

**PARK WEST COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Robinson Secondary School – Room 504  
Tuesday, June 14, 2011**

**Present:** Joanne Biagi, Tammi Jackson-Griffin, Rich Juchnewicz, Debbie Kirvan, Steve Lubore, Don McBride, Curtis McGiffin, Joan Murphy, Bob Ritchie, Arthur Gile, resident, Andre Kaminski, resident, Laura McGiffin, resident and Karen Conroy, Capitol Property Management representative.

**Absent:** None.

**Call to Order:** The meeting was called to order at 7:09 P.M.

**Approval of Minutes:** May minutes were approved.

**President's Report:** Rich spoke about volunteerism. Any help is appreciated. Students in need of community service credits could help with replacing a missing stop sign.

Rich reported that he and Karen Conroy together with a member of Blade Runners walked around the community identifying trees to be trimmed or taken down. Rich suggested using the wood chips in areas with a drainage problem. The Board discussed removal of a tree behind Carriage Park Road. According to Blade Runners, removing the tree would help with the drainage problem in that area. Karen advised that an erosion specialist came out and will submit a report.

Blade Runners will provide an estimate for other landscaping improvements.

**Treasurer's Report:** Treasurer, Steve Lubore, reported that the association is doing well financially. There are, however, unpaid resident accounts that are longstanding.

Steve questioned the two reserve accounts and suggested that one be closed. He advised Karen Conroy to charge the maintenance and drainage expenses to a reserve account.

Steve advised the Board that the new attorney handling collections recommended that the wording on the invoices be changed. The charge for being late with the quarterly dues will be worded as an interest charge instead of a late fee.

**Architectural Control Committee:** Since the Board did not approved any patch work or painting of cement steps, Mr. Gile asked for an extension to correct the front steps on his Gainsborough Drive property. The Board approved the extension. Rich motioned to defer any action on concrete step violations until the fall when the Board could come up with a standard for replacing stairs. Debbie seconded the motion. Motion was unanimously passed.

The Board discussed other repairs to steps in the community. Tammi was asked to prepare a list of addresses with stair violations for the next meeting. Don McBride reported on negotiating with a contractor who requested a minimum of four households to provide an estimate. Joanne reported on a company, Silver Fleet Construction, who repaired steps on Gainsborough Drive. The cost would be determined by the number of people under contract.

**Communications and Website Committee:** Debbie reported that the newsletter will be mailed next week. She discussed ads in the newsletter and the Board agreed to permit reasonable ads.

Steve Lubore volunteered to post the date and time of the graduations at George Mason on the website.

Debbie asked that she be notified of any new residents moving into the community and she will deliver a "New Homeowner's guide." She reported that two more block captains are needed.

**Environmental Committee:** No report.

**Parking Committee:** Mr. Kaminsky appealed a towing incident. He brought up the fact that the car was within the white lines and didn't represent a safety hazard. Rich explained that although Fairfax County requires that the tires are within twelve inches of the curb, our community allows 24 inches and the white lines are not a guide. Steve motioned to deny the appeal. Joanne seconded and the motion was passed unanimously.

**Pool Committee:** Joan Murphy reported that the pool opened on schedule Saturday, May 28<sup>th</sup>. Allison McBride held a fund raiser for Alex's Lemonade on opening day. Lemonade, hot dogs, and desserts were enjoyed by the residents and a worthy cause was served.

On June 12<sup>th</sup> there was an ice cream social, "Sundaes on a Sunday." Children and adults enjoyed making their own sundaes with all the toppings.

Preparations for the July 4<sup>th</sup> party are underway. Additional tables and chairs have been rented, food has been ordered from Red Hot and Blue, and volunteer tasks coordinated.

**Streets and Sidewalks Committee:** The contract for an ADA compliant sidewalk ramp from the parking lot to the pool entrance has been signed. The board agreed to postpone work until after Labor Day.

Bob Ritchie discussed enhancing the stop signs at both entrances with lights or reflectors.

**Old Business:** Repairs to the multi-purpose court was discussed.

**New Business:** The Board discussed composite material on decks. The use of composite material in natural colors such as faded wood was approved.

Steve Lubore reported on the policy for handling solicitations in the community. If solicitation literature is left on doors or property, Karen should be notified and will send out a no trespassing letter. A second offense will be treated as a misdemeanor

The broken basketball backboard was discussed. Since the backboard was new Karen, was asked to contact the company that installed it to determine if it is under warranty.

Karen Conroy advised the Board that ACC violation hearings will be set for the next meeting.

**Adjournment:** Meeting was adjourned at 9:07 P.M.