

PARK WEST COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Robinson Secondary School – Room 505
Tuesday, February 10, 2015

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

Absent: None.

Attorney Interviews: The following interviews were conducted prior to the regular Board meeting. Curtis introduced each attorney who spoke about their firm and experience.

- 6:30 P.M. - David Mercer and Jeremy Moss from Mercer Triginai
- 6:50 P.M. - Bill Segan from Segan, Mason and Mason
- 7:10 P.M. - Drew Terrell from Whiteford, Taylor, and Preston
- 7:30 P.M. - Ray Ceresa from Raymond A. Ceresa, P.C.

Curtis asked each attorney questions that were from a prepared list and opened up the floor to any Board member with a question or concern.

Call to Order: The regular meeting was called to order at 8:08 P.M.

Approval of Minutes: Joe motioned that the January 2015, minutes be approved as edited. Curtis seconded the motion and the Board agreed.

President's Report: Curtis asked that the Board digest all the information received from the attorney interviews and advised that he would follow up with an email to get their feedback.

Treasurer's Report: Steve spoke about Reserve Fund expenses that are coming due. He talked about the financial statements received from Summit Management Services and the delay in showing the deposits to the Reserve Fund. Their financial statements are a month behind due to the timing of our Board meeting and Summit's closing date for their books. He advised that we schedule making payments until we know how much is in the Reserve account.

Architectural Control Committee: Mark Griffin reported on the architectural violation hearings. Twenty two to twenty five hearing notices were mailed to owners. Hearings are scheduled to be held at Robinson Secondary School in room 505 on March 24th and 26th. The hearings will begin at 7:00 P.M. and each owner will have five minutes to talk. There will be no discussion. Once the hearings are over, there will be an Executive session run by Curtis and the Board will discuss each resolution. There is a need to have at least five Board members present each night in order to meet quorum requirements.

Mark announced that the spring inspection would take place on Saturday, March 14th at 9:00 A.M. He advised that he is re-doing the inspection forms. Mark asked for more Board members to help with the inspections in order to make the process of inspecting 270 homes go faster.

Communications and Website Committee: Curtis advised that he is working on the spring newsletter. Articles are needed by the weekend of March 6th. The newsletter will be mailed in mid-March with the April invoices.

Pool Committee: The Board discussed the pool pass application process. The process will remain the same as last year. Applications will be mailed to Joan Murphy. She will approve, process, and deliver them to the residence before the pool opens. The applications for 2015 are scheduled to be mailed in March with the April invoices. Steve agreed to update the application form and send it to Katie. Forms will also be available on the website.

Rich talked about the pool maintenance that needs to be completed before the pool opens. A valve needs to be replaced, the baby pump is leaking, and it is time to drain and white coat the concrete.

The Board agreed to have Atlantic Pools decrease the water level at a cost of \$110.

Streets and Sidewalks Committee: No report.

Environmental Committee: Curtis and Art discussed a spring walk through the neighborhood to identify trees that need to be trimmed or removed.

Parking Committee: Joe reported that he is still getting applications for the new parking stickers. Many of the applications have been received without copies of the registration. The parking committee agreed to help make phone calls to let people know that the forms cannot be processed without a copy of the registration. This is causing a delay in the process. Joe said everything should be processed before summer.

Old Business: The Board discussed the contract to replace the street signs. The contract has been approved but has not been executed. The vendor, Addresses of Distinction, requires a 60% deposit. Steve questioned whether the Reserve fund currently has the funds available to pay a deposit of \$13,800 at this time. Katie advised that the quarterly contribution to the Reserve fund is due to be made next week. The Board agreed to table this until the March meeting when we have all our financial figures.

New Business: It was reported that two cars were broken into on Malone Court. Rich agreed to write an article warning residents to lock their cars.

Katie advised that she would be out of the office from March 7th through March 10th. She plans to attend our March meeting but needs any items that we want included in the Board packet earlier than the 7th.

Joe suggested that the Board look into establishing a set of “house rules” for conduct in the community.

The Board discussed homecoming at George Mason University. There are several requests to use the pool parking lot for additional parking during that weekend. Joe asked that calls requesting the pool lot are referred to him or Curtis in order to track availability.

Regular Session Adjourned: The regular session adjourned at 9.10 P.M.

Executive Session: The Board entered into executive session at 9:12 P.M.
The Board discussed the delinquent accounts.

Executive Session Adjourned: The Executive session was adjourned at 9:20 P.M.

In the executive session the Board asked that one of the delinquent accounts be notified of the change in management and the new mailing address for remitting quarterly payments since the owner is out of the state.