

# POTOMAC CROSSING

HOMEOWNERS ASSOCIATION, INC.

<http://www.potomaccrossinghoa.org>

## Board of Directors Meeting Minutes

Monday, April 13, 2015

Travilah Elementary School

North Potomac, Maryland

### Board Members Present:

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

### Representing Vanguard Management:

- Kate Werrett

**Quorum and Call to Order**, at 7:15pm by Linda Mayo

### Minutes:

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

### Possible Prohibited Rental of Partial Home Unit:

A second situation of possible rental/leasing of partial unit was brought to the attention of the Board, which requested Management to send letter of inquiry to homeowner of record regarding possible violation of by-laws.

### Common Area Projects for 2015

1. **Asphalt Trail:** O'Leary Asphalt has recommended removal and replacement of ~1, 813 square feet of current trail to Great Notch Tot Lots. It was noted that Reserve Study shows \$5,600 allocated for replacement by 2017. Board has requested Management to obtain additional proposals and present at May meeting.
2. **Split Rail Fence – Storm Water Pond:** Reserve Study estimated replacement in 2014. While Montgomery County now owns the Pond, it does not require nor pay for fencing. However, consensus of the Board is that fence should, and will be properly maintained. Board has requested Management to obtain additional proposals and present at May meeting.

Potomac Crossing Homeowners Association

c/o Vanguard Management Associates, Inc.

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**Common Area behind 14054 Great Notch Terrace:** Board reviewed and discussed in detail proposal dated April 9, 2015 from John's Labor Group, Inc., which included results of site inspection performed by Dean M. Kaufman. Mr. Kaufman reported:

*"After visiting the site and entering the upper structure where the roof drain system ties in, we observe no penetration of root matting or any other obstructions. We found no silt or debris in the system. After viewing the upper structure and the outfall of the system the main storm drain system appears to be in working condition. Since there are no mature trees within the 4 inch roof drain system, it would be unlikely that there are any obstructions of root matting entering or next to the 4 inch drain system."*

Rick Meyer presented motion: Based on contractor's written statement and the absence of visible damage, leakage or blockage to the drain system - no action will be taken at this time. However, the Board will continue to monitor the situation and may reconsider in Fall, 2015 for possible inclusion of expense item in 2016 budget. Motion was seconded by Uday Shankar and approved by unanimous vote.

### **Reserve Certificates of Deposit (CD's) Renewals**

Motion made by Rick Meyer "instructing Management to roll over each CD expiring in April and May, 2015 for 6 month terms." Motion seconded by Linda Mayo and approved unanimously.

Board will reconsider Money Market Fund balances for Common Area Project funding needs at May, 2015 meeting.

### **Board Member Terms**

Management highlighted that the following Board member terms will expire as of June, 2015:

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

### **Summer Board Meetings**

Motion made by Linda Mayo to move the date of the July meeting to July 20th and to skip the August meeting in light of vacation schedules. Motion was seconded by Rick Meyer and approved by unanimous acclamation.

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

Meeting adjourned 8:25 pm.

Respectfully submitted,

*W.E. Meyer*

W. E. "Rick" Meyer  
Secretary