

**Park West Community Association  
Board of Directors Meeting  
Tuesday, March 9, 2004  
Robinson Secondary School – Room 508**

The meeting was called to order at 7:05 pm.

**In attendance were:**

Rich Juchnewicz – President  
George Burgee – Treasurer  
Don McBride

Brigette Peterson – Secretary  
Steve Lubore

**Absent:**

Kristen Cigler

**Also in attendance:**

Howell Thomas, Koger Management Group

Steve made a motion to approve last month's minutes; seconded by George; motion carried unanimously.

**President's Report:**

Rich reminded all of the Board members to submit their articles for the newsletter to Amanda by the end of the week.

**Treasurer's Report:**

George closed out the auxiliary checking account at Wachovia Bank. A \$794.92 check was given to Howell to deposit in the BB&T checking account.

The Board approved the payment of last month's snow plowing bill.

The Board requested that Howell find out why there is \$682.00 under an entry entitled "Liability".

Steve proposed some of the Association's checking balance be moved into a CD that would earn more interest. Some of this money would be moved into the reserve fund. The Board also discussed how to invest the liquid cash in the reserve fund.

George made a motion to move \$50,000 into the reserve account and invest the money into five CD's to be laddered out over 5 years. This money will be combined with the liquid cash already in the reserve fund. Motion was seconded by Steve and carried

unanimously. George will contact the representative at Merrill Lynch to determine whether or not the monies invested can be withdrawn early without penalty and if so, the money will be invested on 3/12/04.

**Environmental Committee:**

Rich mentioned that, in the Spring, there will be a need for community tree trimming. He also discussed the possibility of obtaining a bid from Professional Grounds to work on erosion control and clearing out the islands of debris and leaves.

Rich discussed putting a notice about the community trash regulations in the Park West Pages as a reminder to the homeowners. Residents have started putting white trash bags out again.

Two homeowners have made requests to the Board:

Put down ground cover in the common area bordering the resident's home, because people use the area as a cut-through and the ground no longer has any grass. The Board discussed the possibility of putting down Ivy.

Fix the erosion behind the homes on Carriagepark Court.

George and Rich will consult with Professional Grounds to get an estimate for erosion control throughout the community.

Mark Griffin is organizing a community clean-up on Earth Day.

There is a tree that needs to be removed near the pool and J&L still needs to come back and remove the tree stump that they left when they removed a tree behind the homes on Treasure Court. Howell is going to get proposals from other Tree companies.

**Pool Committee:**

Don will submit a paragraph to the Newsletter outlining the policy for obtaining pool passes.

**Architectural Control Committee:**

George and Howell will conduct the home inspections the last week of March, so residents will have time to make repairs to their homes prior to the opening of the pool.

**Communications Committee:**

All articles for the Newsletter need to be submitted to Amanda no later than 3/12.

### **Streets and Sidewalks Committee:**

Brigette is researching proposals from paving companies for street repairs, including redoing some of the speed bumps.

George reported that he still has not received a response to the letter that he sent to the Fire Marshall requesting clarification on the citation that they sent to the Association regarding fire lanes in the community. The Board decided not to make any changes to curbing until we receive clarification on what color the curbs should be painted.

Howell is going to order fire lane signs and check on the status of replacing the missing speed limits signs.

Howell is going to request that Kelly Electric fix the lights on Treasure Court. Two of the lights on Carriagepark Court have been repaired. The third is going to need major electrical repairs that may be the responsibility of VA Power.

The Board discussed setting the street cleaning for the last week in March. Rich is going to contact Bill Mason from Advanced Towing and request that the street cleaning be scheduled for the week of March 28 through April 3. Once an exact date is confirmed, signs will need to be posted at both entrances to the community and an e-mail alert will be sent. Rich will try to have a confirmed date in time to include it in the Park West Pages.

### **Parking Committee:**

No Report.

### **Website Committee:**

Steve has added a link for emergency numbers to the Website. There is also a link for the County's political officials as well as links to the local utility companies and schools. Steve has added Howell to the PWCA distribution list.

### **Management Report:**

No Report.

### **Unfinished Business:**

The fire zone parking issues were discussed in the Streets and Sidewalks Committee Report.

**New Business:**

Don needs a volunteer to take over the Easter Egg Hunt this year. Brigette and George will handle the details of the event. The Easter Egg Hunt will be held on 4/03/04 at 10 AM in the tot lot with a rain date set for 4/04/04 at 2 PM.

Motion to adjourn by Steve at 9:02 PM was seconded by Rich and carried unanimously.