Drive regarding a tree issue in the subdivision behind our community. Mark requested tree service for an oak tree on Carriagepark Road. Mark also discussed the bamboo problem in the 4800 (odd) block of Carriagepark Road, and related that a resident currently is trimming bamboo that is overtaking new footpath. Matt is recommending total eradication of the bamboo in the 2019-2020 budget.

Hospitality -- No report.

Parking -- The rental renewal "busy season" has begun.

Pool -- May 26, 2018 is the pool opening, and hot dogs and lemonade are on the menu. Rich is looking for some new ideas for the July 4th event.

Social -- Diane stated that the New Residents' Welcome event is scheduled for Sat, June 2, with wine and appetizers, and that invitations were hand-delivered. Diane asked Susan if block captains could solicit for appetizers for the event, and Susan stated that she will send out an e-mail to block captains. **Steve moved to approve an additional \$50.00 for the new resident's event. Mark seconded, and the motion passed unanimously.**

Streets and Sidewalks -- Jason stated that three street lights are out and the bulbs are being replaced.

Website -- Steve stated that the Association's e-mail storage capacity is at its limit, and he asked Board members to erase as many of their old e-mails as possible.

UNFINISHED BUSINESS: None

NEW BUSINESS: Steve moved to approve a one-day, three-man crew from Bartlett to prune trees in the common areas with a chipper and bucket truck, at an amount not to exceed \$2750.00, and Mark seconded. Joe asked if we save money with crew days, and Mark stated that the Association does save some money. Susan asked if we could use woodchips for mulch in the common areas and around trees, and Rich stated the chips would not be treated. Joe asked about using chips on the walkway between the end of the 4900 block of Carriagepark Road and the corner of Braddock and Sideburn Roads. **The motion for tree pruning then passed unanimously.**

PARKING COMMENTS ADJUDICATION: The discussion to review and adjudicate the comments received from residents regarding the permit parking program continued from the April meeting. At the end of the discussion of comments reviewed at the May meeting, the Board decided to report the review and adjudication from the entire review at the Board

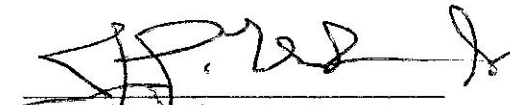
meeting when the review of all comments and recommendations are completed, which should be in June.

EXECUTIVE SESSION: Steve moved to go into Executive Session at 9:10 p.m., Art seconded, and the Board went into Executive Session to review a resident's dues delinquency, and a request for a late fee waiver by another resident. At the end of the Executive Session, Steve moved to enter back into Open Session, Rich seconded, and the Board entered Open Session.

OPEN SESSION: Upon the end of the Executive Session, Joe moved that the Board conduct a hearing prior to the next Board meeting regarding the resident with the delinquent dues matter. Steve seconded, and the Motion passed unanimously. Joe then moved to approve the late fee waiver for the resident requesting the waiver, provided that the payment due is received and deposited into the Association's account by no later than May 22, 2018. Steve seconded, and the Motion passed unanimously.

ADJOURNMENT: Meeting was adjourned at 9:27 p.m. (Steve moved, and Joe seconded.)

Respectfully submitted,



Joe Underwood, PWCA Secretary