

**Minutes of the PWCA Board Meeting
Thursday, October 17, 2002
Laurel Ridge Elementary, Multi-Purpose Room**

The meeting was called to order at 7:15pm.

In attendance were:

Jim McHugh – President
George Burgee – Treasurer
Kristen Cigler

Rich Juchnewicz
Heather Villavicencio

Absent were:

Elise Converse – Secretary

Don McBride

Jim motioned that the August Budget meeting minutes be approved as corrected; the motion was seconded by Heather; the motion passed unanimously.

Treasurer's Report:

A discussion was held about credit card fees and electronic fund transfer (EFT) fees that are currently being incurred by the Association for accepting these forms of payments from homeowners. Credit card fees are running approximately \$120 a year. EFTs cost a flat rate of \$5 per month for a total \$60 per year. A fee schedule versus a flat rate was discussed. Issue was tabled until December pending some additional data/information from Koger as to the operations of other Associations.

Environmental:

The committee chair submitted a proposal from JL Tree Service for the fall/winter tree trimming. The total amount of the proposal was \$3025. Two trees on the list were determined to be homeowner responsibility and then two additional community trees were added. The total cost of the proposal remained the same. **Jim motioned to accept the proposal by JL Tree Service; the motion was seconded by George; the motion passed unanimously.**

The Board set aside monies to purchase more trees this fall to replace trees lost in the community throughout the year. Jim and Rich will try to get over to Craven's Nursery to pick out approximately \$500 worth of trees. General areas for planting the new trees were discussed.

Architectural:

Fall inspections are continuing. They should be completed by the end of October.

Communications:

Community directory is still in the works. Heather will continue to work with the community volunteer to complete the project.

Streets and Sidewalks:

Both of the contracts for speed bumps and sidewalk repair have been signed. The work is scheduled to begin around the end of October/beginning of November, depending on weather.

Parking:

Two disputed towing charges that were recently referred to the Fairfax County Consumer Services were both found to have been legally towed. Fairfax County Consumer Services recommended that another sign be added at Carriagepark Court and Carriagepark Road so that guests making that first turn on to Carriagepark Court are better informed of the regulations. Jim will contact Advanced Towing to have them install a new sign on the Carriagepark Court/Carriagepark Road street post.

Website:

Number of visitors to PWCA website continues to increase.

Unfinished Business:

A discussion was held regarding the letter that the Board will send to solicitors that who hand-deliver flyers and other promotional material to homes in our community. The letter will remind these vendors about the “no trespassing” on community property. **Jim motioned to accept proposed letter as drafted by the Association attorney; the motion was seconded by Rich; the motion passed unanimously.**

The Board requested that Koger Management send a letter to BFI (trash company that services the community) requesting that they clean up the trash from around collection areas as per their contract.

Ballot letters for the upcoming Annual Meeting will be mailed out on October 21. Subsequently, on November 1, the Official Annual Meeting Notice and the Community Proxy letter will be sent. **Jim motioned to send out these documents on the appropriate dates; the motion was seconded by Kristen; the motion passed unanimously.**

Kristen motioned to adjourn the meeting at 8:10pm; the motion was seconded by George; the motion passed unanimously.