

**Park West Community Association Board Meeting
Robinson Secondary School -- Room 504
Tuesday, November 14, 2006**

Present: Rich Juchnewicz, Chris Cosgriff, Steve Lubore, Kathleen Marvaso, Don McBride, Tom Pennington, Capitol Property Management representative Carolyn Toohey.

Absent: Robert Ritchie, Jeff Clarke

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

Resident Appeal: A George Mason University student and Kings Park resident attended the meeting to appeal a towing bill for his vehicle. The vehicle had been mistakenly towed as a non-resident vehicle. The board approved his request for reimbursement for towing fees after proving his residency.

Benjamin Stancil volunteered to serve as a ‘student liaison’ to the PWCA community and board. Carolyn from Capitol will follow up with Stancil (dstancil@gmu.edu) to discuss what his role will be.

Reserve Study: Mason & Mason presented findings from the “Condition Assessment and Reserve Fund Plan – 2007” for the Park West Community Association. The study was requested by the Board to assess the strength of the replacement reserve fund for deteriorating capital assets in the community.

Principal findings indicate the common assets of the community appear to be in overall good condition as the community approaches its thirty-year benchmark in terms of replacement of major systems. Mason & Mason’s analysis suggests the need for a required small increase in per month per unit reserve contributions to properly fund the Reserve Fund at sufficient levels to cover future replacement needs.

Detailed analysis will be finalized and will be posted on the community website.

President’s Report: No report.

Treasurer’s Report: Steve Lubore reported on positive financial results year-to-date for 2006.

Steve requested a copy of the September financial report from Mike at Capital in order to make a decision about funds to move to reserves.

Steve also requested that Capitol provide a copy of the tax return filed 9/30/06, and inquired about the contract for 2007’s taxes. Caroline will follow up.

Architectural Control Committee: ACC chair Chris Cosgriff discussed plans for monthly ACC inspections in 2007, with regular follow-ups and renewed diligence on issuing and tracking first and second violation notices. Carolyn plans to re-visit first notices from the 2006 inspections, and will mail notices by Friday, 11/17.

Board members discussed the rules relating to ACC violations and pool passes, and confirmed pool passes are withheld from residents with second violations.

The first inspections of 2007 will be conducted in early spring. Owners with properties in violation will be given 30 days to correct problems. Properties will be re-inspected, and violation notices issued as required, monthly.

Environmental Committee: No report. Board members discussed maintenance of the VDOT right of way on Braddock Road adjacent to our property, and the feasibility of handling mowing ourselves to improve the appearance of the community. Carolyn will get an estimate from Professional Grounds for maintaining that area.

Pool Committee: Pool Committee chair Don McBride reported on needed repairs and maintenance to the pool house, including gutters, lighting, painting, and light fixtures.

The Board discussed the initial plans to build a two-story pool house, which were abandoned due to builder financing issues. The Board asked Carolyn to get a rough estimate for building a second story on the pool house.

Parking: The resident towing issue was handled at the outset of the meeting. No other report or business was discussed.

Streets & Sidewalks: The board discussed the letter sent to Fairfax Water Authority regarding trip hazards in the community. FWA has 30 days to respond. If they do not respond, PWCA will contract for the work and bill the FWA.

New Business: The board considered and unanimously rejected a proposal for “doggie stations” for residents to dispose of animal waste. Pet owners are already required to collect and properly dispose of their pet’s waste.

Next Meeting: Tuesday, December 12, 2006.

The meeting was adjourned at 8:57 PM.