

# POTOMAC CROSSING

HOMEOWNERS ASSOCIATION, INC.

<http://www.potomaccrossinghoa.org>

**Board of Directors Meeting Minutes  
Monday, January 9, 2017  
Travilah Elementary School  
North Potomac, Maryland**

**Board Members Present:**

- Bryan Greenwald
- Kathy Georgannas
- Linda Mayo
- Ligia Moss
- Rick Meyer
- Uday Shankar

**Not Present:**

- Michael Foecking

**Representing Vanguard Management:**

- Kate Werrett

**Quorum and Call to Order**, at 7:05pm by Linda Mayo, President

**Minutes:**

The November 14, 2016 meeting minutes were read and approved with minor revisions by unanimous acclamation.

(There was no Board meeting in December, 2016.)

**Landscaping Contract**

After discussion of proposal terms, motion by Linda Mayo to accept the 2017-18 Grounds Maintenance Specifications and Contract as submitted by AW Landscapes, Inc. was seconded by Bryan Greenwald, and approved by unanimous acclimation.

**Application received regarding in the matter of unapproved Fence installed at 14040 Saddle River Drive**

Application will be returned to Homeowners with request for missing information regarding dimensions (height) and materials used in construction.

**Maintenance Inspections**

Discussions of actions to address 84 continuing issues as identified in most recent round of inspections.

Reminders will be sent to specific Homeowners regarding such items as missing gutters, missing house numbers, or other matters, which can be corrected in cold weather. A deadline of February 13 will be set for correction to be made by Homeowner(s) and/or invitation to attend Board hearing on March 13, 2017.

Further actions will be discussed at future Board meeting for repairs which require warmer weather.

**Next Meeting:** Scheduled for 7:00pm on Monday, February 13, 2017, at Travilah Elementary.

**Adjournment:** 8:30 pm to convene Executive Session

Respectfully submitted,

A handwritten signature in black ink, appearing to read "W. E. Meyer", with a long, sweeping horizontal flourish extending to the right.

W. E. "Rick" Meyer  
Secretary