

**PWCA Board of Directors Budget Meeting  
Capitol Property Management  
3914 Centerville Rd, Suite 300  
Tuesday, October 8, 2013**

**Present:** Joanne Biagi, Art Gile, Steve Lubore, Curtis McGiffin, Joan Murphy, Joe Underwood, Rose Bailey and Michael Peterson, Capitol Property Management representatives.

**Absent:** Tammi Jackson-Griffin, T.J. Hanton, and Rich Juchnewicz.

**Call to Order:** A special budget meeting was called to order at 7:05 P.M and adjourned at 8:00 P.M. The regular meeting was called to order at 8:05 P.M and adjourned at 9:15 P.M.

**Approval of Minutes:** The September minutes were approved.

**President's Report:** Curtis confirmed that Rich resigned as president of the association and he was stepping in as acting president. At the December Board meeting a new president will be assigned.

**Treasurer's Report:** Treasurer, Steve Lubore, presented the 2014 budget to the Board. He talked about the Association's investments and accounts. Mike Peterson commented that the association was in good financial shape.

Steve discussed the Reserve Study and future expenses. He talked about the expense for road paving that is proposed for 2016.

The trash contract was discussed. Rose advised that she negotiated a contract for trash removal with Patriot Disposal at a substantial savings to the community. The Board discussed the Patriot Disposal contract. Joanne motioned that we approve the Patriot Disposal contract. Joe seconded the motion and the Board approved. Curtis signed the new trash contract.

The cost for snow removal was discussed. The Board agreed on \$5K as a reasonable amount to be budgeted.

The budgeted amount for electricity may be reduced after we install the LED bulbs.

Curtis laid out a plan for improvements in 2014. He talked about new street signs to replace old rusting street signs. In addition, the lighting at the pool and the entrances to the community needs attention and the costs should be in the budget.

The Board approved a motion to adopt the 2014 budget with the revisions discussed. Steve advised he will make the revisions for member approval at the annual meeting in November.

**Architectural Control Committee:** Joanne, Art and Rose did a reinspection of prior architectural violations. Letters will go out to the owners who have not fixed their previous

violations. Hearings will be set for November 12<sup>th</sup> at Robinson High School cafeteria for 6:30 P.M.

**Communications and Website Committee:** The fall newsletter was delivered. The Board complimented Curtis on a job well done. Since tenants did not receive a copy of the newsletter, Curtis asked Rose for addresses so he could hand deliver a copy to tenants in the neighborhood. The next newsletter will be a spring edition.

Curtis talked about the annual meeting and the necessity to pick up proxies from owners who are not able to attend the meeting. He advised that the message boards will be updated to include information regarding the annual meeting.

Steve advised that he is still maintaining the current website.

**Environmental Committee:** Curtis announced the fall clean-up day is scheduled for October 12<sup>th</sup> at 9:00 A.M. at the pool. He will sign-off on community service hours for students.

The Board discussed the Colonial Pipeline issue. Removal of all the trees marked by flags was interrupted. Joe Underwood called the General Manager for Colonial Pipeline and he agreed to walk through the area with members of the Board to identify the trees in their right of way. The walk through is scheduled for Thursday, October 10<sup>th</sup> at 11:00 A.M. During the walk through, the location of the flags will be questioned with hope of saving some of the trees. The Board is disturbed by this action and many questions and suggestions were discussed. Colonial Pipeline has the right to remove the trees in their right of way. Therefore, the Board can only negotiate with the General Manager to save some of the marked trees and ask for compensation to replace ones will be removed.

Curtis advised that he will walk around with J & L Landscaping to identify trees to be trimmed or removed. He discussed removing three or four aging pine trees on Roberts Road.

**Parking Committee:** Joe discussed the results of the Parking Committee meeting. The committee would like to do something with the parking spaces marked "visitor." In addition, they recommend reducing the maximum number of permits to three instead of four for a household. This change would require a membership vote at the annual meeting.

Joe talked about current violations and the need to enforce the parking rules.

**Pool Committee:** No report.

**Streets and Sidewalks Committee:** No report.

**Old Business:** Curtis signed the resolutions which were confirmed and ratified as of October 8, 2013.

Curtis signed the PSE proposal to install the LED solar lights.

The proposal for corrugated pipe replacement was discussed. This item was tabled until Miss Utility is called.

Joe Underwood requested copies of our present contracts. Mike Peterson advised that Rose is printing copies for the Board.

The issue of a day care business being operated in the community was discussed. The Association's covenants state that no business other than a professional office is allowed to operate in a home. Complaints have come in regarding cars parking in neighbor's spaces and kids running out. Joe will prepare a letter for Curtis to sign giving the home owner a hearing date.

**Adjournment:** Meeting was adjourned at 9:15 P.M.