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**PARK WEST COMMUNITY ASSOCIATION  
ANNUAL MEETING  
Robinson Secondary School – Davala Hall  
Thursday, November 21, 2013**

**Present:** Joanne Biagi, Art Gile, Tammi Jackson-Griffin, T.J. Hanton, Steve Lubore, Curtis McGiffin, Joan Murphy, Joe Underwood, and Rose Bailey, Capitol Property Management representative.

**Absent:** Rich Juchnewicz.

**Residents Attending:** 40 lots were represented in person or by proxy. It was established that a quorum was present and the meeting was called to order at 8:05 P.M.

**Approval of Minutes:** Curtis read the 2012 Annual Meeting minutes. Steve motioned to accept the 2012 minutes as written, Joe seconded the motion and all approved.

**President's Report:** The Acting President, Curtis McGiffin introduced the Board members, their current positions and the candidates that have been nominated.

Curtis described the state of the community. He spoke about this year's projects and improvements, e.g., the new pool fence, and their effect on property values. He described the process that the Board goes through in getting bids for projects and obtaining the best value for the dollars spent.

Curtis talked about the Association's contracts. He announced that there is a new landscaping maintenance contract with J & M Landscaping and that due to many complaints, a new trash contract was negotiated with Patriot Disposal, Inc..

Curtis discussed switching trash companies as of January 1<sup>st</sup>. Every residence will get a new recycle bin and have the option to get a 64-gallon trash toter. He did emphasize that the large toter must be stored in the backyard. The rules and the pick-up days would be the same. A flyer will be distributed to the homes and put on the website with more details.

Curtis expressed appreciation for the community's support as the Board continues to work hard to keep property values up and the covenants enforced. He talked about future challenges in the community and encouraged residents to volunteer to serve on one of the committees or be a block captain.

**Treasurer's Report:** Treasurer, Steve Lubore, reported that the association is doing well financially. He talked about expenses, investments, and the reserve fund. He advised that the yearly budget meeting was held in October and the 2014 budget is posted on the web site. He announced that there will be no increase in the quarterly assessments.

He spoke about expenses going up and the efforts to control the costs, e.g., the installation of LED light bulbs.

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Curtis spoke about planning for future expenses. He reminded everyone that the streets and sidewalks will need to be replaced in a few years.

**Board Nominations:** There were three (3) positions open for re-election on the Board, each for a three (3) year term. The following candidates were presented by the Nominating Committee Chair, Tammi Jackson-Griffin, Curtis McGiffin, and Joe Underwood. There were no nominations from the floor.

**Election:** The votes were counted and Tammi Jackson-Griffin, Curtis McGiffin, and Joe Underwood were elected. The position of Nomination Committee Chair was assigned to Rich Juchnewicz.

### **Committee Reports:**

**Architectural Committee:** Tammi reported that there were two inspections this year. Joan Murphy and Joanne Biagi volunteered to be on the Architectural Committee and assist in the inspections and the follow up.

Curtis reminded residents that any changes require an ACC form and approval. Tammi noted that a blank ACC form is available on the website.

**Communications and Website Committee:** Curtis talked about the newsletter. Instead of a quarterly distributed newsletter, it will be produced three times a year to reduce costs. He encouraged new articles.

T.J. discussed the new website which will be tested. In the meantime, Steve continues to update the current website.

**Environmental Committee:** Curtis talked about tree maintenance in the community. The Board has budgeted \$11,400 for tree maintenance in 2014. He spoke about how Colonial Pipeline removed the trees in their easement. Many of the trees were dead thus saving us the cost of removing them. They did partially reimburse the Association for trees that were removed next to the pool.

A resident asked about two trees that were removed from Malone Court.

The removal of stumps was questioned. Curtis explained that some stumps have to be left in order to hold the ground together and when the stump is close to a light pole. He advised that the Association will pay to remove some of the stumps.

Curtis spoke about the on-going problems with trash. He explained that due to the many complaints about the trash service, the trash company is being replaced.

**Pool Committee:** Joan Murphy talked about the 2013 pool season and complimented the lifeguards and volunteers. She spoke about this year's improvements to the pool and pool house.

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**Parking Committee:** Joe Underwood discussed the lack of interest in forming a Neighborhood Watch program and the requirements.

Joe spoke about managing the parking permit program and the challenges. He talked about the permits that have been issued. There are 42 permits more than there are spaces. Joe addressed the various parking violations, fines, and reasons for cars being towed.

**Streets and sidewalks Committee:** Art Gile spoke about the improvements made this year in our streets and sidewalks and listed projects for next year.

**Unfinished Business:** The September special parking meeting was intended to discuss the “visitor” spots in the community. The meeting turned out to be a meeting dealing with the following parking matters that had to be voted on at the annual meeting.

1. Lower the number of permissible cars per house from four (4) to three (3).

Kenny Robinson motioned to decrease the number of permits per residence from four (4) to three (3). Mike Essig seconded the motion and the majority agreed.

This new ruling will go into effect January 1, 2014. Homeowners currently residing in the community with four cars are grandfathered until they sell their home. Any residence with a current lease(s) will be grandfathered until any current lease expires and the nonresident owner has to apply for new tenant permits. Upon the sale of a resident owner’s home or new leases placed on rental units, new residents will only be able to receive three (3) vehicle parking permits instead of four (4).

2. Make changes to the 21 parking spots on Gainsborough Drive and Malone Court marked “Visitor.”

There have been complaints about residents misusing these spots. The Board and Parking Committee have discussed recommendations to change the rules and requirements for parking in these spots.

Art Gile motioned to leave the “visitor” spots as they are and make no change. Joanne seconded the motion and the majority agreed.

**New Business:** Joe Underwood motioned that we do something tangible in appreciation of the many years that Rich Juchnewicz served as HOA President. Steve seconded the motion and the motion passed unanimously.

**Adjournment:** The meeting was adjourned at 9:45 P.M.