

POTOMAC CROSSING

HOMEOWNERS ASSOCIATION, INC.

<http://www.potomacrossinghoa.org>

Board of Directors Meeting Minutes

Monday, January 14, 2013

Travilah Elementary School

North Potomac, Maryland

Board Members Present:

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

Call to order: 7:06 PM by Vice President Ligia Moss with quorum (Linda Mayo was delayed for 10 minutes) and one other homeowner was in attendance.

Introductions of New Managing Agent Team

Craig Wilson, President of Vanguard Management, introduced Kate Werrett and Jeff Luther as members of his staff who will be assigned to manage the Potomac Crossing Home Owners Association account.

Craig confirmed that work was progressing on a transference and review of files from Allied Realty. A report of findings will be presented at future meeting of the Board

Management Report

Craig, Kate and Jeff introduced the new "management report" format (see attached) which they then reviewed with the Board.

Minutes:

The November and December 2012 meeting minutes were read and approved by unanimous vote with editorial revisions to be made by Linda Mayo and sent to Ligia for posting on the PCHOA website.

Crime Insurance

Motion by Linda Mayo and seconded by Ligia Moss - to accept the Crime Insurance Policy changes for new annual premium of \$1,915. Approved by unanimous vote.

Potomac Crossing Homeowners Association

c/o Vanguard Management Associates, Inc.

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

(301)540-8600 x3051

Review of collection procedures

By acclamation, Board agree that in the absence of a formal notice on collections, the Board will evaluate possible corrective actions as respects collection of late fees since 2007.

Audit

Final copy of accepted audit for FY 12/31/2011 will be posted to Potomac Crossing HOA web site in Adobe.pdf format.

Tree Removal

Motion by Linda and seconded by Karen to accept proposal from A W Landscape to remove various small trees from common area and restore a "leaning" tree for \$210. Approved by unanimous vote.

Morgan Stanley Smith Barney

Letter authorizing transference of funds to MSSB for PCHOA ladder investment account was signed by Linda Mayo.

Inspections

Vanguard advised they are developing a proposal for individual inspections for review at future meeting. Ligia reports that she is helping to update proposed inspection checklist.

Planning for 2013 "Spring Fling"

The PCHOA Spring Fling date has been set for Friday, March 9, 2013. The event will most likely be held at the Westleigh Tennis Club for adult residents of Potomac Crossing who are 21 and over. Committee of Board will assist in event production and promotion.

Theme: "Fusion Polynesian/Tiki Party/Luau"

Invitations: will be sent via AmazingMail to all Home Owners - Rick Meyer is drafting a sample.

Next Meeting: Monday, February 11, 2013

Meeting adjourned 8:15 PM.

Respectfully submitted,



W. E. "Rick" Meyer
Secretary