

**PARK WESTCOMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Robinson Secondary School – Room 504
Tuesday, May 12, 2015**

Present: Arthur Gile, Mark Griffin, Steve Lubore, Curtis McGiffin, Joan Murphy, Joe Underwood, Jean Spangler and June Jackson, Summit Management Services representatives, and three residents.

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

Hearings: The hearings for parking violations started at 6:30 P.M.

Hearing #1 – The owner and tenant attended the hearing for duplicating a guest pass. Joe introduced the Board members to the attendees and explained the process.

The tenant explained that she loaned her guest pass to a neighbor. The neighbor returned her guest pass after he made a duplicate copy. The tow truck driver caught the duplicated pass and the car was towed. The tenant had no knowledge that the neighbor had made a duplicate of her guest pass. The neighbor was invited to attend the hearing but did not show up.

Joe advised that he would give the owner a call tomorrow and send a letter in seven days with the Board's decision.

Hearing #2 – A resident owner's tenant made a duplicate copy of a guest pass. Joe introduced the owner to the Board and explained the process.

The tenant made the duplicate copy for use when her friends visited. The owner reported that the tenant's lease was terminated and she is no longer a resident. Curtis advised the owner that he is responsible for educating his tenants of the rules. Joe explained the temporary parking permit option to him and said that he would be notified of the Board's decision within seven days.

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

Approval of Minutes: The Board approved the April minutes.

President's Report: Curtis introduced June Jackson, Summit Management Services President. June introduced Jean Spangler who is PWCA's new representative. Jean spoke about her experience and qualifications. Curtis welcomed Jean and introduced the Board members to her.

Curtis reported on the street sign replacement project. He thanked Mark for all his work obtaining bids and working with Addresses of Distinction in designing the project. The project has been completed and looks great. The Board agreed that the installation of the new signs changes the community's image. Steve mentioned that the County sign at Braddock Road looks bad and we should pursue getting that replaced with the County. Mark noted that there is no back plate for the stop sign at the pool because that sign was not in the original plan.

Curtis talked about his vision for our community. He spoke about future improvements, i.e., replacing the light poles and mail boxes. The Board discussed painting the light poles in the interim to blend in with the new sign posts. Curtis asked for bids to see how much that could cost. He discussed the 2018 plans for paving the streets.

Curtis advised that J&M Landscaping mowed our community grass last Thursday and then again on Monday. The reason is due to the moisture on the grass last Thursday. J&M has also committed to weeding and mulching the area next to the path by the pool within a week.

Curtis discussed the issue with the day care business in the community and advised that the matter has been turned over to the attorney.

Treasurer's Report: Steve reported that the Association is doing well financially. There are, however, resident accounts that are delinquent. Steve discussed the draft of the financial report in the Board meeting package. He expressed concern regarding the amount of Reserve dollars available since there are expenses coming due. Transfers to the Reserve account are four times a year. June said she will confirm the dates for those transfers.

Joe motioned that we open up an account with Staples. Steve seconded the motion and the Board discussed that and other options. Joe suggested a petty cash or checking account. The dollars would have to come from the Operating fund. Curtis said we would have to budget for such an account in the Operating budget. The suggestion was tabled until fall when the budget is prepared. The Board did agree on opening up the Staples account which would be set up to allow Joe, Curtis, and Joan to place orders and the bill would go directly to Summit Management Services.

Old Business: The mailbox painting project has been dropped at this time. It was suggested that the mailboxes be power washed.

New Business: The Board discussed the venue for the June through August Board meetings. Jean reserved Robinson Secondary School for July and August. However, Robinson is not available for the June meeting. Art motioned that the June meeting be held at Wegmans. Curtis seconded the motion and the Board agreed. Jean was asked to make the arrangements with Wegmans.

The Board discussed updating the Reserve Study. Steve suggested using the same firm that did the previous study, Mason & Mason Capital Reserve Analysts, Inc., since they have our database and the cost could be less. Curtis motioned that we contact Mason & Mason for a proposal to update the Reserve Study report. Joe seconded the motion and the Board agreed. Jean offered to make the arrangements.

The Board discussed a proposal for concrete repairs in the community. The proposal included sidewalk repairs, new sidewalks, and replacing the pool footbridge. Since there are some capital improvements in the proposal, they would have to be included in the October budget. Curtis talked about identifying trouble spots to be fixed first. Art, Mark and Curtis agreed to walk the community on Saturday.

The Board discussed eliminating unofficial entrances and walkways in the community that are used as shortcuts to Robinson Secondary School and Sideburn Road. Some suggestions were to

plant bushes or add a “No thoroughfare” sign. Curtis objected to installing new sidewalks in these areas as he did not support the foot traffic.

The Board discussed a Fairfax County zoning issue. The County requires an occupancy permit when an owner has two tenants living in the home with him. The Board agreed this is an issue that we need to address.

Joe reported that the Association needs a Corporate Resolution defining occupant personal conduct and house rules. We have had numerous complaints about parties and unacceptable activities. Joe volunteered to draft a resolution defining what a nuisance is and personal conduct along with the rules.

Architectural Control Committee: Mark reported on the ACC’s activity. He advised that the dumpster at the pool will be gone Thursday. He reported on the status of the architectural violations. Out of more than six hundred violations, 338 are still open. Seventy nine will be mailed a second letter. The remaining have extensions.

Mark brought before the Board two architectural requests that the Architectural Committee did not approve:

1. A resident removed a cornice from the top of their front door and requested that it not be replaced. Mark presented pictures of the original door with the trim and the current condition. The Board agreed that the trim had to be replaced. Curtis suggested that this violation be deferred until December 31, 2015.
2. A resident requested to replace their front steps with a brick overlay. Mark presented samples of the overlay and the Board denied the application.

Joe motioned that the Board accept the ACC recommendations. Art seconded the motion and the Board agreed.

Two owners reported that the numbers on their parking spaces are faded. Joe recommended that we take a survey to determine who needs their numbers repainted, get a bid for the work to be done and charge the expense to the Reserve account. Curtis asked Jean to get an estimate.

Communications and Website Committee: There will be a two-page summer newsletter. Curtis requested articles as soon as possible. The newsletter will be distributed with the June invoices.

Pool Committee: The lights at the pool are not working. Curtis advised that he will get with Rich and they will meet with PSE.

Streets and Sidewalks Committee: No report. The concrete proposal was discussed in New Business.

Environmental Committee: Art reported he will do a tree walk around to identify trees in need of maintenance or removal.

Susan discussed having a beautification committee to address sections in the community that need plants or other enhancements. In addition, she talked about blocking paths that are being used as entrances.

Parking Committee: Joe reported that the new parking permits will be distributed at the pool, May 30th and 31st. If anyone can't pick up their permits on the scheduled days, Joe will take care of them. Joe reported that there are still homes that have not submitted any or all of their paperwork and June 15th is the deadline for displaying the new stickers. After June 15th, cars without a new sticker could be towed.

Regular Session Adjourned: The Board moved to adjourn the regular session and enter into Executive Session at 9:07 P.M.

Executive Session: The Executive session was called to order at 9:10 P.M.

The Board discussed delinquent accounts.

The Board discussed the Parking Violations and decided on each resolution.

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

In the Executive Session the Board dismissed the violation for the first parking violation owner and tenant since they had no knowledge of their neighbor's actions. Joe motioned that we should suspend the neighbor's parking passes for sixty days and offer him a hearing. Curtis seconded the motion and the Board agreed.

After discussing the second parking violation hearing, Curtis motioned that we suspend parking privileges for thirty days or give the owner the voluntary opportunity to pay a fee of \$50 to defer the suspension. Joe seconded the motion and the Board agreed. Joe agreed to send the owner a letter in seven days.

Regular Session Adjourned: The regular session adjourned at 9:30 P.M.

