

**PARK WEST COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**Robinson Secondary School, Room 505**  
**Tuesday, December 8, 2015**

**Present:** Arthur Gile, Mark Griffin, T.J. Hanton, Rich Juchnewicz, Steve Lubore, Masha Stoyanova, Joan Murphy, Matt Strain, Joe Underwood, June Jackson, Summit Management Services representative and three residents.

**Absent:**

**Regular Session:** The meeting was called to order at 7:10 P.M

**Approval of Minutes:** A draft of the October minutes were posted on the website. Approval delayed until all members have had a chance to read them.

**President's Report:** Vice President, Joe Underwood, read Curtis McGiffin's resignation from the Board. Joe continued to conduct the meeting.

**Treasurer's Report:** Steve talked about the Reserve Account, investments, and future plans that include bridge work, tree maintenance, and concrete repairs. He asked for input on spending \$65,000 in Reserve or investing that amount. Art suggested investing in a three month note in the meantime.

Steve mentioned that the 2015 Operating Budget for postage was overrun. He asked for a breakdown of expenses. Mark questioned the amounts charged for mail outs and asked June for an itemization.

The Board discussed the Reserve Study and plans to pave the roads in 2017. Mark advised that Mason and Mason considers tree trimming a Reserve expense.

**ELECTION OF OFFICERS:** Before the Board positions were reaffirmed, the following motions and decisions were approved:

Art motioned that the Board allow Tammi Jackson-Griffin to resign from the Board.

Joe motioned to elect Mark Griffin to the Board. T.J. seconded the motion and the Board agreed.

Joe motioned that Masha Stoyanova's appointment to the Board be approved. Matt seconded the motion and the Board agreed.

Joe announced that Susan will step down as chairperson for Block Captains and the Beautification Committee.

Joe motioned that Rich be appointed back to the Board to fill the existing vacancy left after Curtis's resignation. Steve seconded the motion and the Board approved. The following Board positions were reaffirmed:

President: Mark Griffin  
Vice President: Joe Underwood  
Treasurer: Steve Lubore  
Secretary: Joan Murphy

The decision was made to defer the committee chair appointments until the January meeting. For the present the committee chairs will remain the same.

### **COMMITTEE REPORTS:**

**Architectural Control Committee:** Mark reported on the open Architectural violations. Sixty hearing notices are going out. Hearings are set for January 7, 2016 at 6:30 P.M. and will be limited to ten minutes each. Mark asked June to reserve a room.

The Board discussed the options that the HOA has for noncompliance. The three options are:

1. Fine the owner.
2. Go on the property, fix the violation, and bill the owner.
3. Take the owner to court.

Mark asked Summit to change the name to respond to on the hearing notice since Jean is no longer our representative.

The Board discussed the ACC Guidelines included in the Board package. Joe motioned that we accept the ACC Guidelines with a slight modification. Art seconded the motion and the Board agreed.

Mark addressed the postage expense. The inspection cycles cost approximately \$400.00. He asked if the postcards announcing an inspection should be discontinued. The postcards cost \$239.40. Steve suggested announcing the inspection in the newsletter instead of a separate mail out. Joe added that the newsletter could be sent in February and notify members of the March inspection. Susan suggested that the block captains deliver a notice.

**Communications and Website Committee:** T.J. reported on the new website. There are a few items to add to the website and it will be up and running.

**Block Captains:** No report.

**Pool Committee:** No report.

**Environmental Committee:** The Board discussed the electric vehicle charging station ground lease agreement, possible locations for the charging station, and the cost. Mark talked about options to defray the cost of the equipment and installation. Matt motioned that we continue

looking into this. Joe seconded the motion and the Board agreed. Mark proposed that we need more information and this issue should be deferred until January. The Board agreed.

**Streets and Sidewalks:** Mark redid the RFP for sidewalk repairs and bridge work.

**Parking Committee:** Joe reported that there will be two parking violation hearings before the January meeting. He asked June to reserve the room for 6:30 P.M.

Joe talked about people still parking off the curb and getting towed. Matt suggested posting a reminder on the message boards that both tires have to be on the cement.

**Old Business:** Diane Barnhard addressed the Board to discuss a tree issue. Diane claims that the roots of a tree that is located on community property has caused damage to her pipes and a backup. She is requesting that the Association remove the tree before there is more damage. Last month the Board agreed to remove the tree as an accommodation if Diane would sign a general release waiver. Diane did not agree to sign the waiver.

After discussing the reports, the Board agreed that the tree roots caused the backup in the pipe. However, roots won't crack a pipe but will look for water in a pipe that is cracked.

Joe advised that we should discuss this further in the Executive session.

The Board discussed the updated Reserve study and the changes.

Joe asked about the paving project planned for 2017. Mark suggested bringing in an engineering firm in 2016 before issuing the RFP.

Mark expressed other concerns regarding the study i.e. updating the Association's Reserve balance, adjusting the interest rate and addressing erosion control problems.

Mark advised that Mason and Mason will attend a Board meeting for \$425.00. Rich suggested that we accept their updated study, pay the invoice for the study, but question the \$425.00 fee to attend a meeting.

**New Business:** June spoke about changing our property manager. Summit Management is in the process of interviewing for the position. In the meantime, June will be the point of contact for Park West Community Association. She talked about Summit's proposed organizational changes. Steve asked for an organization chart.

**Regular Session Adjourned:** The regular session was adjourned at 8:59 P.M.

**Executive Session:** The Board entered into Executive Session at 9:00 P.M.

During the Executive Session the Board discussed a residence on Carriagepark Road where the sewer line backed up in June and again in September. The resident asked that the Board remove a community tree, grind the stump and remove the roots because the tree roots are potentially

interfering with the sewer pipes. The Board reviewed reports from two certified arborists and one from Roto Rooter. The reports showed there was considerable doubt that the tree was at fault.

The Board discussed the change in property manager. It will be the third property manager assigned to us in eighteen months.

Mark talked about developing a requirements document for all our contractors to be included in each RFP when the contract comes up for renewal.

Steve talked about getting new bids for our insurance policies. Mark agreed to provide a requirements document.

**Executive Session Adjourned:** The Executive Session was adjourned at 9:25 P.M.

**Regular Session:** The Board returned to the regular session at 9:25 P.M.

In the Executive session Steve motioned that we remove the red maple tree located on Carriagepark Rd and grind the stump, without the signed waiver, not to exceed \$500.00. Joe seconded the motion and the Board agreed.

**Adjournment:** The meeting was adjourned at 9:30 P.M.