

Annual Board Meeting
November 15, 2001

Attendees: Jim McHugh, President
Elise Converse, Treasurer
Joanne Biagi, Secretary
Kristen Cigler

Paul Downey
Don McBride
Heather Villavicencio

Committee Chairs in Attendance: Renata McHugh
Kevin Berry

Absent: Rich Juchenwicz, Vice-President

Pam Switzer

Twenty homeowners present – (quorum met)

The meeting was called to order at 8:04p.m.

First order of business was to read and approve the minutes from the 2000 annual meeting. 2001 minutes will be posted on the web site after approval at the next BOD meeting. Jim motioned to approve the minutes and Kristen seconded the motion. Motion carried.

President's State of the Community

Jim noted the BOD had the following objectives for 2001:

1. Address the trash situation. A temporary solution was implemented and will be reviewed next spring to evaluate its effectiveness.
2. Cold Tar Sealer. Project was completed on time and within budget.
3. 2 community wide activities. Planned on two, actually had five:
 - a. 4th of July Party
 - b. Adult Splash Party
 - c. National Night Out
 - d. Community Yard Sale
 - e. Easter Egg Hunt
4. Community Cleanup Day. Over 600 pounds of trash was removed from the community.

The BOD was able to address all of these initial objectives along with the following additional accomplishments in 2001:

1. Installed sidewalks leading to the tot-lot from the Carriagepark Road/Gainsborough Drive section of the community.
2. Resurfaced the main pool (fall 2001) & baby pool (spring 2001).
3. Planted trees in the water retention area and other areas in the community.
4. Updated the Community Guidelines Packet.
5. Revived the "The Park West Page" Newsletter.
6. Made a donation to the Pentagon Relief Fund in the amount of \$540 from the community.

Jim thanked the BOD and all of the community volunteers who helped with the success of these projects.

Jim then discussed some of the 2002 projects currently under consideration. These include:

1. The renegotiation & signing of four major contracts that will expire this year.
 - a. Community Management Company (Koger Management)
 - b. Trash Pickup (BFI)
 - c. Community Grounds (Professional Grounds)
 - d. Snow Removal (Advanced Towing)
2. Possibly adding a small entrance sign off of Roberts Road.
3. Addressing parking in the community and on Roberts Road by high school students.
4. Adding street lights on Roberts Road & Braddock Road.
5. Adding lights inside the community for safety.
6. Conducting an environmental study addressing water movement on common areas.

The Association has switched management companies from Armstrong Management (partial management) to Koger Management (full-service management); new trash contract with BFI; new snow removal contract with Advanced Towing and new grounds contract with Professional Grounds. Because of new contracts we are saving over \$22,000. There was a special meeting held by the BOD to decide what to do about the extra money. It was decided that dues should be reduced by \$12 per house per quarter. The new quarterly assessment is \$215 per household.

Treasurer's Report

Everyone in attendance received a copy of balance sheet as of September 2001 and a 2002 Budget report. The revised 2002 Budget will be posted on the web site. Elise, PWCA Treasurer, went through the balance sheet and budget describing our current financial situation. There were no questions from the floor.

Election of Board of Directors

Jim introduced Judy O'Rourke from Koger Management. She is our Association Manager from Koger. She will handle the day-to-day activities of the community. She noted that we had a quorum and we could proceed with the election of the three open Board of Director positions.

Jim, Nominating Committee Chairperson, called for any additional nominations from the floor. No additional nominees were motioned. Jim, the Nominating Chair, introduced nominees from the Nomination Committee. Homeowner Bob Hawkes motioned to elect the three nominees. The motion was seconded by homeowner Ted Morton. The motion carried.

Jim announced that Board member Pam Switzer decided not to run this year and he thanked her for all her work and help to the BOD over the past four years.

Appointment of Nominating Chair

Jim appointed Don McBride be the Nominating Committee Chair for 2002.

Architectural Committee Report

Rich Juchnewicz, ACC Chairperson, was unable to attend the meeting, so Jim read his report:

"I will be meeting with (Judy) Koger Management in the last week in November to go over the last ACC inspection results from Armstrong Management. All of the third violations from the July hearings are complete and MANY (tons) of the second and first violations are done also.

We will try to plan for the first ACC inspections to begin the first week of April (2002), or sooner if weather permits, and then monthly after that. I will work on the notification letter over the next couple of months to make it as informative as possible to avoid confusion. If there are any comments or ideas about the letters, please e-mail me or call and we can work them in.

Thanks again to all who have been e-mailing or calling me asking questions about their homes. I do enjoy working with people personally and helping to maintain the excellent condition of our community."

Mr. VanEsselstyn thanked Rich for helping with requests for approval.

Communication Committee Report

Heather Villavicencio, Communication Committee Chairperson, explained the goal of the communication committee is to get the word out to the homeowners and residents about the news in the neighborhood. Request was made by Mr. Morton to send a copy of the newsletter to non-homeowners and non-resident homeowners. Jim said we would make sure this happens.

Community Watch Report

Paul Downey, Community Watch Chairperson, reported that he had a meeting with the police and other community watch organizations throughout the year. The police stated that we are one of the safest communities in the West Springfield Police District. Paul did a community walk-through with a police officer and the officer recommended that the community look into additional lighting throughout the neighborhood. Paul also pointed out that the police could be called to perform a safety inspection of your house free of charge. Paul asked for residents from each street to do a watch each week. He will post this request in upcoming community newsletters. There were no questions from the floor.

Environmental Committee

Kevin Berry, Environmental Committee Chairperson, reported:

Trash Regulations:

The PWCA Board changed trash regulations early this year to help alleviate the problem with loose trash in the neighborhood. Major changes in the regulations included:

- No bags are to be placed out before 12:00 a.m. the day of collection. If you use a trash can, you can place it out after 6 p.m. the day before collection.
- The use of white bags is prohibited
- You must place your trash in a common area rather than in front of your home.

If you have any questions about the new regulations, you can find information on the website.

Holiday trash schedule: no pickup on Christmas Day or New Year's Day (Tuesdays). Trash will be collected next scheduled day (Fridays). Christmas trees will be picked up on January 2 and January 9, 2002.

Community Clean up Day:

Several members of the community came out for several hours last April to help clean up trash out of the common areas in our community. Approximately 600 pounds of trash was removed. If you were unable to participate in the clean up day you will get your chance next April!

Tree Trimming/Removal/Planting

Several trees in the community have been trimmed or removed over the past year. Trees were removed only if they were dead or causing property damage.

PWCA was fortunate to be approached by an Eagle Scout who wanted to make planting trees in our neighborhood a project of his. 322 trees were planted throughout the community on Saturday, November 10. The majority of these trees were planted in the water retention area as planned by Fairfax County Department of Public Works and Fairfax Releaf.

The Board plans to plant more trees throughout the neighborhood in the future.

Request from the floor to keep Braddock Road sign hedge neatly trimmed.

Parking Committee

Jim McHugh, Parking Committee Chairperson, stated that currently parking violations are on the rise. The increase in violations may be caused by new renters not obeying our community parking regulations. Most of the violations are for parking in a fire-lane, but occasionally they are for parking too far from the curb. Jim explained that the BOD is strict on parking because of the fire in house on Carriagepark Road in May of 2000. Fire trucks and other emergency vehicles were slowed by cars parked too far from the curb. Jim pointed out that emergency vehicles come into our community, on average, once a month. Jim also pointed out that there was an effort this year to prevent parking inside the community by Robinson High School students. A letter was sent to the school stating that students are prohibited from parking in our community. Jim also stated that he was in contact with Sharon Bulova's office about the parking on Roberts Road during school hours. Any questions about parking or towing please call Jim to schedule an appointment. Advanced Towing gives him copies of the receipt and the pictures of the offenses. There were no questions from the floor.

Pool Committee

Renata McHugh, Pool Committee Chairperson, stated that it was a great year at the community pool and she thanked the committee members for helping with pool passes. Atlantic Pool was retained as our pool company for the 2001 season. They did a good job and we had great lifeguards this year. In the spring we had to have the baby pool resurfaced due to scaring from the cold winter. The BOD is looking into a pool cover for the baby pool to prevent this from happening in the future. The Fourth of July party was started on July 2nd but rained forced the postponement of some of the events until the 4th of July. The Board provided all food and beverages for the party and a great time was had by all. The adult splash party did not have a large turnout, but the groundwork was laid for next year. There were two incidents of vandalism at the pool this summer. On one occasion some of the pool furniture was dumped into the deep end of the pool. Later in the summer there was an attempted burglary of pool house. The vandals were later caught by the police and were ordered by the court to pay for the damage to the pool house doors. Sunshine-dollars passes were very successful and will continue in the future. There were no questions from the floor.

Streets and Sidewalks Committee

Jim McHugh, Streets & Sidewalks Chairperson, reported that the cold tar sealer was placed on the streets this year. The sealer should prevent cracking and pitting in the asphalt for 5 – 7 years before a new sealer will need to be laid. Jim also told the residents of a Dominos driver who delivered a pizza to Malone Court. The driver moved the barriers and drove over freshly sealed streets. Dominos reimbursed the community for the damages their driver caused. New sidewalks were installed leading to the tot-lot from the Carriagepark Road / Gainsborough Road side of the community. Lights may be added in this area next year. Parking by Robinson students on Roberts Road causing a problem. Jim suggested having no parking signs between 8am-5pm put up by the County. Park West Community will pay for signs if necessary. Jim will address this issue with the County. Jim also addressed the issue of paint on street by renters spilling from truck. Jim spoke with the renters who caused this problem and they have agreed to pay for the damages. There were no questions from the floor.

Website Committee

Jim McHugh, Website Committee Chairperson, reported that the use of the community web site is increasing. The most hits on the website were in September when there were over 7,000 hits. He is trying to update the site every other week with fresh data and has instituted e-mail blasts to notify residents who register for this service when the web site has been updated. There were no questions from the floor.

Welcoming Committee

Kristen Cigler, Welcoming Committee Chairperson, reported that she has updated the community guidelines. The updated version is on the website. Committee needs help in being notified of people moving in and out of the community. Greens and garlands contest has new category of door decorations. 1st place will receive \$50 and 2nd place will receive \$25. The overall display category will offer prizes of \$150 for 1st place, \$50 for 2nd place and \$25 for 3rd place. There will be a flyer going out announcing the contest to all residents in the next few weeks. There were no questions from the floor.

Old Business

None.

New Business

Mr. VanEsselstyn thanked the BOD for all of their work and especially for putting up the flags around the neighborhood.

Jim stated that Rich put his own flag over Braddock Road entrance sign and thanked him for his donation to the community.

Mr. Shanahan thanked Board, especially Jim, for addressing problems because of the college students on Malone Court.

Jim announced the unanimous acclimation for 3-year BOD terms ending 11/2004:

George Burgee

Kristen Cigler

Paul Downey

Motion to adjourn was made by Kristen. Jim seconded the motion, and the motion carried. Meeting adjourned at 9:30pm.