

PARK WEST COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
PWCA POOL
Tuesday, August 12, 2014

Present: Joanne Biagi, Arthur Gile, Tammi Jackson-Griffin, T. J Hanton, Rich Juchnewicz, Steve Lubore, Curtis McGiffin, Joan Murphy, Joe Underwood, Katie Kight, Summit Management Services representative, and two residents.

Absent: None.

Hearing for Parking Violation: The hearing was called to order at 6:46 P.M. In attendance for the hearing was a non-resident owner. The violation was for the use of a permit (sticker) by a resident at Carriagepark Court in a car not registered in the community.

The owner explained the situation and advised that the new tenants have been forewarned to follow the rules. Curtis explained the reasons for the rules of the parking program.

Joe advised the owner that after the hearing, the Board would deliberate in an Executive session. She would receive a phone call the next day followed by a letter within seven (7) days advising her of the Board's decision.

Call to Order: The regular meeting was called to order at 7:01 P.M.

Approval of Minutes: Curtis motioned that the July minutes be approved. Joe seconded the motion and the Board agreed.

Presidents Report: Curtis read the August Management Report provide by Katie Kight.

The Board discussed the current trash contract which is good through the end of 2014. Joe motioned to send a letter to American Disposal Service advising them that we are not renewing their contract. Steve seconded the motion. The Board agreed.

Treasurers Report: Steve reported that there has been some confusion moving from one management firm to another. Capital Management still paid some bills in July even after our contract with them ended June 30th. He talked about the bank accounts and our investments. Steve advised that all dollars are accounted for in the transition.

Steve talked with Accounts Payable staff of Summit Management Services to get familiar with their practices. There are different arrangements for paying bills with Summit than there were for Capital Management. Summit will pay the bills using the Operating account. Bills that are paid out of the Reserve account now require the Treasurer's signature. The process will be slower. Steve advised that the PNC Bank account was closed by Capital Management even after the Board asked Capital not to close that account. The Board approved opening a petty cash account and a debit card with Sun Trust bank.

The June financial reports show the Association's assets total \$610,251.74. As of June 30th the operating budget is over by \$24,407.58 due to snow removal, legal services and trash removal. Curtis suggested postponing work that has been proposed for landscaping, roads, and lights until January. The Board agreed to go ahead with this work since the reserve fund will be used to pay these expenses. Katie agreed that we should not delay the improvements.

Architectural Control Committee: Tammi reported that fall inspections will begin on Saturday, Sept 6th at 9:00 A.M. Both the front and back of the homes and yards will be inspected.

The Board discussed and formally approved the architectural guidelines that were reviewed at the July meeting. The guidelines lay out minimum expectations for home maintenance. Curtis proposed that the guidelines are mailed to everyone with the September invoices and the fall newsletter. In addition, the guidelines should be included in the resale package. Katie advised that she would need the guidelines by September 10th in order to include them in the mailing.

The Board discussed a request for solar panels. Steve suggested that the guidelines for solar panels should control where they are placed on the roof.

Communications and Website Committee: Curtis talked about the newsletter. He asked for articles by Labor Day weekend.

Curtis proposed drafting a new website. He suggested a tab for each committee that would be maintained by the committee's Director. Steve advised that each Board member now has an email account that is not routinely accessed. He offered to send an email account explanation to each committee chair with instructions on how to get into their email.

Block Captains: Curtis reported that there are two new Block Captains. Diane Barnhard is the block captain for the 4900 block of Carriagepark Road and Dave Maury has agreed to represent Treasure Court.

Pool Committee: No report.

Streets and Sidewalks Committee: The Board discussed the proposals for painting the fire lanes, repairing a speed bump, and sealing cracks in the roads. Stripping was considered unnecessary and the expense removed from the proposals. Steve motioned that we accept Fairfax Paving and Concrete's proposal not to exceed \$12,000.00. Joe seconded the motion and the Board agreed. Steve mentioned that the expense should be charged to the Reserve account.

Art reported that some sidewalks are sinking. He announced that he will walk through the neighborhood in the spring to identify walks in need of maintenance.

Environmental Committee: The Board discussed the "hang tag" program that started in June. When a lawn is in need of mowing and/or maintenance a hanging tag notice is placed on the door. The Board agreed to continue with this program. Curtis spoke about better communication among Board members in order to avoid duplicating efforts.

The Board received a request from a resident on Gainsborough Drive to trim trees. Curtis agreed to visit the area Saturday.

The Board discussed the proposal for replacing the mulch on the tot lot. Art motioned that we accept J & M Landscaping Services' proposal for rubber mulch. Steve seconded the motion not to exceed \$12,000.00. The Board agreed. Katie asked for the proposal to be rewritten to include the deposit required.

Katie informed the Board that she met with Warren O'Hara from the Fairfax County Storm Water Management Department to review the storm water pond on site. The County plans on renovating the area in November. Residents will be notified once a firm date is set. Since they will have to bring in a large truck, the County will fix any damage caused to the grass or asphalt.

The Board discussed two proposals from J & M Landscaping Services. One proposal was for cleaning up and planting bushes and trees in back of Carriagepark Court. The second proposal was to clean the drainage area by the bridge that is near the pool. Curtis motioned that we accept the proposal for Carriagepark Court not to exceed \$6,000. Art seconded the motion and the Board agreed. The second proposal was put on hold until the County finished their work on the storm water pond.

Parking Committee: Joe reported that this is the middle of a busy period for parking pass applications. He expressed a concern about resident owners who move. Some do not turn in their parking passes or guest pass and it is difficult to charge the new owner for passes. The Board discussed including the parking passes in the resale package. Katie agreed to look into that possibility.

Joe announced that as of January 1, 2015, our plan is to change the color of the parking passes and all passes will have an expiration date. Therefore, residents will have to register their cars at regular intervals. It has been noted that some resident owners who have moved and have not turned in their passes are still using them to park in the community. Joe will discuss this change with Dominion Towing. Curtis advised this will be a topic to discuss with residents at the annual meeting.

Joe reported that as of July 1, 2014, the State requires scooters to be licensed. Therefore, we will have to amend our parking rules to include scooters as motorized vehicles. Rich suggested that we include an article in the next newsletter about the state law. He also emphasized that motorized vehicles are not allowed on the paths in the community.

Old Business: The Board discussed residents with chronic yard and architectural violations. A resident on Gainsborough was invited to attend a hearing and did not respond.

Curtis talked about the problems with the community's light fixtures and PSE. Curtis spoke with Tom Kelly, PSE's Manager, who was helpful in finally getting all but one pole fixed. He advised Curtis that he is to deal with him for any future requests and PWCA should not have any more issues with PSE. A proposal to replace two light fixtures at the pool and retrofit them was reviewed. The pool's lighting system is not working and the Board asked that Katie get this proposal clarified.

New Business: Neighborhood crime and prevention was discussed. Rich spoke about an incident on Gainsborough Drive.

J&M Landscaping submitted a three year proposal for landscaping and snow removal. The contract will be for \$36,250.00 per year and \$95.00 per hour for snow removal. Summit Management Services recommended that a notation should be added to the contract regarding when J&M should come out for snow removal. Curtis agreed to speak to them about adding that and clarifying the \$1,000.00 increase in their yearly fee.

Painting the mailboxes was tabled until next month.

Regular Session Adjourned: The regular session adjourned at 8:45 P.M.

Executive Session: The Board entered into executive session at 8:47 P.M.

Delinquent accounts were discussed. A resident with whom the association agreed on scheduled payments is in default. The Board discussed other options.

The Board discussed the parking violation hearing and the sanctions for the violation.

The Board discussed a plan of action to pick a new attorney to represent the association. Katie agreed to set up interviews for the October meeting.

Executive Session Adjourned: The Executive Session was adjourned at 9:15 P.M.

After discussing the parking violation in the Executive Session, Curtis motioned that we suspend parking privileges for thirty days or give the owner the voluntary opportunity to pay a fee of \$50.00 to defer the suspension. Joanne seconded the motion. Steve opposed the motion and Rich abstained. The motion passed and Joe agreed to send the owner a letter in 7 days.

Adjournment: The meeting was adjourned at 9:25 P.M.