

POTOMAC CROSSING

HOMEOWNERS ASSOCIATION, INC.

<http://www.potomaccrossinghoa.org>

Board of Directors Meeting Minutes

Monday, February 9, 2015

Travilah Elementary School

North Potomac, Maryland

Board Members Present:

- Linda Mayo
- Richard Meddings
- Rick Meyer
- Ligia Moss
- Uday Shankar

Board Members Not Present

- Karen Chandler
- Mike Foecking

AECC Representatives Present

- Bryan Greenwald
- Blake Guyther

Representing Vanguard Management:

- Jeffrey D. Luther
- Kate Werrett

Quorum and Call to order by Linda Mayo at 7:10 pm.

Minutes:

The January 12, 2015 meeting minutes were read and approved with minor revisions by unanimous acclamation.

Homeowner Hearing

Was scheduled on matter relating to violation notice regarding bulk items stored on driveway at 11509 Paramus Drive, but invited homeowner did not appear. Some of the items appeared to have been removed, but others remain. Motion by Rick Meyer and seconded by Linda Mayo that Management will follow up with homeowner to express appreciation for removal of toilet, but remaining items including bags of mulch must also be promptly removed. Motion approved by unanimous consent.

Potomac Crossing Homeowners Association

c/o Vanguard Management Associates, Inc.

P.O. Box 39 § Germantown, Maryland 20875-0039

(301)540-8600 x3051

Reserve Certificates of Deposit (CD's) Renewals

Motion by Rick Meyer with second by Linda Mayo that CD with expiration date of 2/25/2015 be rolled-over on 6 month basis was approved without objection. Upcoming anticipated reserve expenses include approximately \$21,000 to \$22,000 for second phase of townhouse sidewalk repairs In May, 2015. Upon review was deemed that adequate funds currently invested in CD's should be expiring and eligible for withdrawal in April and May to cover contractor costs.

Grounds Maintenance Contract for 2015-16

Management pointed out that AW has agreed to rewrite on Vanguards standard contract format. Board expressed satisfaction at services provided by Vanguard – there have been no service issues, concerns, nor complaints related to AW and grounds maintenance. An addendum to contract for cost of 2015 Leaf Removal is pending. Motion by Linda Mayo with second by Uday Shankar to accept proposal as submitted by AW Landscapes which includes 3% increase in 2015 for total of \$31,477 was unanimously approved.

Soil Erosion around Great Notch Tot Lot

Board reviewed proposal received from AW Landscapes and noted that 2015 budget line items for landscaping and tree removal is \$9,600. Priority is to slow, collect and reroute groundwater run-off uphill (above) the tot lot. Given budget limitations the matter was tabled to allow Management to re-approach AW to determine if remediation steps may be divided into 2 or 3 phases over next few years.

Common Area Trees on Great Notch Terrace

After careful consideration of input from tree contractors, and seeing no evidence of blockage of drainage pipe - the Board upon motion by Rick Meyer with second by Linda Mayo, unanimously agreed to:

1. express their appreciation to homeowner for bringing this matter to our attention,
2. take no action at this time regarding removal of these trees,
3. continue to monitor developments.

Spring Maintenance Inspections

Motion by Linda Mayo with second by Richard Meddings was unanimously approved:

1. proposal by Vanguard for \$6 per home for total of \$1,704 to perform Spring inspections
2. that Management present metrics from prior inspections at March 2015 meeting with goal toward analyzing trends and prioritizing issues for special attention for future inspections.

Next Meeting: Scheduled for **7:00pm** on Monday, March 9, 2015 at Travilah Elementary

Meeting adjourned 8:40 pm.

Respectfully submitted,

W.E. Meyer

W. E. "Rick" Meyer

Secretary