

Park West Community Association Board Meeting
Tuesday, May 10, 2005
Robinson Secondary School, Room 504

Present: Don McBride, Chris Cosgriff, Stephen Lubore, Kathleen Marvaso, Julio Abinader, Koger, George Burgee, Robert Ritchie.

Absent: Rich Juchnewicz, Brigitte Peterson

The meeting was called to order at 7:10 pm. The April meeting minutes were approved, and will be posted on the website.

No Board members received any advanced materials, including a meeting agenda, from Koger. Treasurer Steve Lubore presided in Rich's absence.

President's Report: None

Architectural Control Committee Report: ACC Chairman Chris Cosgriff reported he received and approved four routine ACC requests from homeowners.

Julio Abinader reported he had reviewed the 2005 violations report against the 2004 report and found few second violations. Julio will forward the information to Chris; Chris will verify the violations by May 12, and forward Julio a list of addresses which should receive notices of second violations. Pool passes will be withheld from these residents.

Julio will also provide a list of ACC first violations for Chris to verify.

Communications Committee: PWCA has received some requests to purchase advertising in the *Park West Pages*. Kathleen will explore the implications of accepting advertising and report back.

Based on Koger's schedule, the next newsletter deadline is June 15. Kathleen needs any copy to be included by June 9. July issue should cover the change in pool hours; the change in the annual meeting date; meeting location and time; and board nominations.

Website Committee: Steve reported on routine maintenance of the website. Notice of the 'yard sale' at the pool is now posted (Don reported an ad has been placed in the *Washington Post*, and signs have been posted.)

Pool Committee: Julio reported that pool pass applications were mailed to residents the third week of April, and a significant number of applications have been received. Pool passes will be withheld from residents/owners with second violations and late HOA dues.

Don reported that the pool is ready for the season. The toddler pool will require significant work at the close of the season. Don will provide an estimate from Atlantic Pool Service at a subsequent meeting.

A downloadable pool pass application form will be added to the web; Don will issue temporary cards as necessary.

Streets and Sidewalks Committee: The speed bump repair was successfully completed by Espina Stone in April. The Board discussed moving ahead with other streets and sidewalks projects (sidewalk cracks; replacing asphalt path by pool) in the community. Julio will follow up with Rich, and will request estimates as appropriate.

Several manhole covers pose trip-hazards to pedestrians and should be addressed. Julio will follow up with Brigette and Rich, who have identified the covers which pose a problem, and contact the Water Authority as appropriate.

The Board also discussed moving forward on street cleaning to remove sand from the community streets. Julio will get an estimate from Professional Grounds, and once approved, will schedule

Parking Committee: No report.

Environmental Committee: Robert Ritchie reported on a successful community clean-up on April 23. He noted some erosion issues, where Cox cable is exposed, and will get an estimate from Professional Grounds on fixing the problems. Robert will also identify any other erosion problems that need to be addressed in the community.

Robert will follow up with Rich on the status of the island clean-up project. Professional Grounds submitted a high bid for clearing out the islands, and Rich contacted them to arrange to have someone come out and discuss the project with him.

Treasurers Report: Steve noted that the issue with American Disposal Services appears to be resolved per the email American Disposal sent to Julio promising a credit to the PWCA account for overcharges.

Steve reported on adjustments to Merrill Lynch WCMA account CDs and re-investment of Association funds.

Steve also presented a standard set of clauses, prepared by attorneys for another HOA, to be used by PWCA with all contracts to ensure the Association is properly protected when entering into contracts with contractors on behalf of the community. The Board endorsed the concept of adopting standard clauses, and asked Julio to forward them to Rees, Broom and Dias for review. Once approved by RB&D, clauses would be an addendum required with all contracts entered into by PWCA.

The issue of the conflicting addresses on the quarterly dues statement was discussed. Before the next mailing, the addresses which appear on the statement must be consistent and accurate, and the Phoenix address deleted from the bottom of the statement.

The Board discussed a resident request to make quarterly dues payment by credit card. The Board declined to make a change in the policy prohibiting credit card payments, unless a resident presents extenuating circumstances and the Board authorizes an exemption.

Steve requested follow-up from Koger accounting on a number of issues:

1. Consistent assessment of interest (8% per annum per our By Laws) on unpaid dues (assessments).
2. Simple notification procedures when dues are not paid in a timely manner (no use of certified mail at members' expense).
3. Delivery to PWCA Board of clear written procedures for a selling resident to obtain the disclosure packet.
4. Explanation of some balance sheet items, including a \$600 negative liability in the account statement, and a negative reserve expense.
5. Explanation of CAB A/R entry v. CAB Checking account entry.
6. Explanation of CAB money market account (did not know about or authorize).
7. Prepaid items not accounted for in Assets (Escrow to attorney and any prepaid insurance premiums)
8. Timely invoice payment (Electric bills for March not timely paid; Professional Grounds bill not timely paid)
9. Possible duplicate payment to ATS for 7 tons on sand applied as part of snow removal activities
10. Explanation of how interest is credited to Income when it is later rolled over into new CD's by Merrill- Lynch

Management Report: None.

New Business: The Board officially changed the annual meeting date as required by the PWCA By-Laws from November to Wednesday, September 14, 2005. Official notice of the meeting, and proxies, must be mailed 30 days prior. The change will be covered in the newsletter. Julio will arrange for meeting location, and prepare draft notice for Rich's approval.

Robert Ritchie was appointed to the Board and named Vice President, replacing Kristin Cigler. Bob will serve for the remainder of Kristen's term in accordance with Article IV, Section 3 of the PWCA By-Laws.

The meeting adjourned at 8:55 p.m.