

**Annual Meeting
Park West Community Association
Thursday, November 21, 2002
Laurel Ridge Elementary, Multi-Purpose Room**

The meeting was called to order at 8:00pm.

In attendance were:

Jim McHugh, President
Elise Converse, Secretary
George Burgee, Treasurer

Kristen Cigler
Don McBride
Rich Juchnewicz
Heather Villavicencio

Jim requested the homeowners in attendance follow the agenda and to keep all questions confined to each agenda item under discussion in order to move the meeting along in the most efficient manner. He also noted that the order would be changed slightly to accommodate the Pool Committee Chair and that the Pool Report would be heard first after Officer Reports.

Jim noted that all Board members were present and that there were 20 homeowners in attendance along with 21 proxies, there was a quorum as required by the By-laws. **Jim motioned that the minutes from last year's (2001) Annual Meeting be approved as written. Don McBride seconded the motion and it was approved unanimously.**

President's Report:

Jim introduced Howell Thomas from the Association's management company, Koger Management. Jim briefly described Mr. Thomas's duties and stated that the decision to go with a full time management company was a good one and that the savings obtained in various contracts through Koger's efforts more than paid for the fees. Jim thanked Howell for his time and efforts on the Board and the Association's behalf.

Jim also thanked all the volunteer Board members that had served with him over the three years of his term. He reviewed many of the accomplishments over the term of his tenure. Highlights include the installation of a new tot lot, sealing of the parking lots, pool upgrades including resurfacing, the purchase of a pool cover and the refurbishing of the pool house, installation of a sign at the Roberts Road entrance, various landscaping projects and dues reductions (\$27/quarter in total). He again thanked the Board members, present and past, for all their efforts on the community's behalf.

Treasurer's Report:

George Burgee noted that there were no financial statements to review but reported that during the past year he had worked on getting the billing squared away. It was noted that the financial statement existed, but simply was not copied for distribution due to a communication problem.

Jim noted that the Association had approximately the same amount in assets available to them after all the above projects were completed as it did before and that the Association was in sound financial health.

Declaration of Quorum:

It was again declared that a quorum was present and Jim asked for nominations from the floor for the current elections. None were made and the Board proceeded with the election.

Homeowner Bob Hawkes requested that each candidate stand and introduce themselves prior to the vote. Mr. Lubore stood first and indicated he was the owner of a townhouse, but his son and several fellow George Mason students lived in the house. He also stated that he has been president of an association at a past residence. Second, Brigitte Peterson spoke. She stated she has lived in the community for about 3 ½ years and that she felt it was time for her to become more involved. Susan Diamantes spoke last and said she has lived in her townhouse for 15 years and also felt it was time to give back to the community.

Homeowner David vanEsselstyn moved that the three candidates be voted in by acclimation. Jim seconded the motion and it passed unanimously. Mr. Lubore, Ms. Peterson and Ms. Diamontes were elected to the Board for one, three-year term each.

Nominating Chair:

Jim McHugh noted that one of the duties of the President on the night of the election was to assign a Nominating committee chair for the next year. He assigned George Burgee, noting that he felt it should be in the hands of someone not up for election in the next year.

Pool Committee:

Chairperson Renata McHugh reported that the pool enjoyed a successful season with more sunshine dollars and fewer late fees charged. She noted that all money collected for the pool was funneled back into pool activities either for toys or parties. It was also noted that the age for unattended children at the pool would be raised to 12 next summer.

Renata also noted that the Board had approved money for refurbishing the furniture at the pool for the next season and that two baby changing tables, one for each restroom, would be installed for the next season. She also thanked homeowner Laura Mowry for all her help with the pool committee.

Architectural Control Committee:

Rich Juchnewicz thanked Howell Thomas for his help keeping maintaining community aesthetics. He stated that the last inspection of the season was recently completed and that the letters would be mailed shortly. He also noted that the number of violations has decreased. He indicated he would most likely be ACC chair next year and encouraged homeowners to get in touch with him though the web site if they had any questions.

Communications:

Heather Villavicencio reported that 3 newsletters were sent out in the past year and that the community directory would be forthcoming. She said that her goal over the past year had been to get more information out to the homeowners over the past year through the newsletter and welcomed any suggestions or submissions for inclusion. In answer to a new homeowner's query about how the newsletters were distributed, Heather stated that they were mailed with the quarterly assessment. Jim noted that the newsletters were also posted on the web site.

Another new homeowner noted that they were not given much information regarding rules or the website at their closing. Jim stated he would get with Howell and be sure that our Homeowner packet was included in each re-sale packet so that new homeowner would know how to contact people with questions. Ms. Diamantes stated that rules should be given to renters, but Jim pointed out that it is the responsibility of each homeowner/landlord to communicate rules to their renters and not the Board's.

Environmental Control Committee:

Kevin Berry, Environmental Chair, was not able to attend but Kristen Cigler read his prepared report to the homeowners. Kevin reported that 250 pounds of debris were removed from the grounds at the Annual Spring Cleanup; that the Braddock Road sign was re-landscaped with the help of Homeowners Mr. and Mrs. Messner; and that a new flagpole was installed and was flying a flag donated by a homeowner. Kevin also noted that twice a year he works with JL Tree Service on tree trimming and dead tree removal and that it is a constant project. He requested that if anyone knew of a tree that was dying/dead or needed trimming to please report it via the web site. Jim also noted that at the last Board meeting, the Board approved some money to begin replacing some trees on community property.

Finally, since there did seem to be some remaining confusing about our trash policy, Kristen reviewed those policies. Homeowner Ed Lawton requested that we publish our trash policies for renters. Kristen noted that the Board sends letters two times a year to non-resident homeowners requesting that they remind their renters of our policies and rules and regulations.

Jim introduced Ed Warmus, Operations Manager of BFI, our trash service company. Mr. Warmus thanked Jim for including him on the agenda and that he simply wanted to review several issues that had come up over the term of their contract so far. He said that BFI cares about the community and that their goal is to provide a high level of customer service. Two homeowners commented that they felt BFI was doing a better job at trash collection than our previous company. One homeowner noted that several times he has had to remind the workers to pick up loose debris and that the workers always seemed willing to comply with his requests. Mr. Warmus stated that good communication is the key and that any time a problem was noted, BFI would work on solving the problem. Don did request that the drivers be reminded not to speed through the property and Mr. Warmus said he would. Jim McHugh thanked Mr. Warmus for taking the time to attend our meeting.

One homeowner asked what to do if she saw someone walking a dog that did not pick up his or her animal. She was instructed to call the Health Department if she knew the address and that the Health Department would handle more effectively than the Board since they are the ones responsible for this type of activity.

Parking Committee:

Jim McHugh, Parking Committee Chair, said that parking continues to be a problem and that the Board is very strict in its enforcement of parking rules and regulations. He said the tow company we use is family owned and reputable and they provide him with a digital picture of all cars they tow. One homeowner wanted to know what to do if they had a party and Jim suggested that they empty their own spaces and/or instruct their guests to park on Roberts Road or Sideburn Road. Jim reviewed how to contest a tow. Susan Diamantes commented that many drivers go very quickly through the neighborhood. Another homeowner commented that her husband is a firefighter and he has commented on how our neighborhood does a good job ensuring access for emergency vehicles.

Streets and Sidewalks:

Chairman Jim McHugh noted that recently \$5,000 worth of concrete repairs was done throughout the neighborhood. He indicated that this needs to be done every year or so just to keep up with repairs. One project approved by the Board which will be pushed back to the spring, is the replacement of three speed bumps and the installation of two new speed bumps. Jim indicated that the bumps would be 1" higher and 12" wider in an effort to slow people down as they travel through our neighborhood.

Website:

Jim noted that more people are using the web site and that it is a terrific way to keep the community in touch with the greatest amount of information.

Unfinished Business:

None

New Business:

Steven Labore asked who would be the Board's next president and Jim stated the officers would be elected at the December meeting.

Announcements:

The homeowners thanked Jim McHugh for his service to the community. One homeowner wanted to know what the Board had in mind for the next year and Jim said that generally, at the January Meeting, the president will layout his suggested agenda for the new year and advised homeowners to check the January minutes when they are placed on the web.

Kristen Cigler motioned to adjourn the meeting at 9:30 PM; the motioned was seconded Heather and passed unanimously.