



2016 Annual Meeting

PARK WEST COMMUNITY ASSOCIATION, Inc.

November 17, 2016 at 8:00PM

Saint Mary of Sorrows Catholic Church

Parish Center, Farrell Hall

Agenda

1. Call to Order
2. Declaration of Quorum
3. Reading/Approval of Last Annual Meeting Minutes
4. Nominations from the floor
5. Nominee Presentations to Membership
6. Elections
7. Assign Nomination Committee Chair
8. President's State of the Community Message
9. Treasurer's Report
10. Architectural Control Committee (ACC) Report & Open Forum
11. Communications Committee Report & Open Forum
12. Environmental Control Committee (ECC) Report & Open Forum
13. Hospitality Committee & Open Forum
14. Parking Committee Report & Open Forum
15. Pool Committee Report & Open Forum
16. Streets & Sidewalks Committee Report & Open Forum
17. General Open Forum
18. Adjournment

Reading and Approval of Previous Annual Meeting Minutes (November 19, 2015)

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.

Board of Director Nominations and Election

- Nominations
- Presentation
- Election
- Assign 2017 Nominating Committee Chair

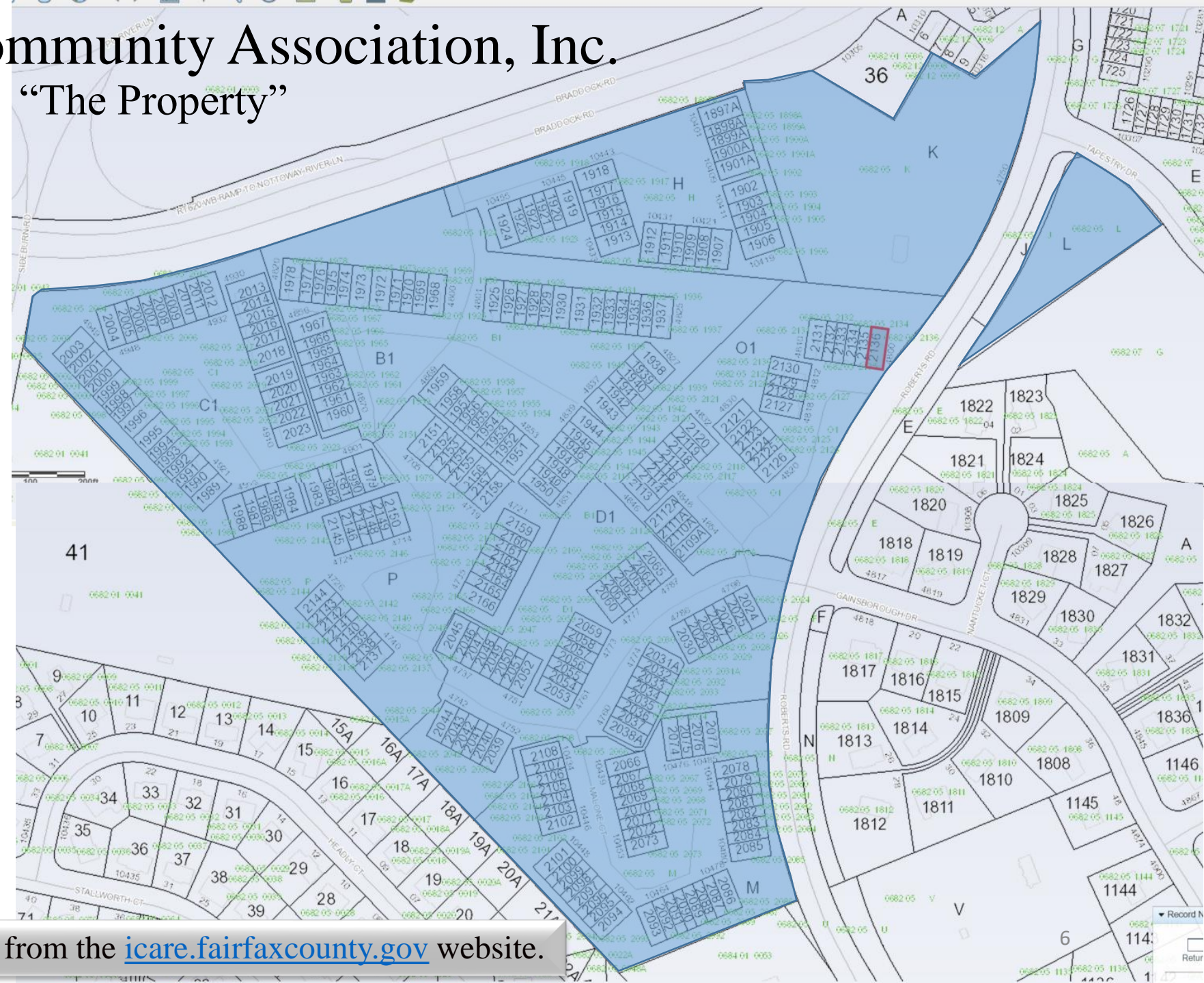
State of the Community

- Your Association and the 2015 – 2016 Board of Directors
- Blizzard
- Social Events
- Volunteer Projects
- Street Lighting
- Repaving

Park West Community Association, Inc.

“The Property”

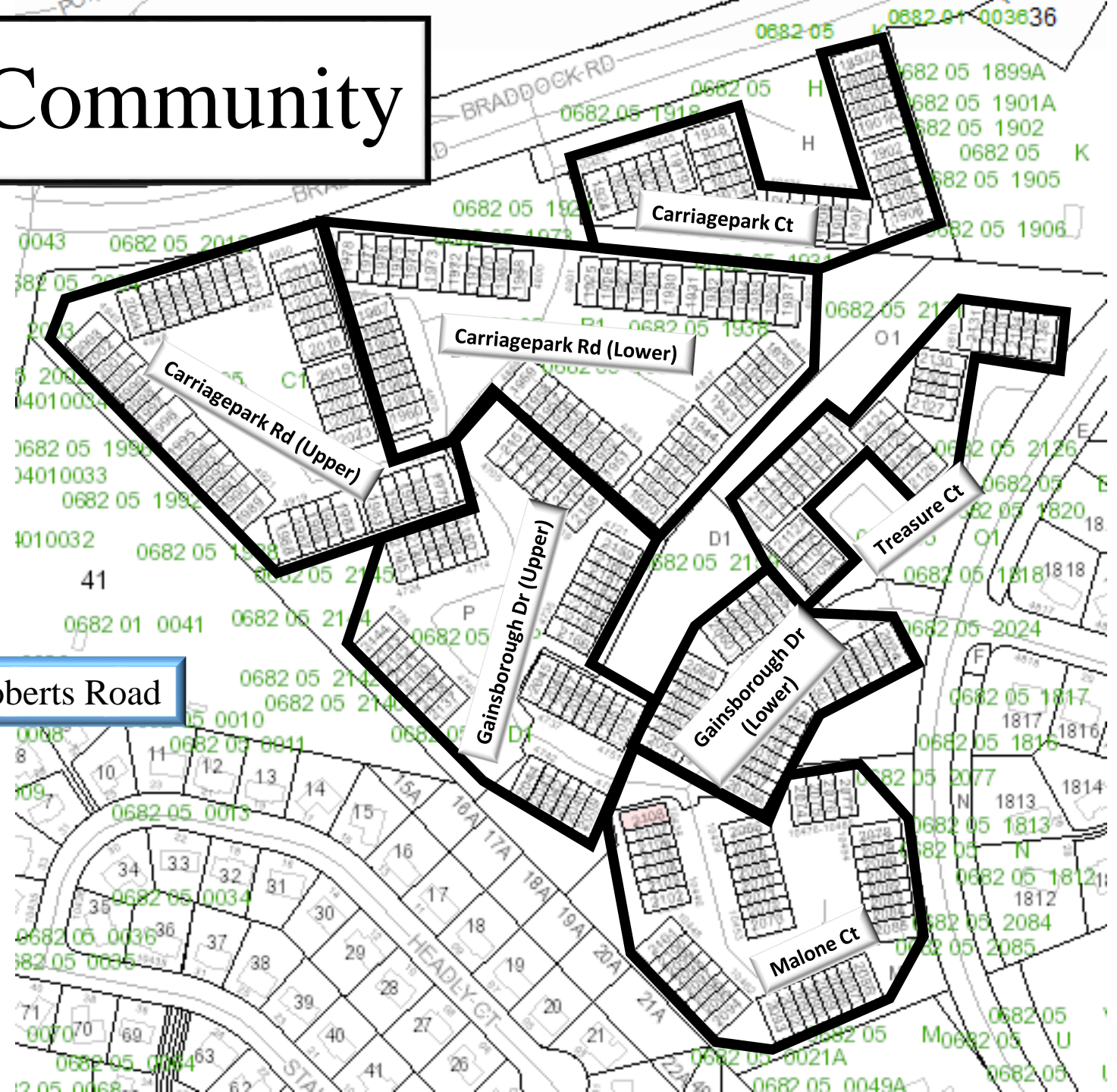
- Blue shaded – PWCA property
- Major Naturalized Areas
 - Section K
 - Section L
- 270 Homes
- 24 Acres in Total
 - Approximately 12 Acres of Common Ground
 - Approximately 12 Acres of Private Ground between all 270 Residences



Graphic produced from the icare.fairfaxcounty.gov website.

Overall Community

Pool House: 4750 Roberts Road



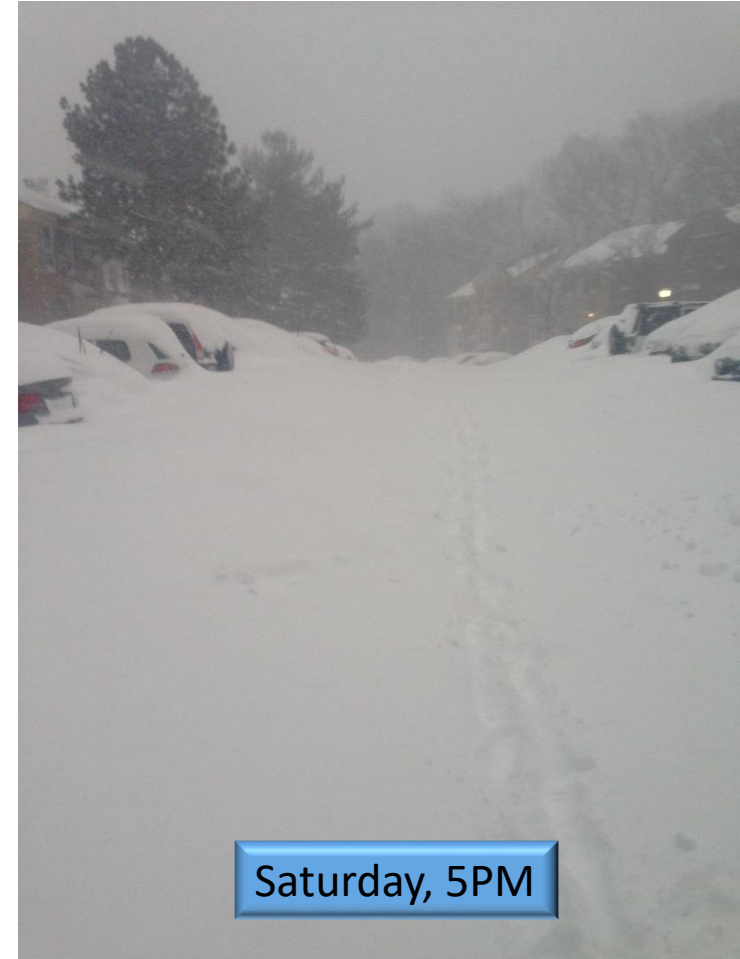
Your Board since the last Annual Meeting

| | Term Expires 2016 | | | Term Expires 2018 | | | Term Expires 2017 | | |
|--------|--------------------------------------|-----------------------------------|---------------------|-------------------------------|------------|------------|-------------------|-------------|------------------------|
| | Director 1 | Director 2 | Director 3 | Director 4 | Director 5 | Director 6 | Director 7 | Director 8 | Director 9 |
| Nov-16 | Mark Griffin / ??? | Rich Juchnewicz / ??? | Joe Underwood / ??? | Matt Strain | TJ Hanton | Art Gile | Stephen Lubore | Joan Murphy | Masha Stoyanova |
| Oct-16 | Mark Griffin | Rich Juchnewicz | Joe Underwood | Matt Strain | TJ Hanton | Art Gile | Stephen Lubore | Joan Murphy | Masha Stoyanova |
| Sep-16 | Mark Griffin | Rich Juchnewicz | Joe Underwood | Matt Strain | TJ Hanton | Art Gile | Stephen Lubore | Joan Murphy | Masha Stoyanova |
| Aug-16 | Mark Griffin | Rich Juchnewicz | Joe Underwood | Matt Strain | TJ Hanton | Art Gile | Stephen Lubore | Joan Murphy | Masha Stoyanova |
| Jul-16 | Mark Griffin | Rich Juchnewicz | Joe Underwood | Matt Strain | TJ Hanton | Art Gile | Stephen Lubore | Joan Murphy | Masha Stoyanova |
| Jun-16 | Mark Griffin | Rich Juchnewicz | Joe Underwood | Matt Strain | TJ Hanton | Art Gile | Stephen Lubore | Joan Murphy | Masha Stoyanova |
| May-16 | Mark Griffin | Rich Juchnewicz | Joe Underwood | Matt Strain | TJ Hanton | Art Gile | Stephen Lubore | Joan Murphy | Masha Stoyanova |
| Apr-16 | Mark Griffin | Rich Juchnewicz | Joe Underwood | Matt Strain | TJ Hanton | Art Gile | Stephen Lubore | Joan Murphy | Masha Stoyanova |
| Mar-16 | Mark Griffin | Rich Juchnewicz | Joe Underwood | Matt Strain | TJ Hanton | Art Gile | Stephen Lubore | Joan Murphy | Masha Stoyanova |
| Feb-16 | Mark Griffin | Rich Juchnewicz | Joe Underwood | Matt Strain | TJ Hanton | Art Gile | Stephen Lubore | Joan Murphy | Masha Stoyanova |
| Jan-16 | Mark Griffin | Rich Juchnewicz | Joe Underwood | Matt Strain | TJ Hanton | Art Gile | Stephen Lubore | Joan Murphy | Masha Stoyanova |
| Dec-15 | Tammi Jackson-Griffin / Mark Griffin | Curtis McGiffin / Rich Juchnewicz | Joe Underwood | Matt Strain | TJ Hanton | Art Gile | Stephen Lubore | Joan Murphy | OPEN / Masha Stoyanova |
| Nov-15 | Tammi Jackson-Griffin | Curtis McGiffin | Joe Underwood | Rich Juchnewicz / Matt Strain | TJ Hanton | Art Gile | Stephen Lubore | Joan Murphy | Joanne Biagi / OPEN |

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

Blizzard 2016 (1 of 2)

- Snow event from Friday afternoon, 22 January 2016 through Saturday evening, 23 January 2016
 - National Weather Service, “Potentially life-threatening conditions expected Friday night into Saturday night. Travel is expected to be severely limited if not impossible during the height of the storm Friday night and Saturday.”
 - VA Governor within a statement says to prepare to remain house-bound for three days.
- Friday, 22 January 2016 – snow accumulating by 7PM
- Saturday, 23 January
 - Snow ends around 7PM, totals nearby range from 24” to 28”



Blizzard 2016 (2 of 2)

- Sunday, 24 January – plowing begins before 10:00AM
- Tuesday, 26 January – all roads opened to at least one lane
- Wednesday, 27 January – skid steers clean curb-to-curb in half of community, the other half gets close to curb-to-curb



Sunday, 9:50AM

Social Events

- Multiple social events held throughout the year
- Great turnout to support the events!
- Thank you to the volunteers who helped plan, organize and run these events
- New volunteers welcomed – come help make 2017 even better

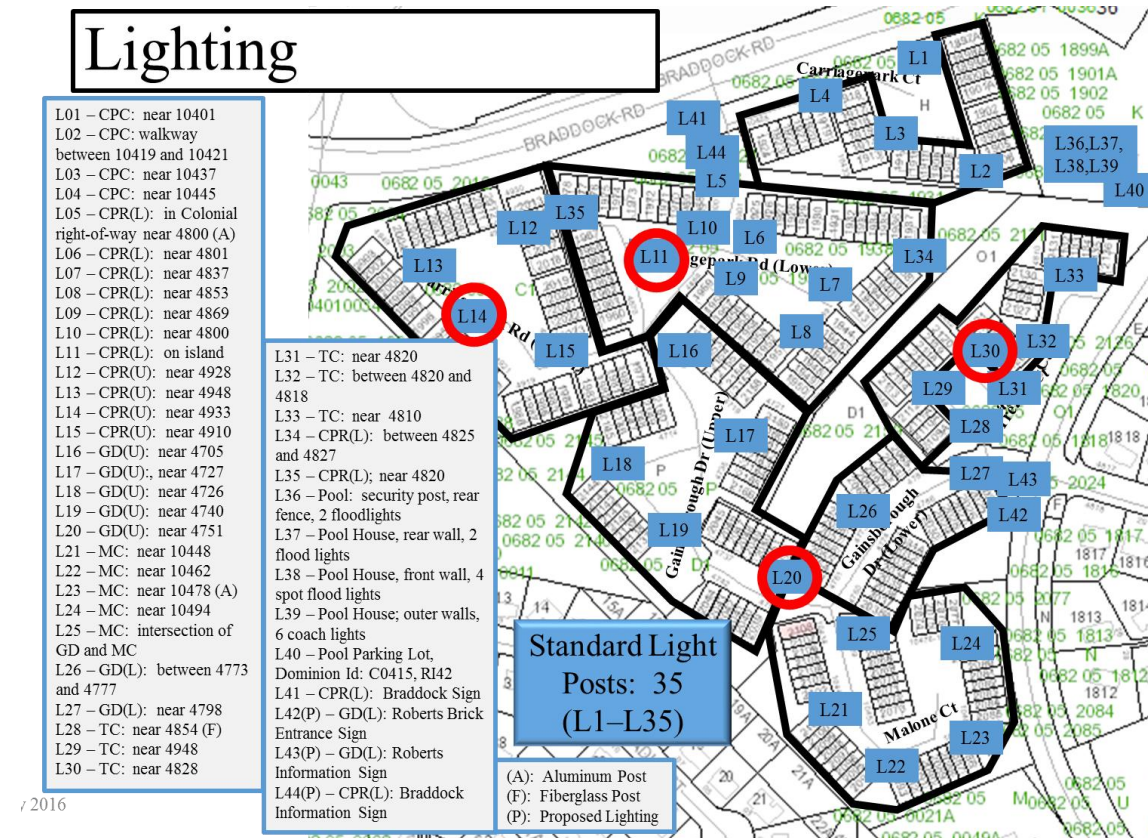
| 2016 | |
|-----------------------------|--|
| Saturday, May 14, 2016 | Community Yard Sale |
| Saturday, May 28, 2016 | Opening Day Cookout (pool deck) |
| Sunday, June 19, 2016 | Sundaes on Sunday #1 |
| Saturday, June 25, 2016 | New Resident Welcome |
| Sunday, July 3, 2016 | Barbeque (moved from 4th due to weather) |
| Saturday, July 30, 2016 | Dance Social (pool deck) |
| Sunday, July 31, 2016 | Sundaes on Sunday #2 (pool deck) |
| Tuesday, August 2, 2016 | National Night Out (canceled due to historical lack of participation) |
| Sunday, September 4, 2016 | Community Potluck (pool deck) |
| Monday, September 5, 2016 | Puppy Plunge (pool deck) Canceled due to insurance challenges |
| early October | Tailgate Social (pool deck/parking area) Canceled due to lack of time to plan and solve technical challenges |
| Saturday, October 29, 2016 | Chili Cookoff and Halloween Social (pool deck) |
| Saturday, November 5, 2016 | Golf Tournament (Bull Run Golf Club) |
| Thursday, November 17, 2016 | Annual Meeting (Saint Mary of Sorrows Parish Center, 5222 Sideburn Road) |

Volunteer Projects

- Multiple Community Clean-up Days
- Two landscaping projects
- Multiple pruning efforts throughout the community
- Community-led watering efforts to support the recent tree plantings

Street Lighting

- 2016 Previous Activity
 - Treasure Court lights (L29, L30, L32, L33) had to be rewired due to amount of damage to 30+ year old power cables
 - Pool Parking Lot light (L40) fixed; once with a splice and again with a new run from the distribution panel
- 2016 Current Activity
 - Two street lights (L14, L20) are out as a result of Phase 1 work
 - Two street lights (L11, L30) are out independent of the Phase 1 work
 - Corrective actions underway to fix all four lights



Repaving

- In order to cover the repaving project accurately, we must take a look at our overall financial state
- State of the Finances
 - Revenue and Income Report
 - Reserve Fund Expenditure Report
- Current Status of Repaving Project
- Financing Options

Revenues Against Expenses

2015 – Final

2016 – Current

2017 – Budget

| Year | Income | | | Operations Expenses | | | Overall Reserves Contribution | | | Excess/Deficit of Revenues Over Expenses |
|------------------------------|-----------|-----------|-----------|---------------------|-----------|-----------|-------------------------------|----------|----------|--|
| | Budget | Actual | Delta | Budget | Actual | Delta | Budget | Actual | Delta | |
| 2015 | \$281,200 | \$270,383 | -\$10,817 | \$224,898 | \$236,094 | -\$11,196 | \$56,303 | \$64,424 | -\$8,121 | -\$30,134 |
| 2016 | \$297,400 | | | \$231,181 | | | \$66,219 | | | |
| 2016 (Through October) | \$247,833 | \$239,796 | -\$8,038 | \$192,651 | \$180,866 | \$11,785 | \$55,183 | \$61,903 | -\$6,720 | -\$2,973 |
| 2017 | \$310,415 | | | \$223,542 | | | \$86,873 | | | |

2015 Reserve Expenses

| Component Description | | | SITE FEATURES | | | | OL BUILDI | POOL FACILITY | | TOTALS |
|-------------------------------|--------------|-------------------------|--------------------------|---|----------------|-------------------|---------------------------------|-----------------|-------------|--------------|
| | | | Street Signage Allowance | Tree Trimming, Removal, & Replacement Allowance | Message Boards | Metal Handrailing | Wood Trim and Louvers Allowance | Pool White Coat | Pool Covers | |
| Budgeted Date / Invoiced Date | Project Name | Component Identifier 12 | | N/A | N/A | N/A | | | | |
| | | Component Identifier 16 | 3.05 | 3.07 | 3.08 | 3.10 | 4.02 | 5.02 | 5.06 | |
| | | Budgeted Cost | \$2,295.00 | \$0.00 | \$0.00 | \$0.00 | \$1,257.00 | \$19,962.00 | \$15,456.00 | \$38,970.00 |
| | | Actual Cost | \$23,204.00 | \$3,800.00 | \$3,923.00 | \$1,200.00 | \$0.00 | \$19,744.00 | \$0.00 | \$51,871.00 |
| | | Cost Differential | -\$20,909.00 | -\$3,800.00 | -\$3,923.00 | -\$1,200.00 | \$1,257.00 | \$218.00 | \$15,456.00 | -\$12,901.00 |

2016 Reserve Expenses

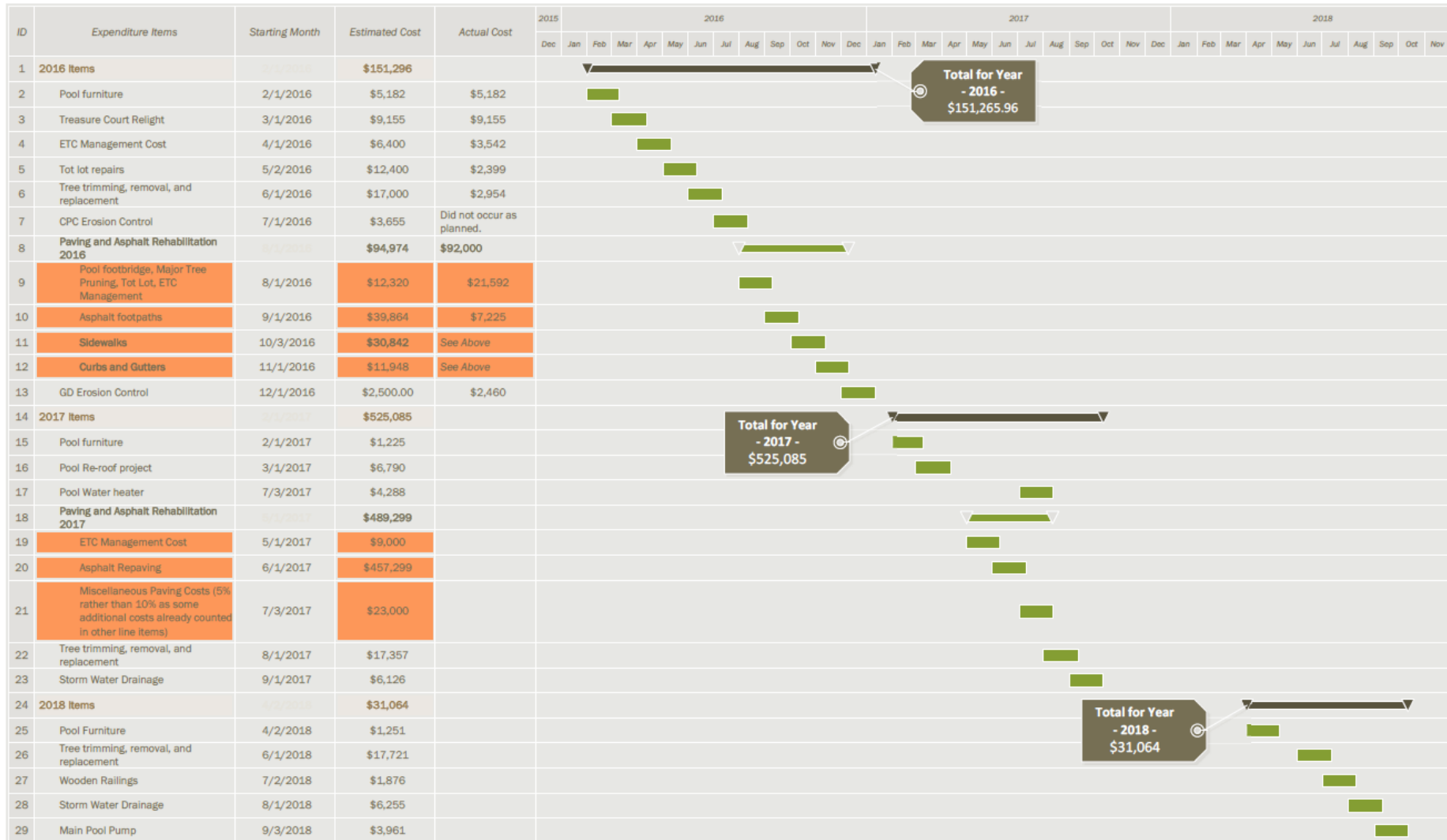
(Actual and Projected as of Today)

| ASPHALT COMPONENTS | | CONCRETE COMPONENTS | | | | | SITE FEATURES | | | | | | POOL FACILITIES | TOTALS |
|-----------------------------|-------------------|---------------------|--------------------------|----------------|------------------|--------------------|--------------------------|-----------------|---|-------------------|-----------------------------|-----------------------------|-----------------|--------------|
| Asphalt Restoration Project | Asphalt Footpaths | Concrete Sidewalks | Concrete Curbs & Gutters | Concrete Steps | Concrete Bridges | Concrete Pool Deck | Light Poles and Fixtures | Mailbox Modules | Tree Trimming, Removal, & Replacement Allowance | Metal Handrailing | Tot Lot & Outdoor Furniture | Storm Water Drainage System | Pool Furniture | |
| 1.01 | 1.04 | 2.01 | 2.02 | 2.03 | 2.04 | 2.05 | 3.04 | 3.06 | 3.07 | 3.10 | 3.14 | 3.15 | 5.07 | |
| \$0.00 | \$0.00 | \$20,585.00 | \$10,103.00 | \$5,780.00 | \$8,787.00 | \$22,175.00 | \$0.00 | \$35,007.00 | \$17,000.00 | \$1,658.00 | \$0.00 | \$6,000.00 | \$1,200.00 | \$128,295.00 |
| \$16,740.60 | \$42,059.00 | \$31,753.00 | \$14,577.00 | \$0.00 | \$12,160.00 | \$824.00 | \$9,154.96 | \$0.00 | \$17,000.00 | \$0.00 | \$11,192.36 | \$6,068.00 | \$5,182.00 | \$166,710.92 |
| -\$16,740.60 | -\$42,059.00 | -\$11,168.00 | -\$4,474.00 | \$5,780.00 | -\$3,373.00 | \$21,351.00 | -\$9,154.96 | \$35,007.00 | \$0.00 | \$1,658.00 | -\$11,192.36 | -\$68.00 | -\$3,982.00 | -\$38,415.92 |

2017 Projected Reserve Expenses

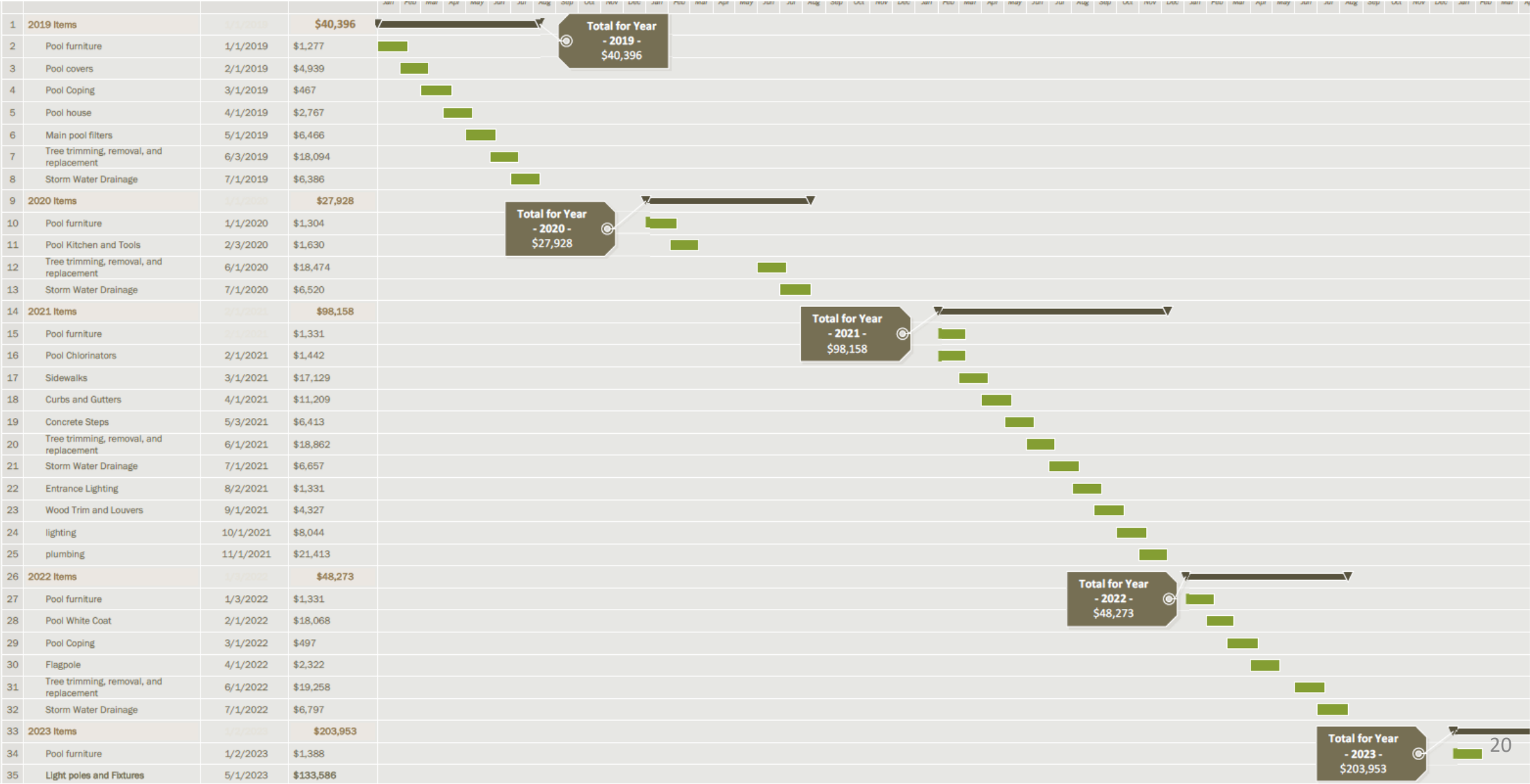
| ASPHALT COMPONENTS | | | | SITE FEATURES | | POOL BUILDING | | | OL FACIL | TOTALS |
|-----------------------------|-------------------|--------------------------|-------------------|---|-----------------------------|--------------------|----------------|------------------------|----------------|---------------|
| Asphalt Restoration Project | Asphalt Seal Coat | Asphalt Repair Allowance | Asphalt Footpaths | Tree Trimming, Removal, & Replacement Allowance | Storm Water Drainage System | Re-Roofing Project | Door Allowance | Water Heater Allowance | Pool Furniture | |
| 1.01 | 1.02 | 1.03 | 1.04 | 3.07 | 3.15 | 4.01 | 4.03 | 4.06 | 5.07 | |
| \$302,624.00 | \$0.00 | \$28,588.00 | \$7,645.00 | \$17,357.00 | \$6,126.00 | \$6,790.00 | \$2,986.00 | \$4,288.00 | \$1,225.00 | \$377,629.00 |
| \$518,872.90 | \$0.00 | \$0.00 | \$0.00 | \$17,357.00 | \$6,126.00 | \$6,790.00 | \$2,986.00 | \$4,288.00 | \$1,225.00 | \$557,644.90 |
| -\$216,248.90 | \$0.00 | \$28,588.00 | \$7,645.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | -\$180,015.90 |

Actual and Projected Reserve Timeline (1 of 2)



Projected Reserve Timeline

(2 of 2)



Repaving – Current Status

- Jan 2016 – accepted bid for Engineering and Technical Consultants (ETC) to initiate assessment, design, and management of the overall project
 - Project includes
 - Concrete repair and replacement
 - Asphalt footpath reconstruction
 - Pool footbridge reconstruction
 - Infrastructure improvement
 - Repaving of all streets and parking areas
- Mar 2016 – Predesign Report and associated support projects estimated to be \$630k for Phases 1 through 3
 - Phase 1: Concrete sidewalks, concrete curbs and gutters, asphalt footpath, and pool footbridge
 - Phase 2: Repaving of Gainsborough Drive, Malone Court, and Treasure Court
 - Phase 3: Repaving of Carriagepark Court, Carriagepark Road, and the Pool Parking Lot
- August 2016 – Pro-Pave, Inc. bid accepted for project – overall project cost remains \$630k
- September 2016 through today – ongoing Phase 1 work
 - Currently at end of clearing punch list items and associated supporting projects
- Funds Committed to the end of 2016 – \$117,289.60

Financial Picture

(With the Repaving Project)

- Even with the 10% increase in assessments for 2017, there is not sufficient funds to accomplish the Repaving Project
- 2016 Reserve Fund Update targets \$190,660 to be in our Replacement Reserve Fund at the end of 2017 – a **\$219,548** differential
- Options to address the shortfall follow

| 2016 | |
|---|-----------|
| Total Reserve Assets (January 1, 2016) | \$540,835 |
| Planned Yearly Reserve Contribution | \$66,216 |
| Anticipated Reserve Interest Contribution | \$7,865 |
| Projected Reserve Expenditures | \$166,711 |
| Projected Total Reserve Assets (December 31, 2016) | \$448,205 |
| 2017 | |
| Projected Total Reserve Assets (January 1, 2017) | \$448,205 |
| Planned Yearly Reserve Contribution | \$72,552 |
| Budgeted Reserve Interest Contribution | \$8,000 |
| Projected Reserve Expenditures | \$557,645 |
| Projected Total Reserve Assets (December 31, 2017) | -\$28,888 |

Repaving Project Financing Options

- Options
 - 10% Annual Raise in Assessments
 - Special Assessment
 - Greater than 10% Raise in Assessments
 - Loan
- Notes for the Options Slides
 - Red Cells indicate the Reserve Fund drops below the minimum level designated to remain in the fund to cover emergencies (\$50k floor for all options)
 - Green Cells indicate years where the end-of-year projected Reserve Fund balance meets the end-of-year targeted amount in the current Reserve Fund Update

10% Annual Raise in Assessments Only

- PROS

- Can be undertaken without a vote in accordance with our Governing Documents

- CONS

- Leaves us below zero balance in our Reserves for an extended period of time – cannot pay bills nor respond to any emergency
- Will cause a delay to Phases 2 and 3 of the Asphalt Repaving project
- Additional cost to break signed contract (approximately \$50k not accounted for)
- Additional costs for the future contract as it will have to be competed once again at the future cost of material and labor

- Notes

- Negative balances for nine months consecutively and thirteen months total during 2017 and 2018

| Year | Quarterly Assessment | Special Assessment | Total Assessments |
|----------------------------|----------------------|--------------------|--------------------|
| 2016 | \$255 | \$0 | \$275,400 |
| 2017 | \$280 | \$0 | \$302,400 |
| 2018 | \$305 | \$0 | \$329,400 |
| 2019 | \$335 | \$0 | \$361,800 |
| 2020 | \$365 | \$0 | \$394,200 |
| 2021 | \$400 | \$0 | \$432,000 |
| 2022 | \$420 | \$0 | \$453,600 |
| 2023 | \$340 | \$0 | \$367,200 |
| RESERVE FUND FLOOR: | | | \$50,000.00 |

10% Annual Raise in Assessments with a Special Assessment

• PROS

- Would limit the future year increases in quarterly assessments
- Keeps the Reserve fund healthy for any emergency situation
- Allows the Repaving project to be completed as currently scheduled (July 2017)

• CONS

- Requires a 2/3 approval from the members for any Special Assessment
- Financially impacts us for one year
- Listed on any resale packet from now till the end of 2017

• Notes

- \$500: minimum balance of \$42k for two months during 2017
- \$800: minimum balance of \$89k for one month during 2017

| Year | Quarterly Assessment | Special Assessment | Total Assessments |
|----------------------------|----------------------|--------------------|--------------------|
| 2016 | \$255 | \$0 | \$275,400 |
| 2017 | \$280 | \$500 | \$437,400 |
| 2018 | \$305 | \$0 | \$329,400 |
| 2019 | \$335 | \$0 | \$361,800 |
| 2020 | \$365 | \$0 | \$394,200 |
| 2021 | \$350 | \$0 | \$378,000 |
| 2022 | \$340 | \$0 | \$367,200 |
| 2023 | \$340 | \$0 | \$367,200 |
| RESERVE FUND FLOOR: | | | \$50,000.00 |

| Year | Quarterly Assessment | Special Assessment | Total Assessments |
|----------------------------|----------------------|--------------------|--------------------|
| 2016 | \$255 | \$0 | \$275,400 |
| 2017 | \$280 | \$800 | \$518,400 |
| 2018 | \$305 | \$0 | \$329,400 |
| 2019 | \$320 | \$0 | \$345,600 |
| 2020 | \$320 | \$0 | \$345,600 |
| 2021 | \$330 | \$0 | \$356,400 |
| 2022 | \$335 | \$0 | \$361,800 |
| 2023 | \$340 | \$0 | \$367,200 |
| RESERVE FUND FLOOR: | | | \$50,000.00 |

Greater Than 10% Annual Raise in Assessments Only

- PROS

- Would limit the future year increases in quarterly assessments
- Keeps the Reserve fund healthy for any emergency situation
- Allows the Repaving project to be completed as currently scheduled (July 2017)

- CONS

- Requires a 2/3 approval from the members for any Annual Assessment greater than 10%
- Increased financial impact on members for two years

- Notes

- 2017 assessment would have to voted on, approved, then retroactively enacted

| Year | Quarterly Assessment | Special Assessment | Total Assessments |
|----------------------------|----------------------|--------------------|--------------------|
| 2016 | \$255 | \$0 | \$275,400 |
| 2017 | \$420 | \$0 | \$453,600 |
| 2018 | \$365 | \$0 | \$394,200 |
| 2019 | \$320 | \$0 | \$345,600 |
| 2020 | \$320 | \$0 | \$345,600 |
| 2021 | \$330 | \$0 | \$356,400 |
| 2022 | \$335 | \$0 | \$361,800 |
| 2023 | \$345 | \$0 | \$372,600 |
| RESERVE FUND FLOOR: | | | \$50,000.00 |

10% Annual Raise in Assessments with a Loan

- PROS

- Can be undertaken without a vote in accordance with our Governing Documents

- CONS

- Leaves us near a zero balance in our Reserve for any emergency
- Will cause a delay to Phase 3 of the Asphalt Repaving project
- Unknown length of time of 10% raises in assessments to repay loan and fund the Reserves at the recommended level in the approved Reserve Plan
- Loan to be repaid at between 4% and 5%
- Financially impacts us for the length of the loan
- Listed on any resale packet from now till the repayment of the loan

Mailboxes

- Mailboxes were discussed and planned to be re-addressed in 2016 during the 2015 Annual Meeting
- Not accomplished in 2016 due to budget considerations after learning the budget for the Repaving project
- For consideration – add a Special Assessment of \$160 per residence to accomplish the mailbox replacement in late 2017
- If no Special Assessment, mailbox replacement will be re-baselined in the next Reserve Update (2019 or 2020) for programming in future years

Treasurer's Report

- 2017 Budget – two views
- One per prior year presentation
- One per the General Ledger of the Association

| Description | 2017 |
|---|---------------------|
| INCOME: | |
| Residential Assessments | 302,400.00 |
| Interest Income - Operating | 15.00 |
| Interest Income - Reserves | 8,000.00 |
| Income Subtotals | \$310,415.00 |
| EXPENSES | |
| Utilities | |
| Electricity | 6,700.00 |
| Telephone | 372.00 |
| Water & Sewer | 2,116.00 |
| Utilities Subtotals | \$ 9,188.00 |
| Contracted Services | |
| Management Contract | 28,505.00 |
| Grounds Maintenance Contract | 35,720.00 |
| Trash Removal Contract | 42,702.00 |
| Snow Removal Contract | 15,000.00 |
| Contracted Services Subtotal | \$121,927.00 |
| Repairs & Maintenance | |
| General Maintenance & Repair | 7,000.00 |
| Landscaping | 7,000.00 |
| Repairs & Maintenance Subtotal | \$ 14,000.00 |
| Pool Expenses | |
| Pool Management | 38,501.00 |
| Pool Repair & Maintenance | 8,000.00 |
| Pool Expenses Subtotal | \$ 46,501.00 |
| General & Administrative | |
| Committee Expenses (Rollup) | 6,425.00 |
| Accounting & Audit | 2,550.00 |
| Printing, Copying, Mail (Rollup) | 8,660.00 |
| Legal Fees - General | 7,500.00 |
| Legal Fees - Collections | 1,000.00 |
| Licenses & Fees | 188.00 |
| Gen & Admin Subtotal | \$ 26,323.00 |
| Taxes & Insurance | |
| General Insurance | 5,603.00 |
| Taxes & Insurance Subtotals | \$ 5,603.00 |
| Contribution to Reserves | |
| Replacement Reserves Contribution | 72,552.00 |
| Reserve Interest Contribution | 8,000.00 |
| Operating Reserve Contribution | 6,321.00 |
| Contribution to Reserves Subtotals | \$ 86,873.00 |
| TOTAL EXPENSES | \$310,415.00 |
| NET INCOME (LOSS) | \$ - |
| OPERATIONS BUDGET | \$223,542.00 |

| | |
|---------------------------------------|------------------|
| INCOME | |
| Assessments | \$302,400 |
| Investment Income | 8,015 |
| TOTAL INCOME | \$310,415 |
| EXPENSES: Administrative | |
| Committees | \$6,425 |
| Printing, Copying & Postage | 8,660 |
| Sub-Total | \$15,085 |
| EXPENSES: Maintenance | |
| General Maintenance & Repair | \$ 7,000 |
| Grounds Maintenance Contract | 35,720 |
| Landscaping | 7,000 |
| Snow Removal | 15,000 |
| Street Cleaning | 0 |
| Trash Removal Contract | 42,702 |
| Sub-Total | \$107,422 |
| EXPENSES: Pool | |
| Pool Management | \$38,501 |
| Pool Repairs/Maintenance | 8,000 |
| Sub-Total | \$46,501 |
| EXPENSES: Professional Fees | |
| Audit / Accountant | \$ 2,550 |
| Insurance | 5,603 |
| Legal - Attorney | 5,000 |
| Legal - Collections | 3,500 |
| Management Fee | 28,505 |
| Sub-Total | \$45,158 |
| EXPENSES: Taxes & Licenses | |
| License Fees | \$ 188 |
| Federal Taxes | 0 |
| State Taxes | 0 |
| Sub-Total | \$ 188 |
| EXPENSES: Utilities | |
| Electricity | \$6,700 |
| Telephone Service | 372 |
| Water & Sewer | 2,116 |
| Sub-Total | \$9,188 |
| EXPENSES: Reserves | |
| Capital Reserves | \$86,873 |
| Sub-Total | \$86,873 |
| TOTAL EXPENSES | \$310,415 |

Committee Reports

| Item Number | Architectural Control Committee | Communications Committee | Environmental Control Committee | Hospitality Committee | Nomination Committee | Parking Committee | Pool Committee | Streets and Sidewalks Committee | Webmaster |
|-------------|--|--|--|--|--|--|--|---|--|
| 1 | Focus effort on topics that need research, input, and thoughtful consideration before a recommendation is made | Focus effort on topics that need research, input, and thoughtful consideration before a recommendation is made | Focus effort on topics that need research, input, and thoughtful consideration before a recommendation is made | Focus effort on topics that need research, input, and thoughtful consideration before a recommendation is made | Focus effort on topics that need research, input, and thoughtful consideration before a recommendation is made | Focus effort on topics that need research, input, and thoughtful consideration before a recommendation is made | Focus effort on topics that need research, input, and thoughtful consideration before a recommendation is made | Focus effort on topics that need research, input, and thoughtful consideration before a recommendation is made | Webmaster: manage website controls and framework |
| 2 | Expand the capabilities of the board to accomplish tasks beyond its capacity | Expand the capabilities of the board to accomplish tasks beyond its capacity | Expand the capabilities of the board to accomplish tasks beyond its capacity | Expand the capabilities of the board to accomplish tasks beyond its capacity | Expand the capabilities of the board to accomplish tasks beyond its capacity | Expand the capabilities of the board to accomplish tasks beyond its capacity | Expand the capabilities of the board to accomplish tasks beyond its capacity | Expand the capabilities of the board to accomplish tasks beyond its capacity | Webmaster: manage content within the website |
| 3 | Provide an opportunity for homeowners to participate | Provide an opportunity for homeowners to participate | Provide an opportunity for homeowners to participate | Provide an opportunity for homeowners to participate | Provide an opportunity for homeowners to participate | Provide an opportunity for homeowners to participate | Provide an opportunity for homeowners to participate | Provide an opportunity for homeowners to participate | |
| 4 | ACC: Conduct and manage semi-annual residence inspections | CC: coordinate newsletter editing. Goal is two full newsletters and two flyers per year | ECC: As a goal, lead two community clean-up days per year | HC: Manage the block captain program for the community | NC: manage process for homeowners to submit names for election to the Board | Parking: liaison with towing contractor | Pool: liaison with pool contractor | S&S: lead/coordinate with external professionals to annotate required actions for asphalt, concrete curbs, sidewalks, footpaths, and the basketball court | |
| 5 | ACC: As a goal, respond to owner's modification form requests within one week of receipt | CC: manage overall operations of the three message boards. | ECC: communicate Road Raiders events through message boards and newsletters | HC: provide new resident (owner and renter) welcome packets | | Parking: update parking rules as necessary and provide to towing contractor, parking officials, and residents | Pool: coordinate the opening day party, Fourth of July party, and Chili Cook-off | S&S: lead/coordinate with external professionals to annotate required actions for street lights and snow removal. (May 2001 BoD Decision) | |
| 6 | ACC: Update Architectural Guidelines as needed | CC: ensure meeting notices are distributed to owners to meet bylaw requirements | ECC: Perform one annual site walk-through to identify maintenance actions for the year | HC: Procure and distribute welcome baskets for new owners | | Parking: manage permanent passes and distribute visitor passes to parking officials | Pool: coordinate a goal of three Sundaes on Sunday events | S&S: lead/coordinate with external professionals to annotate required actions for street signs. | |
| 7 | ACC: Manage the exterior modification process for the community | CC: publicize special events as requested by the Board through newsletters, mailouts, door notices, website updates, or other such media as deemed best for purpose. | ECC: Manage the environment type inspection process (mowing, weeding, pruning, debris) | HC: Consult to the ECC on flower bed planting efforts throughout the community | | | Pool: update pool rules as necessary and provide to pool contractor | S&S: lead/coordinate at least two inspections each month for each street light. Annotate non-functioning or any maintenance required. | |
| 8 | | CC: With the pool committee, secure appropriate approvals to have movie night at the pool. | ECC: manage the Environmental Guidelines as part of the ACC Guidelines | HC: Lead holiday decorating at both entrances and other community areas as directed by the Board | | | Pool: With the communications committee, secure appropriate approvals to have movie night at the pool. | | 30 |

Architectural Control Committee

Art Gile, Chair

ACC Inspection Statistics

(as of 11/17/2016)

| | Non-Verified Items | | Total Within the ACC Tracker | | Fall 2016 | | Spring 2016 | | Fall 2015 | | Spring 2015 | | Fall 2014 | | pre-Fall 2014 | |
|--------------------------------|--------------------|----------|------------------------------|--------------|------------|------------|-------------|------------|------------|------------|-------------|------------|------------|------------|---------------|------------|
| | % | #s | % | #s | % | #s | % | #s | % | #s | % | #s | % | #s | % | #s |
| Violation | | 0 | | 1,882 | | 143 | | 219 | | 267 | | 480 | | 540 | | 233 |
| Closed Violation | 100% | 0 | 93% | 1,750 | 55% | 78 | 88% | 192 | 93% | 247 | 96% | 463 | 99% | 537 | 100.0% | 233 |
| Open Violation | | | 7% | 132 | 45% | 65 | 12% | 27 | 7% | 20 | 4% | 17 | 1% | 3 | 0.0% | 0 |
| Recommendation | | 1 | | 548 | | 71 | | 112 | | 121 | | 151 | | 93 | | 0 |
| Closed Recommendation | 0% | 0 | 57% | 310 | 13% | 9 | 42% | 47 | 51% | 62 | 76% | 115 | 83% | 77 | | 0 |
| Open Recommendation | | | 43% | 238 | 87% | 62 | 58% | 65 | 49% | 59 | 24% | 36 | 17% | 16 | | 0 |
| Totals of Items Written | | 1 | 0 | 2,430 | | 214 | | 331 | | 388 | | 631 | | 633 | | 233 |

PWCA ACC Report

Home Sales Analysis 2012 – 2015

| Association | 2013 | 2014 | 2015 |
|--|----------|----------|----------|
| | % change | % change | % change |
| PWCA | -2.40% | 11.10% | 7.30% |
| Kings Park townhomes | 6.70% | 2.50% | 0% |
| % change from prior year is based on median sales price adjusted for sq footage above ground | | | |

Environmental Control Committee

Matt Strain, Chair

Trash and Community Waste



- Community waste disposal remains a problem for our properties.
- Waste should be disposed of in accordance with community guidelines, in locations, manner, and dates/times specified.
- Use bins and totes provided by the trash company.
 - Be sure to return all bins and totes to your property after trash is collected (in the evenings of collection day). Failure to do so may result in your receptacle being taken away as trash itself.
- **Report waste improperly dumped** to the Environmental committee, especially if you see tagged or labeled items (environment@parkwestcommunity.org).
 - Also contact the Environment Control Committee to report any yard maintenance or dumping issues observed.

Community Clean-ups & 2017

- Several great events in 2016 to keep our community clean.
 - Thanks so much for being a part of clean-up!
- Please consider taking bags with you on your dog or strolls in the neighborhood.
- **Get involved:** Community Thanks-Cleaning Day the week after Thanksgiving Saturday, December 3rd.
- **In the Area:** Road raiders support clean-ups in our area (Roberts Rd., etc) → Contact Sara Lennon (sarahgjlennon@gmail.com).
- **Looking to expand the Environmental Control committee** to include parties interested in everything from Arbor (tree) care to clean-up and beautification.



Hospitality Committee

Susan Underwood, Chair

Parking Committee

Joe Underwood, Chair

Pool Committee

Rich Juchnewicz, Chair

Streets and Sidewalks Committee

Masha Stoyanova, Chair

Snow Removal Policy (2016 – 2017)

PARK WEST COMMUNITY ASSOCIATION, INC.
2016-2017 SNOW REMOVAL POLICY

The Park West Community Association (PWCA) is responsible for clearing snow from five private streets within the Kings Park West Townhomes community. The following policies and specifications are established and adopted for the 2016-2017 snow season.

1) RESIDENT-FOCUSED ITEMS:

- a) Pre-treating streets with salt, salt or ice melt chemicals will be applied based on specific conditions within the community.
- b) Snow removal will begin once two inches (2") of snow has accumulated on paved surfaces.
- c) At an expected six inches (6") of snow or greater, specific curb parking will be disallowed. **Towing will be enforced. Charges will be assessed to the owner of the vehicle.** Advance notice of towing will be placed on the message boards.
- d) Please allow 18 hours for every 6" of snow accumulation for the roads to be cleared. If you are considered essential personnel, or are otherwise required to be available for work during snow events, please make appropriate arrangements.
- e) All snow removal equipment contracted by the Association must maintain a minimum of thirty inches (30") of clearance from all parking spaces. The snow that accumulates within the thirty inches (30") is the sole responsibility of the person(s) assigned to or using the parking space.
- f) Snow removal crews are operating under specific instructions, do not make requests for other snow removal services – please contact the community lead for clarification of ongoing activities.
- g) Take caution when clearing snow from a parking space prior to plowing by the snow removal contractor as snow will be deflected by removal equipment during plowing and may come to rest in parking spaces. Clearing deflected snow is the responsibility of the individual assigned to the parking space.
- h) Snow should never be cleared, shoveled, or deposited onto streets, sidewalks, or your neighbor's empty parking spaces. If shoveling or blowing snow, deposit it onto your own

property or grass covered common areas. This applies to contractors, residents, or anyone hired to perform snow removal services by a resident.

- i) Do not clear snow from parking spaces or vehicles and place in/on the street, thinking a plow can/will remove it. The compacted pile will require specialized equipment to be removed and the responsible party to whom the space is allotted will be charged the associated fees.
- j) Snow should be removed quickly to ensure clearance around mailboxes and fire hydrants. Residents living near these areas are asked to volunteer and shovel these areas clear.
- k) The PWCA is not responsible for removing the snow from sidewalks in front of townhomes. This is the sole responsibility of the resident. Residents are asked to remove snow and treat icy conditions in a timely manner to ensure safe and clear passage of pedestrian traffic.
- l) Plowing of the pool parking lot is an additional expense. If the BoD does not plow the pool parking lot, residents desiring to use the pool parking lot for large parties may contact the PWCA to arrange for the pool lot to be plowed at the resident's expense.
- m) Please contact streets@parkwestcommunity.org or any Director if you have comments or concerns regarding snow removal. To ensure your concern is addressed as quickly as possible, please include your full name, street address, time of call (if applicable), and your concern.

2) SNOW SPECIFICATION (see Exhibits A and B for further information)

- a) Prior to snow season (beginning of December)
 - i) Include the current snow policy in the late fall newsletter. (PWCA Communications)
 - ii) Place fire hydrant marker flags on all nine community hydrants. (PWCA Environment)
 - iii) As directed by the Board, place drums of sand at appropriate areas within the community. (Contractor)
- b) Three days prior to an anticipated snow event:
 - i) Send current snow policy out to the PWCA mailing list. Highlight key attributes in the email body. Point of emphasis for clearing sidewalks, leaving community sidewalks free from shoveled snow, and clearance around fire hydrants and mail boxes. (PWCA Streets)

Specific Specifications

| Specification # | Specification Description | Amount of Snow 'X' indicates applicability to that amount of snow | | | |
|-----------------|--|--|------------|------------|--------------------|
| | | 0-2 Inches | 2-6 Inches | 6-9 Inches | More than 9 Inches |
| 1 | Pre-treat as needed to create traction for vehicles and individuals in accordance with Option 1 or Option 2 guidance. | X | X | X | X |
| 2 | Plowing will commence at 2 inches of snow on paved surfaces. This should be self-initiated by the contractor. | | X | X | X |
| 3 | Repeat plowing such that no more than 4 inches of snow covers the streets at any one time. | | X | X | X |
| 4 | Plowing to occur during the snow event to keep street access open to emergency vehicles. | | X | X | X |
| 5 | Skid steer cleanup required for all corners at the minimum. See Snow Removal Operations maps for details. | | X | X | X |
| 6 | Plowed snow will be moved to specific areas for snow storage. See Snow Removal Operations maps for details. | | X | X | X |
| 7 | Fire hydrants and mail boxes will be cleared during plowing operations (as necessary) and during clean-up operations (fully). | | X | X | X |
| 8 | There are two levels (Critical and All) of sidewalk cleaning. Critical sidewalks must always be left free of plowed snow. Level of cleaning to be determined prior to the snow event and communicated with the contractor. See Snow Removal Operations maps for details. | | X | X | X |
| 9 | Post No Parking tape and markers on curbs of all effected parking areas, during event towing contractor will tow vehicles in effected areas. | | | X | X |
| 10 | Curb parking in specific areas disallowed. Towing enforced at car owner's expense. See Snow Removal Operations maps for details. | | | X | X |
| 11 | Pool parking lot made available for vehicles as an alternate parking location. | | | X | X |
| 12 | Skid steer cleanup for all areas curb-to-curb required. | | | | X |
| 13 | Removal of snow to distributed locations within the community. | | | | X |

Open Forum and Adjournment