

POTOMAC CROSSING

HOMEOWNERS ASSOCIATION, INC.

<http://www.potomaccrossinghoa.org>

Board of Directors Meeting Minutes

Monday, May 13, 2013

Travilah Elementary School

North Potomac, Maryland

Board Members Present:

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

Call to order: 7:04 PM by Linda Mayo in the Travilah Elementary Library.

Minutes:

The April 8, 2013 meeting minutes were read and on a motion by Linda with second by Karen were approved by unanimous vote. (Minor editorial revisions are to be made by Linda Mayo, and sent to Ligia for posting on the PCHOA website – with a copy to Kate Werrett.)

Introduction of John Huang

John and his family recently moved to Potomac Crossing and he was attending his first PCHOA meeting. He hopes to get more involved as volunteer assisting PCHOA. (John reported that he served on Homeowners Board of his previous community.)

Management Report

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

Reserve study

Jeff introduced Craig Wilson who provided some preliminary feedback on the Updated “Level II” Reserve Valuation Study as prepared in March, 2013 by the firm of Miller Dodson. This report updates the previously performed 2007 Common Element Reserve Fund study. Craig presented the following points, which were accompanied by lengthy Board discussion:

1. The Miller Dodson study recommends realignment and reallocation of current reserve fund balances between the townhouse and general reserves.
2. On a preliminary basis that reserves allocations should be approximately 78% for townhouses and 22% for general, respectively.
3. Reaffirmed that this is purely an allocation issue, that Miller Dodson has confirmed that PCHOA has adequate reserve funds and there is no current reserve shortfall.
4. While preliminary rebalancing figures have been developed, Management is working with Miller Dodson to draft specific figures to be incorporated into a formal resolution, which will be presented at a future Board

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meeting. (The rebalanced numbers will be provided to Miller Dodson so that they may issue a final Level II report to the Board.)

5. Management noted that Board "Best Practices" should be to annually review allocated reserves against the recommendations of the most current Reserve Study to assure alignment.

Townhouse Parking Areas and Sidewalks

After review of proposal submitted by Gene Snowberger of O'Leary Asphalt and discussion with Management, a motion was made by Rick Meyer to accept the proposal and approve:

a) Asphalt Patching in Townhome areas	\$7,300
b) Asphalt Crack Filling	\$3,251
c) Concrete Sidewalk Repairs	<u>\$25,232</u>
Total Contract Amount	\$35,783

Further, costs for these repairs are to be covered from townhouse reserve funds and O'Leary is to be requested to commence and complete all such work prior to end of school year (June 14, 2013.) Motion was seconded by Michael Foecking and approved by unanimous vote.

Trees and Landscaping

It was noted that Asplundh Tree Services has had work crews and trucks in the neighborhood performing tree pruning to street trees on behalf of Montgomery County, which may, in turn, impact the Walcoff proposal for tree pruning as approved at the April 2013 Board meeting.

Recycle Bins

Karen and Rick reported that as requested at the April 2013 Board meeting they have drafted resolution on acceptable options for proper storage of recycling bins and definition of "in public view". Because of meeting time constraints, however, that draft will be for presentation and consideration at future PCHOA Board meeting.

Annual Meeting Notices

It was noted that management will be sending notices to all homeowners with Proxy Ballots for the June 10, 2013 meeting. Also appended to that notice will be copies of the recently updated Policy Resolutions for:

- a) Collection of Assessments and
- b) Vehicle Parking and Storage

Neighborhood Spring Fling Party

This inaugural social event for adult residents of Potomac Crossing was held at the Westleigh Recreation Club on Saturday, April 13, 2013 from 8:00 PM to 12:00 AM. Over 60 people attended representing a very broad cross section of the community. The event was universally acclaimed as a very fun evening which provided a very successful and enjoyable opportunity to get reacquainted with neighbors and to make new introductions. The Board extends very special "thank -yous" to all the residents who help organize, promote, set up and -- most importantly, clean up this event.

Next Meeting: Scheduled for Monday, June 10, 2013 at Travilah Elementary School

Meeting adjourned 9:05 PM.

Respectfully submitted,



W. E. "Rick" Meyer
Secretary

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