

**PWCA Board of Directors Meeting  
Robinson Secondary School -- Room 504  
Tuesday, June 10, 2008**

**Present:** Rich Juchnewicz, Steve Lubore, Don McBride, Bob Ritchie, Pool Chair Dorothy Juchnewicz, Capitol Property Management representative Karen Conroy

**Absent:** Rita Estrada Cavalini, Jeff Clarke, Kathleen Marvaso, Tom Pennington

**Call to Order:** The meeting was called to order at 7:14 pm.

**Approval of Minutes:** The May meeting minutes were unanimously approved.

**President's Report:** President Rich Juchnewicz again stressed that PWCA needs several new members to serve on the Board of Directors. The Association also needs volunteers to serve on its committees.

**Treasurer's Report:** We received the results of the Daly & Hamad audits of our 2006 fiscal year and the last quarter of 2006 audit when the Board shifted the fiscal year from October to January. On the treasurer's recommendation, The President and Treasurer signed the audit. Based on a review of the financial data submitted by Capitol, the Board requested clarification of expense amounts which do not seem to properly track our 2008 budget. The Board noted that Capitol has begun billing late payment after last month's request to do so. A flat fee of \$2.00 for any account not paid within 10 days of the due date is being charged at the Board's request. Based on the Daly & Hamad audit and tax return preparation, for FY 2005 Federal tax of \$1603 and VA tax of \$682 was paid.

Treasurer Steve Lubore reviewed the stipulations of the recent Amendments to the VA Property Owner's Association Act. Of major consequence are: a) fees for Disclosure Packages cannot be collected for up to 90 days depending on when settlement occurs, but Capitol has not determined how it will handle billing of their Package preparation expense or refunding such expense to the Association; b) a new member complaint procedure will begin on July 1, 2008. The Board asked Capitol to develop the required member complaint form.

**Architectural Control Committee:** ACC Chair Don McBride informed the Board that all second property inspections were completed by and 2<sup>nd</sup> or 3<sup>rd</sup> violation notices will be mailed to all homeowners by mid June

**Environmental Committee:** Robert Ritchie reported that The American Chestnut Society has again requested permission to collect pollen from the tree located in the community. The Board approved the request subject to the Society signing a hold harmless agreement. Capitol was asked to order another swing chair and attachment chain and hardware for the community Tot Lot. See Old Business for items relating to common area erosion and drainage control.

**Parking Committee:** No report at this time.

**Pool Committee:** The pool opened as scheduled on May 24<sup>th</sup>. The Pool Chair, Dorothy Juchnewicz, questioned the eligibility of two separate home owners who requested pool passes. Capitol representative Karen Conroy confirmed that both parties had unpaid assessments and could not be issued passes until they cleared their debts. A request from a non-resident owner for pool passes was denied in keeping with long standing PWCA Pool Policy.

**Streets and Sidewalks Committee:** See items under Old Business.

**Communications and Website Committee:** The Spring edition of the community newsletter, Park West Pages, was distributed and placed on the web site. Links were added in the Architectural Modifications and Architectural Rule sections of the web site to the approved paint, siding, and roofing colors for each community townhome.

**Old Business:** Rich Juchnewicz is still waiting to meet with a representative of Blade Runners to design and implement a solution to the erosion and drainage problems in the common area behind 10464 to 10468 Malone Court and in the common area behind 4788 to 4796 Gainsborough Drive.

Rich Juchnewicz is waiting for a representative of Espina Stone to walk the community with him and make a list of sidewalk and curb trip hazards. After the extent of repairs is agreed upon, Capitol will solicit a proposal from Espina Stone to make repairs to remove these hazards. Trip hazards created by raised water meter housings are being identified by two residents and will be communicated to Fairfax Water once the list is complete.

Capitol prepared an RFP, solicited bids, and provide to the Board proposals from several waste disposal contractors in anticipation of the termination of PWCA's contract with American Disposal Services. The Board requested Capitol to obtain further detail of services offered in the American Disposal Services bid. A decision on which Trash service to use will be made at the July Board meeting.

Rich Juchnewicz asked Capitol to identify sources of extruded rubber mulch for placement in the tot lot/play area.

**New Business:** None.

**Next Meeting:** Tuesday, July 8, 2008 at PWCA swimming pool.

The meeting was adjourned at 9:09 pm.