

PARK WEST COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Robinson Secondary School - Cafeteria
Tuesday, September 10, 2013

Present: Joanne Biagi, Arthur Gile, Steve Lubore, Curtis McGiffin, Joan Murphy, Joe Underwood, Rose Bailey, Capitol Property Management representative, and four residents.

Absent: Tammi Jackson-Griffin, Rich Juchnewicz,.

Call to Order: The meeting was called to order at 7:00 P.M.

Approval of Minutes: Steve motioned that the August 2013 minutes be approved. Curtis seconded the motion and the Board agreed.

Open forum: Curtis introduced the owners of J&M Landscaping as a possible replacement for Davey Landscaping. They talked about their company and answered questions regarding their services.

President's Report: No report.

Treasurer's Report: Steve discussed the association's investments and the changing interest rate. He advised that next month is the annual budget meeting which is usually held at Capitol Property Management. Steve will bring a draft of the 2014 budget to the meeting to be discussed and finalized.

Joe Underwood asked for copies of all contracts to be sent to the Board before the budget meeting.

Architectural Control Committee: No report.

Communications and Website Committee: Curtis advised that the newsletter is finished and should go out with the October invoices.

Joe asked that the block captains deliver a hand out informing residents of the September 24th parking committee meeting to discuss options for the visitor spaces.

Pool: Joan discussed the closing of the pool. A resident complemented this season's lifeguards. Joan talked about replacing the broken furniture and umbrellas.

Streets and Sidewalks Committee: The Board discussed repainting the speed bumps and yellow lines. Joe advised that he talked with Dominion Towing and they do not do that type of work. Steve suggested that we table the painting until spring.

The Board agreed that the asphalt trail looks great.

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Environmental Committee: Curtis announced that fall clean-up day will be Saturday, October 12th. Volunteers should meet at the pool at 9:00 A.M.

The Board discussed the contract with Davey Landscaping which ends Dec 31, 2013. Curtis motioned that Davey Landscaping be given a thirty day notice and we accept J&M Landscaping at the completion of the Davey contract. Joanne seconded the motion and the Board agreed.

Curtis advised that he is working on a strategic plan for the community. He will e-mail the plan to the Board before the October meeting. The plan will be a place to start and projects can be added and deleted.

Parking Committee: Joe reported on the increasing number of cars in the community and the parking committee's recommendation to limit the number of parking permits per house to three for any new applications. He suggested that we take the following steps first and the Board agreed:

We require proof of residency from anyone asking for a parking pass.

All rules are strictly enforced. False statements on an application would result in a violation.

The Board discussed the problem with permits not turned in at the end of leases. Joe motioned that we raise the replacement fee from \$25.00 to \$50.00. Joanne seconded the motion and he Board agreed.

The special meeting on September 24th to discuss the visitor spaces was discussed.

Old Business: Association's resolutions were discussed and Rich and Joan were asked to sign the resolutions and attached the PWCA seal.

The Board discussed the replacement of street lighting with LED bulbs. Joe motioned to use the existing poles and replace the bulbs with LED lights not to exceed \$11,000. Joanne seconded the motion and the Board agreed. This estimate did not include the lights at the pool and Steve volunteered to get a bid for their replacement.

The proposal for a corrugated pipe replacement on Carriage Park Court was discussed. The bid from Triple State Plumbing Services was reviewed. The price range was questioned and Rose was asked to have Triple State revise their bid not to exceed \$5500. Curtis volunteered to call Miss Utility.

The Board discussed the issue of a day care center on Carriage Park Road. Multiple neighbors have complained. Rich suggested that we ask the homeowner to come before the Board and discuss. Rose and Joe were asked to prepare a letter to the homeowner.

New Business: The Board discussed a complaint about a common area between two end units on Carriage Park Road. The path to the back is blocked with rocks. Rich advised that the properties

abut and there is no common area between the two houses. The Board agreed to table this complaint until we do more research.

Regular Session Adjourned: The regular session adjourned at 9:05 P.M.

Executive Session: The Board entered into executive session at 9:07 P.M.

The Board discussed delinquent accounts and one that has gone to legal.

The Board discussed chronic violations. Violations that are over twelve months and the owners have not responded to the first and second notices should be notified to come to a hearing. Rose was asked to inspect any residence with violations that have existed for one year.

Joe proposed the need for an architectural committee. After the second notice, if the owner has not communicated, they should receive a notice to have a hearing or be fined.

Curtis discussed an evaluation process for maintaining lawns.

Executive Session Adjourned: The executive session was adjourned at 9:30 P.M.