

PARK WEST COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

Tuesday, July 17

Lord of Life Lutheran Church, Fairfax Conference Room

7:00 p.m. Open Session

CALL TO ORDER OF BOARD MEETING: Held at 7:00 p.m.

Board Members Present: Mark Griffin, Alan Hardman, Joe Underwood, Steve Lubore, Art Gile, Jason Williams, Rich Juchnewicz, & T.J. Hanton.

Board Members Absent: Matt Strain.

Property Manager Present: Lori Randall, Summit Management

Guests: Diane Barnhard, Social Chair; Hospitality Chair Susan Underwood; Homeowners Kim Eckert and Robert Byrne.

AGENDA CHANGES / APPROVAL: Further discussion and review of the parking survey will be deferred to August.

MEMBERS' OPEN SESSION: An owner of a residence on Gainsborough Drive expressed concerns regarding her neighboring residence on Gainsborough Drive, and that fireworks were fired on July 8, 2018 from the house. No police report was filed, although the police did respond and spoke with the occupants of the house. The Board discussed the potential for action in the matters and asked Lori to develop a template for a violation letter; Lori stated that she has a template for such purposes. The resident also related that on June 19, 2018, there were other violations from the same home.

An owner on Gainsborough Drive wants to install new windows, but wants to replace the existing windows with white windows, rather than that prescribed by the Association. Mark recommended that he, Art, and the resident meet at the house on July 20, 2018 at 6:00 p.m. to discuss and resolve the issue.

READING AND APPROVAL OF PREVIOUS BOARD MEETING MINUTES: The May 2018 meeting minutes were discussed. Joe moved the approval of the minutes, Mark seconded, and the May 2018 minutes were approved unanimously.

RATIFICATION OF DIRECTORS' VOTES HELD BETWEEN MEETING: The approval of measures by the Board for spending \$1500.00 from reserve account for tree pruning on were affirmed, with Joe moving to affirm, Steve seconding, and the ratification passing without objections.

REPORTS OF OFFICERS AND DIRECTORS:

President's Report: Mark stated that J&J Landscaping will be at the August meeting to discuss the landscaping and grounds program.

Treasurer's Report: Steve reported that, as of June 30, 2018, we have \$27,000.00 in the reserve account, of which \$10,000.00 is encumbered. Steve also reported that he purchased a second \$50,000.00 CD in May. Mark reviewed the 2018 reserve components, and related that the new three-year reserve plan will be completed in 2019.

Secretary's Report: No Report

MANAGERS REPORT: Lori reported that 16 ACC and ECC letters were issued to owners in May and June. She also stated that the Patriot trash removal contract is increasing, that this is the second increase this year, with the first being caused by an increase in the county's recycling fees. Lori related that Atlantic Pool is forwarding their contract for next year. She also reported that 40 opt-in forms for electronic transmission of PWCA notices have been received to date. She also stated that responses to ACC letters are coming in and being given to the ACC on a weekly basis.

COMMITTEE REPORTS:

Architectural Control (ACC): No report, except for monthly statistics provided..

Communications: T.J. stated that the July newsletters would be distributed this week.

Environmental Control (ECC): Mark related that the storm drain adjacent to 10480 Malone Court and Roberts Road is clogged.

Hospitality: None

Parking: Joe gave Lori \$450.00 in administrative fees for the general fund prior to the meeting. Joe also related that a fraudulent permit was located in a vehicle that was towed on Carriagepark Court, and that Dominion Towing had been notified to look for any other permits.

Pool: Rich reported that the July 4th celebration went well, and reported on upcoming events.

Social: Diane reported that the July 28 dance is being rescheduled to August 4, due to a scheduling conflict with the DJ.

Streets and Sidewalks: Jason stated that there is paint on the sidewalk in the 4800-odd block of Carriagepark Road. Discussion was held on cleaning it with a pressure washer. Jason stated that he would try to pressure wash it, rather than having a professional company for clean up.

Website: Steve reported that directors need to clean out their PWCA e-mail mail accounts. Steve also asked if the meeting minutes were on the web; Mark stated that they were there, and TJ said that he would confirm that all minutes are on the website.

UNFINISHED BUSINESS: None

NEW BUSINESS: Mark stated that he needs committee inputs for 2019 budget by the end of July. The Board reviewed budget line document (GL items), and the committee chairs were asked to submit their recommendations by end of July.

Mark stated that Matt has asked that we consider a project to remove bamboo in the community in 2019, as damage is occurring behind 4800-odd block of Carriagepark Road. Work has been estimated to cost \$15,000.00, and new state law affects our potential liability, as bamboo is considered a nuisance plant in Virginia.

Mark stated that Bartlett has submitted their estimate for fall tree work. **Steve moved to approve an amount not to exceed \$3,000.00 for Bartlett to perform the proposed tree work. Joe seconded, and the motion approved unanimously.**

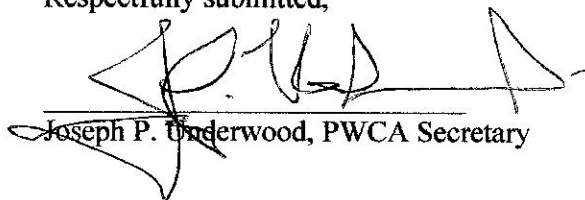
A community yard sale is being proposed to be held in September 2018, with further discussion to be held in August.

Director and Vice President Alan Hardman has been reassigned to New Mexico by the U.S. Air Force, and he and his family will be moving from the community. The Board extended its thanks and best wishes to Alan and his family

Art stated that he has submitted proposed updates to the ACC Rules and Regulations for review. The Board also discussed that other committees should review their rules and regulations to see if updates would be needed.

ADJOURNMENT: Meeting was adjourned at 8:13 p.m. (Joe moved, and Mark seconded).

Respectfully submitted,



Joseph P. Underwood, PWCA Secretary