

PARK WEST COMMUNITY ASSOCIATION
Board of Directors Meeting
Tuesday, October 18, 2016

Location: Robinson Secondary School, Room 505.

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

Directors Absent: None

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

Call to Order: The regular monthly meeting of the Park West Community Association Board of Directors was called to order at 7:01 p.m. by the Board President, Mark Griffin, with a quorum present.

Open Forum: No open forum issues were brought up by any of the attending residents.

Approval of Minutes: A motion was called for and seconded that the September meeting minutes be approved as amended. The motion passed unanimously.

President's Report: Mark reported that he is getting positive feedback on what we are doing in the community.

Secretary's Report: No Report.

Treasurer's Report: Mark spoke about the Reserve Plan and the 2016 incurred and projected expenses.

Steve spoke about the interest being added to the Reserve account causing an underrun in the Operating budget. He noted that next year this has been corrected in the Operating budget.

Manager's Report: Lori reported on tracking the Architectural violations and responses.

Lori talked about the annual meeting documents included in the Board package. The Board discussed the documents. The meeting notice and the proxy will be mailed to the members by November 1st. The annual meeting notice will include a paragraph about a presentation and discussion of a proposed special assessment in 2017 to offset contracted Reserve expenses. The Board agreed to add a signature line and a witness line to the proxy form.

The Board discussed the expense for mailing documents to the members. The Board agreed to deliver copies of the three resolutions door to door either by the block captains or students needing community service. Non-resident owners would receive their copies in the mail. Joe suggested mailing a coupon book for the quarterly membership dues in December instead of a quarterly invoice to save on mailing costs – no decision made due to questions on difference in cost and lack of guidance to the Members.

Lori reported on the status of the utility boxes that need maintenance or service.

Committee Reports: The President requested committee reports as necessary.

Architectural Control: Art reported that he walked around the community last Saturday inspecting and closing violations. At his point 90% of the violations are closed. He still has to inspect some aged extensions.

Communications / Webmasters: T.J. reported on the new website and the current newsletter. He is making the final changes to the newsletter and will send it out to the Board. Steve reported that he is updating the old website and asked for information regarding the chili cook off.

Environmental Control: Matt reported that he has a new list of trees in need of maintenance. There is \$6,270.00 remaining in the 2016 budget for trimming and pruning of trees. **T.J. motioned that we spend the remaining budgeted amount for tree maintenance. Mark seconded the motion and the Board discussed.** Mark spoke about how well the maintained trees have weathered the recent storms compared to the trees we have not trimmed or pruned. Getting ahead of tree maintenance has made a dramatic difference so far. Joe asked about the trimming and pruning expenses coming out of the Operating or Reserve account. Mark explained that the ordinary trimming of branches up to eight feet is considered an operating expense and is covered under the existing Grounds Care contract or from the Landscaping Non-Contract general ledger line. Major tree pruning, tree removals, and tree replacements are covered under component 3.7 in the Replacement Reserve plan. **The motion passed unanimously.**

Matt announced that there will be a clean-up day at the end of the month.

The Board discussed landscaping services. Flowers were planted today at the entrances. Aerating and fertilization is scheduled for this week and Jose has completed installing a drainage system on Gainsborough Drive.

Parking: Joe reported that the request for permits has slowed down. He has one issue that will be discuss in an executive session.

Pool: Rich reported that the chili cook off has been posted on the message boards and mailboxes.

Streets and Sidewalks: Four of the street lights in the community are not working. Some of the non-working lights are a function of the asphalt project. Masha reported that she and Rhitu walked around the community and inventoried the lights. Art advised that he took pictures of the asphalt work and would send them to Masha.

Hospitality/Block Captains: No Report.

Unfinished Business: The Board discussed the asphalt rehabilitation, sidewalks, footpaths, and footbridge way-ahead. Mark spoke about the issues with the construction and how they are being resolved. There are multiple holes around the community. When they are fixed owners will be notified to vacate their cars. During the sidewalk/curb paving job four cars were towed. The Board discussed the towing expense. **Matt motioned that we should charge the \$40.00 towing fees to the owners who were towed. Steve seconded the motion and the Board discussed.** Joe advised that he would get report from Dominion Towing.

The Board discussed the funding mechanisms for Phases Two and Three of the Asphalt Rehabilitation project. Mark presented a Powerpoint presentation listing our options and the pros and cons of each. This will be brought up at the annual meeting for discussion and a community vote.

The Board talked about the Annual Meeting. Lori discussed the documents in her Management Report. The meeting location is St Mary's Parish Center on Sideburn Road in Fairfax. There will be refreshments and a raffle.

The 2017 Budget was presented. **Steve motioned that the Board approve the budget as presented with no special assessment. Mark seconded the motion.** The Board discussed the line items and the increased quarterly dues. **Steve motioned to accept the proposed 2017 Budget. Mark seconded the motion and the Board approved unanimously.**

The snow removal contract for 2016-2017 was discussed. The Board agreed to go with J & M Landscaping Services, LLC with our snow removal requirements.

New Business: Mark motioned that we approve the Resolution for Annual Revenue Ruling 70-604 Election and Tax Filing Classification. Rich seconded the motion and the Board approved unanimously. The resolution will be distributed with the other two resolutions previously approved.

At 9:16 p.m. the regular session was adjourned and the Executive session was called to order at 9:17 p.m.

Executive Session: The Board discussed a parking issue. A guest pass was lost or taken by a previous tenant on Carriagepark Road. This is the second time this residence has lost their guest pass.

Executive Session Adjourned: The Executive Session was adjourned at 9:20 p.m.

In the Executive Session **Joe motioned that we approve the request to issue a guest pass at the Board policy fee of \$100.00. Steve seconded the motion and the Board agreed unanimously.**

The next monthly Board of Directors meeting will be the annual meeting held on November 17, 2016, at St Marys' of Sorrows on Sideburn Road.

At 9:22 p.m., **Mark moved and was seconded to adjourn the Board meeting. The motion passed unanimously.**