

**PARK WEST COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING**

**Tuesday, September 16, 2018**

**Lord of Life Lutheran Church, Fairfax Conference Room**

**HEARINGS FOR ENVIRONMENTAL CONTROL (ECC) VIOLATIONS:** Hearings began at 6:45 p.m.

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

Members Present: Mark Griffin, Joe Underwood, Steve Lubore, Rich Juchnewicz, Matt Strain, T.J. Hanton, Art Gile, & Don Malkowski.

Members Absent: Jason Williams.

Property Manager Present: Lori Randall, Summit Management

Guests: Diane Barnhard, Social Chair; Susan Underwood, Hospitality Chair; Kim Eckert, homeowner; and John Griffin, guest.

**AGENDA CHANGES / APPROVAL:** No changes to the Agenda, and the Agenda was approved.

**READING AND APPROVAL OF PREVIOUS BOARD MEETING MINUTES:** Meeting minutes from the August 21, 2016 meeting were read, and amendments were made. **Joe made a motion to approve the August 2018 minutes as amended, Steve seconded, and the Minutes were approved unanimously.**

**REPORTS OF OFFICERS AND DIRECTORS:**

President's Report: Mark stated that we have a busy month in October, and all of the materials for the PWCA Annual Meeting will be ready to be sent to the community in October.

Treasurer's Report: Steve reported that we paid a \$8,500.00 bill to Bartlett in August. He also stated that we received \$7,400.00 from Summit from our reserves on August 31, 2018, and that we have received seven payments from Summit in 2018. Our total balance in our investments is approximately \$151,170.00 as of July 31 2018, with a current value of \$170,330.00 in the Wells Fargo account as of August 31, 2018. Mark stated that our budget is tracking well as of September.

Secretary's Report: No report.

Manager's Report---Lori reported that the new pool contract for 2019 has been received. She also reported that 27 letters for ACC/ECC violations were sent to residents from August 16 to September 12, 2018. Lori stated that she is inputting all incoming ACC response communications to the ACC master spreadsheet, submitting weekly updates to the ACC, and sending responses to residents when appropriate. She also related that a records request for PWCA's contract with Summit was received, and that a books and record request was sent to

an owner, but no return has been received to date. She also stated that a communication to a Gainsborough Drive owner was sent relating to a matter discussed at the August Board meeting, but that no reply has been received. She stated that we may have an ECC violation hearing prior to the October Board meeting.

#### **COMMITTEE REPORTS:**

Architectural Control (ACC): Art is working on draft changes to the ACC rules and regulations. He also reported on an issue regarding lattice work between homes on Gainsborough Drive. He stated that we still have 260 open ACC violations, and that we would need ACC hearings in October.

Communications: No report, except that Mark stated that articles for the Fall newsletter need to be sent to T.J. by September 30.

Environmental Control (ECC): Matt reported that the “hangtag violation” letter process is being coordinated with Lori. He also is working on establishing the Fall cleanup date. Matt also reported that changes are being proposed regarding the trash pick-up locations on Carriagepark Court.

Hospitality---No report. Mark said that an owner on Malone Court has expressed an interest in being a Block Captain.

Parking--- Joe reported that Dominion Towing has been very active in towing unpermitted vehicles from the community since the beginning of the GMU school year.

Pool---Rich stated that the new pool contract is in for 2019, with only an \$800.00 increase. Rich also is seeking a proposal for concrete repair at the pool.

Social--- Diane reported that the Pot Luck Dinner was better attended than the dance, and that the next event is the Chili Cookoff and Halloween event. Mark stated that Yard Sale went well, and that maybe we should conduct the 2019 event earlier in the year. Mark also stated that no “Puppy Plunge” was held this year, due to weather.

Streets and Sidewalks---- No report. Mark stated that Fairfax Water will fix the pavement at the Carriagepark Road entrance to the community as soon as their work is completed. Mark also related that a gas line access under the new footpath to the pool needs to be fixed. The Board also discussed LED lights, and that new lights will be changed as needed.

Website: The Board discussed approaching Netfriends to investigate getting a better deal on our storage of e-mails, etc.

#### **UNFINISHED BUSINESS:**

The Board conducted detailed discussions of the budget process, and the 2019 draft budget and line items, respectively. It also had a detailed discussion of the operating and reserve budgets and goals for 2019. Matt stated that we needed to add monies to the budget for the

clean-up of the bamboo behind the 4800 (odd) block of Carriagepark Road. The budget will be finalized and approved at the October Board meeting.

Lighting for the Braddock Road and Roberts Road entrances is currently on hold, with estimates for new lighting for the Carriagepark Road entrance to be given to Lori or Mark for 2019 completion.

Joe is working on the new Parking Program resolution, and rules and regulations, respectively, that he and Mark have been working on, and he will submit the final proposals to the Board for consideration and approval upon its completion.

The Board discussed the DCP proposal for Fall 2018 tree pruning and stump removal. Mark moved to approve NTE \$1850.00 for the DPP tree work, **Mark moved to approve NTE \$1,850.00 for the DCP tree work, Steve seconded, and the Motion was approved unanimously.**

#### **NEW BUSINESS:**

Steve reported that the 2017 taxes have been filed, and that he approved the tax return for filing. Mark has some questions about the completed audit, and he is in current discussions with the auditor regarding those issues.

The PWCA Snow Removal policy for the 2018-2019 season was discussed, and the Board decided that no changes were needed from the previous year's policy. **Steve moved to approve the snow removal policy for the 2018-19 season, Mark seconded, and the Motion passed unanimously.**

After a brief discussion, **Joe moved to approve the 2019-2021 pool contract for NTE \$40,000.00, Steve seconded, and the Motion passed unanimously.**

Don was appointed by the Board to serve as the PWCA Vice President.

The lower Carriagepark Court trash pick-up locations were discussed. **Joe moved to reduce the lower Carriagepark Court trash pick-up locations from three to two, and that the trash site immediately adjacent to the mailbox across from 10413 be eliminated, Mark seconded, and the Motion passed unanimously.**

Mark stated that the PWCA Annual Meeting will be held on Thursday, November 15, 2018, with all appropriate notices being placed on the PWCA web drive, as well as being distributed to the membership.

**EXECUTIVE SESSION: Joe moved to go into executive session at 9:02 p.m., Steve seconded, and the Board went into Executive Session to discuss three ECC violation matters. The Board also discussed a dues delinquency matter for a residence on Gainsborough Drive, which was deferred to the October meeting. 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, **Joe moved to waive the \$50.00 trash violation fee for one of the subject residences on Malone Court, provided further, that any further violations by the residence will result in an immediate violation hearing; to waive the \$50.00 trash violation fee for the subject residence on Gainsborough Drive, provided that failure to keep their lawn mowed will result in the issuance of a violation hearing letter; and to impose a \$50.00 violation fee upon the other subject residence on Malone Court. Steve seconded, and the Motion passed unanimously.**

**ADJOURNMENT:** Meeting was adjourned at 9:18 p.m. (Mark moved, and Joe seconded).

Respectfully submitted,

---

Joe Underwood, PWCA Secretary