

PARK WEST COMMUNITY ASSOCIATION
Board of Directors Annual Meeting
Bonnie Brae Elementary School Cafeteria
Thursday, November 19, 2015

Present: Joanne Biagi, Art Gile, Tammi Jackson-Griffin, Mark Griffin, Curtis McGiffin, Joan Murphy, Joe Underwood, and Jean Spangler, Summit Management Services representative.

Absent: T.J. Hanton, Rich Juchnewicz Steve Lubore.

Residents Attending: 41 lots were represented in person or by proxy. It was established that a quorum was present and the meeting was called to order at 8:20 P.M.

Approval of Minutes: Joe read the 2014 annual meeting minutes. **Kenny motioned to accept the 2014 minutes as written, April seconded the motion and all approved.**

President's Report: Curtis McGiffin introduced the Board members, their current positions and the candidates that have been nominated.

Curtis talked about the Association's mission and referred to a slide presentation of where we are as a community. He introduced Mark Griffin who reported on this year's activity.

Mark talked about our new landscaping contractor, J&M Landscaping LLC. He mentioned the tree planting, trimming and maintenance and the enhancements to both entrances. Mark talked about the storm damage and the expense. He advised that there is long term plan to remove more trees, provide electricity on the Roberts Road entrance and improve our community grounds.

Mark listed other improvements i.e. replacing the street signs and message boards. A realtor commented that these improvements raised our property values by \$5,000 to \$10,000. Mark mentioned that the next step in our strategic plan is new mail boxes followed by street lights, with the final step to pave the roads. Don McBride asked about other expenses i.e. the pool maintenance. Mark referred to the Reserve Study update that said the pool is doing well and any major maintenance won't be needed until 2025. Repaving the roads, however, was moved up to 2017 due to cracking that has allowed water to get in. Curtis and Mark answered questions regarding the cost for repaving and the Reserve Fund. Joe Underwood stated that we always try to keep enough dollars in the Reserve Fund to account for emergencies. However, the State of Virginia does not require a minimum amount in a HOA reserve fund. Curtis explained the reserve funding. Curtis ask for a consensus of the mailboxes and if anyone was against. A resident asked about the quotes. Mark explained the different estimates that were submitted and showed pictures on the website. **Joe motioned that we review the Reserve Study to make sure that we have enough dollars in reserve before we commence with the mailbox project and bring this up no later than the March Board meeting. A resident seconded the motion and all agreed.**

Curtis introduced the new website that T.J. developed and expected to go live by the end of January.

Curtis announced Joanne Biagi resignation from the Board and thanked her for her service. Her remaining term will be filled by Masha Stoyanova.

Curtis advised that he will be stepping down as President next year at the end of his term. He stated that he is interested in rewriting our covenants and asked for volunteers.

Treasurer's Report: Joe presented highlights of the budget and talked about our investments. Curtis explained the increase in assessments.

Board Nominations: There were three (3) positions open for re-election on the Board, each for a three (3) year term. The following candidates were presented by the Nominating Committee Chair, Art Gile, T.J. Hanton and Rich Juchnewicz. Matt Strain was nominated from the floor.

Election: The votes were counted and Art Gile, T.J. Hanton and Matt Strain were elected.

Architectural Committee: Mark talked about the annual inspections. He advised that the guidelines have been updated. He talked about communicating with Summit Management Services when there is a question about a violation and when the work has been completed. He explained "recommendations" and how they are to be handled.

Beautification and Hospitality Committee: Joe spoke about Susan's plans for beautification and asked for block captain volunteers.

Communications and Website Committee: No report.

Environmental Committee: The storm water basin (known as "W1") was regraded and enhanced by Fairfax County in December 2014 and January 2015. After the renovation, The County reminded the community to keep the upstream areas clean to minimize debris settlement in the storm water basin.

Pool Committee: No report.

Parking Committee: Joe requested that residents need temporary permits for the holiday season call as soon as possible. A resident questioned the towing of a car. Joe explained that the car's tires were not on the cement and that is a requirement of Fairfax County Fire Department. Joe asked that residents inform their guests of this rule when parking in the community.

Art motioned that renters with one car be allowed to have two guest hang tags. Mark seconded the motion. Joe explained that each house has to have the same number of permits which is three. The tenant has a permit for one car and one guest permit, and the owner of the house has one permit. The owner can opt not to have a hang tag thus allowing the tenant to have two guest permits. Curtis called for a vote that a renter with one car be allowed to have two guest hang tags. Five members agreed and thirteen were opposed. The motion did not pass.

Streets and sidewalks Committee: Art reported that the community railings were painted.

Open Forum: The Board discussed snow removal issues with the members. Curtis reported that some sidewalks were shoveled last year causing a budget burden. He asked that residents clear the snow in front of their property but do not dump snow in an open parking spot. He asked if homeowners wanted to include shoveling their sidewalks in our snow removal contract and advised that the budget does not account for that expense. A resident asked about a community snow blower which would not be feasible with our insurance.

The members expressed their concern about trash issues. Kenny Robinson asked for more trash signs. April suggested that Landlords include the trash rules in their leases. A resident complimented Patriot Disposal Service.

A resident asked about yards that are not maintained in the summer. Curtis explained that lawns are inspected on a regular basis but if a resident sends a picture of an overgrown yard to Art, someone will notify the owner.

Bob Ritchie asked about speeding in the community.

Curtis talked about noise violations in the community. Joe explained that Fairfax County is tightening up on noise regulations and has changed the time from 11:00 p.m. to 10:00 p.m. He reiterated that residents should call the police so there is a written record of the disturbance. He referred to two recently adopted Corporate Resolutions that permit the Association to penalize the homeowner for their tenant's actions.

Adjournment: The meeting was adjourned at 10:00 P.M.