

POTOMAC CROSSING

HOMEOWNERS ASSOCIATION, INC.

<http://www.potomaccrossinghoa.org>

**Board of Directors Meeting Minutes
Monday, March 9, 2015
Travilah Elementary School
North Potomac, Maryland**

Board Members Present:

- Karen Chandler
- Mike Foecking
- Linda Mayo
- Richard Meddings
- Rick Meyer
- Ligia Moss

Board Members Not Present

- Uday Shankar

Homeowner Present:

- George Mavrommatis

Representing Vanguard Management:

- Kate Werrett

Quorum and Call to Order, at 7:07pm by Vice President, Ligia Moss, as acting Chair.

Minutes:

The February 9, 2015 meeting minutes were read and approved by unanimous acclamation, with minor revisions.

Street sweeping

Motion by Ligia Moss to accept proposal dated March 4, 2015 from AW landscaping for street sweeping/sand removal in entire community was seconded by Mike Foecking, and approved by unanimous consent.

Spring newsletter

Text as prepared by management was approved by unanimous consent and newsletter will be mailed next week.

Potomac Crossing Homeowners Association
c/o Vanguard Management Associates, Inc.
P.O. Box 39 § Germantown, Maryland 20875-0039
(301)540-8600 x3051

Homeowner Hearing

Upon arrival of Linda Mayo, Ligia relinquished chair.

George Mavrommatis, a Potomac Crossing Homeowner, presented to Board during 30 minute hearing regarding roots of large tree on common element land located behind his town house.

8:00 pm - Ligia departed for another appointment.

Following the presentation, Linda presented motion:

1. Requesting management to determine cost of professional survey to assess threat, if any, of possible root invasion to underground drain pipes running adjacent to Mr. Mavrommatis town house; and,
2. Requesting management to send thank you note to Mr. Mavrommatis for appearing before the Board, and with mention that Board will endeavor to keep him posted regarding future actions on this matter.

The motion was seconded by Rick Meyer, and approved unanimously.

Prohibition of Partial Unit Lease

The Board was alerted to rental listing for partial lease of basement of home. These types of leases are prohibited by PCHOA by-laws. Management is sending violation notice to unit owner.

Administrative Resolution - Late Fee Waiver

Motion presented by Linda Mayo to accept language as prepared by Management defining process for handling late fee waiver requests. (See attached.) Motion was seconded by Mike Foecking and adopted by unanimous approval.

Maintenance Inspections

Board heard presentation by Management updating the time table for Spring, 2015 Maintenance Inspections as approved at February meeting, which will begin in May. Board authorized August, 2015 due date for completion of remediation of items identified in the inspections and reported to home owners. A second round of re-inspections will occur in Fall, 2015 with specific dates to be determined.

Common Area Landscaping Projects for 2015

Further consideration on three possible projects for improvements and adjustments to landscaping around the Great Notch tot lot was tabled until April, 2015 Board meeting. The Board expects to have better view at that time of possible budget overrun resulting from 2015 Snow Removal expenses.

Next Meeting: Scheduled for **7:00pm** on Monday, April 13, 2015 at Travilah Elementary
Meeting adjourned 8:35 pm.

Respectfully submitted,

W.E. Meyer

W. E. "Rick" Meyer

Secretary