

POTOMAC CROSSING

HOMEOWNERS ASSOCIATION, INC.

<http://www.potomacrossinghoa.org>

Board of Directors Meeting Minutes

Monday, February 11, 2013

Travilah Elementary School

North Potomac, Maryland

Board Members Present:

- Linda Mayo
- Karen Chandler
- Richard Meddings
- Rick Meyer

Call to order: 7:07 PM by Linda Mayo in Travilah Elementary Library. One homeowner was present.

Management Report

Kate Werrett and Jeff Luther presented report for February (see attached) which they then reviewed with the Board.

Minutes:

The January 14, 2013 meeting minutes were read and approved by unanimous vote. Editorial revisions are to be made by Linda Mayo and sent to Ligia for posting on the PCHOA website.

Reserve study

Motion by Rick Meyer to approve and authorize a "Level II" update of the previously performed 2007 Common Element Reserve Fund study by the firm of Miller Dodson for fee of \$2,790 was seconded by Linda Mayo. Approved by unanimous vote.

Dead trees at 14000 Saddle River Drive

Motion by Linda Mayo to approve draft letter prepared by management confirming dead trees are on the homeowners lot and repeating request for immediate removal was seconded by Rick Meyer. Approved by unanimous vote.

Volcano mulching

Homeowner presented research of about unintended and adverse consequences of "volcano mulching" of street trees within the community by our landscape contractor. Bacteria and mold reportedly collects at the ground line underneath the mulch that appears to be killing the Aristocrat Pear trees. Management will inquire with A W Landscapes about alternative mulching techniques and will consult with an arborist about best methods for this particular tree species.

Potomac Crossing Homeowners Association

c/o Vanguard Management Associates, Inc.

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

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Fertilization program

After further discussion, management was requested to explore with A W Landscapes the preparation of a proposal for general tree health program within the community. That program would include, but is not limited to, soil sampling, proper mulching and fertilization and pruning on a multiyear basis.

Fence line cleanup

Motion by Linda Mayo to approve cleanup of debris, overgrown shrubs, branches and weeds along the fence line bordering the horse farm and to approve proposal by A W Landscapes for \$1,600 was seconded by Richard Meddings. Approved by unanimous vote. Funds for this cleanup will be used from the site maintenance and repairs budget.

Tot Lots

Motion by Richard Meddings to approve \$17,000 in expenditures, and to accept proposal by A W Landscapes for removal of existing wood chips and timbers around tot lots was seconded by Rick Meyer. Approved by unanimous vote. This will include repair and replacement of new wood chip carpet at 8" depth, and also new "6 x 6" timbers. The expenses for these repairs to be covered by reserve funds.

After further discussion, management was also requested to study with AW Landscapes options for corrective action regarding soil erosion issues and drainage problems around and near tot lots.

Motion by Richard Meddings to replace the "Fireman's Pole" at Teaneck Court tot lot as result of the inability to find other replacement parts, and to accept proposal by Playground Specialists, Inc. to be paid from reserve funds was seconded by Linda Mayo. Approved by unanimous vote.

Neighborhood Spring Fling and Tiki Party

Linda reported that facilities rental contract has been signed with the Westleigh Recreation Club for the "21 and over" - BYOB Spring Fling to be held on (revised date of) Saturday, April 13, 2013 from 8:00 PM to 12:00 AM

Richard Meddings has offered to obtain signs to be placed at two entrance streets for approximate expenditure of \$115 to be taken from Party - Social Committee fund. Rick Meyer presented sample draft postcard invitation. Revised copy will be sent to Potomac Crossing homeowners through amazingmail.com. The estimated cost of mailing is approximately \$240 also to be covered by the Party - Social Committee fund.

Budget Surplus Carry Forward

The board agreed to table for further review and discussion at a future meeting the allocation of \$15,000 of unspent funds from 2012 budget.

Next Meeting: Monday, March 11, 2013

Meeting adjourned 8:09 PM.

Respectfully submitted,



W. E. "Rick" Meyer
Secretary