

**PARK WEST COMMUNITY ASSOCIATION**  
**Board of Directors Meeting**  
**Tuesday, May 17, 2016**

**Location:** Robinson Secondary School, Room 505.

**Directors Present:** Mark Griffin, Art Gile, Rich Juchnewicz, Steve Lubore, Joan Murphy, Matt Strain, Masha Stoyanova, Joe Underwood.

**Directors Absent:** TJ Hanton

**Guests:** Susan Underwood (Hospitality Chair/Block Captain Coordinator), Lori Randall (Summit Management Services Community Association Manager), and three residents.

**Call to Order:** The regular monthly meeting of the Park West Community Association Board of Directors was called to order at 7:03 p.m. by the Board President, Mark Griffin. A quorum was present.

**Open Forum:** No external residents were in attendance, no open forum issues were brought up

**Approval of Minutes:** There were no changes to the minutes recorded for the April 19, 2016 meeting of the board. **The motioned was called for and seconded that the April meeting minutes be approved as distributed. The motion passed unanimously.**

**President's Report:** Mark reiterated that in order to move the meetings along in a proper format, committee reports should only be reports and any discussions should take place during old or new business.

Mark reported on the status of a pending court case. The court issued a continuance until May 26<sup>th</sup>. If the violations are not completed by May 25<sup>th</sup>, the case will be heard in court on May 26<sup>th</sup>.

Mark advised the Board that during the set up for the yard sale on Saturday, May 14<sup>th</sup>, someone took a cordless nailer. He asked Masha to send an email out to the people who participated in the yard sale in case someone inadvertently picked it up. If no one returns the tool Mark will ask for it to be replaced. The cost is \$219.00.

**Secretary's Report:** No Report

**Treasurer's Report:** The Board discussed the bills that posted in May and talked about the delay in receiving invoices from contractors. Joe suggested adding a ninety day requirement to receive an invoice after the work has been completed to the addendum.

**Manager's Report:** Lori reported that 210 First Letters were mailed on April 1<sup>st</sup> and 45 Notice of Violation letters were mailed on May 13<sup>th</sup> for architectural violations. She spoke about the open Verizon box on 4947 Carriagepark Road for which there is an open work-order. Additional open boxes were identified and Lori was asked to notify Verizon. She talked about the specific requirements for adding notes to the invoices. Lori reported on the issues with Dominion Virginia Power. We are being erroneously billed for a watch light and Dominion needs to determine who is responsible for the transformers.

The Board determined to hand deliver future new or re-affirmed resolutions to resident members in order to minimize mailing costs. Non-resident members will continue to receive mailed copies unless they specifically request email-only copies of the future mailing.

Enclosed in the Board packet is a 2016 calendar of site visits and events.

**Committee Reports:** The President requested committee reports as necessary. Please keep reports to 3 minutes per committee.

**Architectural Control:** The Board reviewed the Notice of Hearing draft letter. Mark asked Lori to find a location for the hearings in July.

Art contacted a supplier of shutters and has a chart of available colors which has been matched to approved colors in the community color scheme.

**Communications/Webmasters:** Steve is still keeping the old website up to date. Steve has paid the invoice for the host and that system will continue to run.

**Environmental Control:** No report. Lori explained about the watch lights that are maintained by Dominion Virginia Power.

**Parking:** Joe reported that June and July are very busy months processing new applications for both new home owners and renters.

**Pool:** Joan reported that 91 pool pass application have been processed and fifteen are being held for violations or delinquencies. Rich reported on the repairs and was asked to call Atlantic Pools to ask about the caulking of the pool deck before opening day.

**Streets and Sidewalks:** The main topic will be covered in Old Business. Matt reported that the street sign behind the tot lot will be reinstalled by a county crew tomorrow.

**Hospitality/Block Captains:** Susan announced the first "Annual New Resident Coffee." It will be held at the pool on Saturday, June 25<sup>th</sup> at 7:00 p.m. and will feature desserts and

coffee/tea. It will be open to all residents to meet the new neighbors. Steve asked for a blurb to put on the website.

Susan reported the resolution distribution by the block captains is completed. She talked about the letters mailed to companies soliciting in the community.

The Board discussed the dance that Diane Barnhard has volunteered to organize at the pool. Due to budget constraints there are no funds available for this event. Suggestions offered for Diane's consideration included a pot luck or integrating the event with the chili cook off this year and next year spinning it off as a separate event.

Susan asked about a clean-up that was done by a sorority/fraternity as a service project. She acknowledged their good work and offered to write a thank you card.

**Agenda Change: Joe motioned to report New Business first and Unfinished Business second. Steve seconded the motion and the Board unanimously agreed.**

**New Business:** The Board discussed a venue for the July and August meetings. Lori has not found an available venue on the meeting dates. **Mark motioned that the July and August meetings be held at the pool. Steve seconded the motion and the Board agreed unanimously.**

The Board discussed selling outside pool memberships as a means of raising revenue. Issues to be research in connection with opening up the pool to outside memberships are the insurance liabilities, taxes, and ADA requirements. Masha expressed concern that the pool could become crowded. This remains an open item until the Board has more information.

The Board discussed two resolutions for the Receipt and Resolution of Complaints that were in the Board packet. One was the original 2012 resolution (12-01) and the other was a 2016 resolution (16-03) that incorporated additional information that had passed attorney reviews with Summit's other clients. **Steve motioned that we approve Policy Resolution 16-03 regarding policies and procedures for the receipt and resolution of complaints. Art seconded the motion and the Board approved unanimously.** Joe suggested that changes be made to the parking resolution – no specifics were addressed and should be discussed at a future meeting.

**Old Business:** The Board discussed the arbor care report, quote, and the list of the highest priority of trees in need of maintenance. Approved budget is \$17,000.00 for major tree maintenance, removal, and replacement. **Mark motioned that we spend \$10,000.00 to do the removal and trimming for the first set of highest priority trees that are a danger to the community. Rich seconded the motion and the Board agreed unanimously.** The Board talked about the current proposals for tree service and contacting other contractors for bids. Mark's goal is to have an arbor care plan in place

for tree maintenance in the community. Susan asked about a tree limb that is extending over her property. The Board agreed to continue the previous policy that if a tree extends over a resident's property, they have the option to trim that tree to their property line.

The Board discussed the Roberts Road storm drain project. A county contractor is scheduled to come out on Thursday to coordinate specifics for the project.

The Board reviewed the Pre-Design Report for asphalt rehabilitation, sidewalks, footpaths and footbridge that is included in the Board packet. The Board discussed the previous repaving project done in 1998, the proposed repaving project, and the cost.

The 2012 Reserve Plan shows the repaving project scheduled for 2016, the January 2016 Reserve Plan Update shows the repaving project scheduled for 2017. The Design study recommends repaving this year. If repaving does not occur in 2016 there are risks as the pavement is at end-of-life. There are still repairs needed and will have to be done this year. That money will be lost. In addition, the cost of oil going up will increase the cost of the project. Joe talked about the parking inconvenience during the time of construction. Robinson has been contacted and has agreed to allow residents to park in their parking lots during the summer recess months. George Mason University and Parking District 42 (the Tapestry Drive land) are other possibilities.

Mark proposed that the Board further review the design, come to a decision to do the project and get bids from contractors. The budget for the repaving project is estimated at \$630K but until we have actual bids that cost is not firm. Once we know the actual cost, we can figure out the financing. The Board discussed financing options i.e. a special assessment to members and raising the quarterly dues. Mark requested an email vote on approving the Final Design Document within the next two weeks.

Steve talked about the Reserve Study and pointed out that their cost for the repaving project is not realistic and Summit should talk to Mason and Mason about redoing the study without a cost to us.

**Executive Session:** No session was required.

The next monthly Board of Directors meeting will be held on June 21, 2016 at Robinson Secondary School, Room 505.

At 9:10 p.m., **Mark Griffin moved and was seconded to adjourn the board meeting. The motion passed unanimously.**