

POTOMAC CROSSING

HOMEOWNERS ASSOCIATION, INC.

<http://www.potomaccrossinghoa.org>

Board of Directors Meeting Minutes
Monday, January 11, 2016
Travilah Elementary School
North Potomac, Maryland

Board Members Present:

- Karen Chandler
- Ligia Moss
- Rick Meyer
- Uday Shankar

Representing Vanguard Management:

- Kate Werrett

AECC Members Present

- Bryan Greenwald
- John Huang

Quorum and Call to Order, at 7:10pm by Ligia Moss, Vice President. (Linda Mayo was unable to attend.)

Minutes:

The November 9, 2015 meeting minutes were read and approved by unanimous acclamation with minor revisions. (There was no Board meeting in December, 2015.)

AECC Report:

Bryan Greenwald briefly presented case of single family home stockade fence, which has been topped with two feet of lattice without prior approval.

After some discussion, consensus was that lattice added to fence was not in harmony with neighborhood architecture.

Management will draft letter to respective homeowner with 60 day action request to achieve compliance.

2016 Operating Plan

Kate Werrett presented proposed 2016 action items with timeline. Action tabled until February Board meeting.

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

CD Renewals

Motion by Rick Meyer to authorize roll over of two CDs as expiring January 19, 2016 and February 9, 2016, respectively, for additional 6 months each. Motion was seconded by Karen Chandler and approved unanimously.

Storm Water Retention Pond

Board reviewed and discussed the November 30, 2015 report for the July 13, 2015 inspection prepared by Montgomery County Department of Environmental Protection. DEP has unilaterally delegated responsibility for maintenance of these ponds back to Home Owners Associations.

Also, reviewed and discussed proposal dated January 11, 2016 from AW Landscapes regarding repair items as addressed in the DEP inspection report.

Motion by Ligia Moss to authorize work as follows:

- \$1,200 to cut back vegetation around perimeter fence, which will allow previously approved fence repairs to proceed.
- \$450 for repair of soil erosion on slope (subject to receipt of confirmation from AW that such repair if made during winter months will remain stable prior to re-growth of grass vegetation.)

Motion was seconded by Rick Meyer and approved unanimously.

Agreement to table consideration of proposed silt repair until April, 2016 meeting so as to better evaluate effect of anticipated snow runoffs.

Tree Pruning

Kate Werrett reported on January 6, 2016 meeting with Craig Sullivan, ISA certified Arborist and Tree Care Safety Professional at S&P Tree Care, regarding Silver Maple located behind 14054 Great Notch. Mr. Sullivan reported that he had previously inspected this specific tree at request several years ago of Potomac Crossing HOA' prior managing agent.

Ligia Moss made motion to approve \$840 for S& P Tree Care to preform light pruning of the tree during winter months as per Mr. Sullivan's recommendation. Further, Mr. Sullivan will be requested to provide a full written report on the condition of the Silver Maple. Motion was seconded by Rick Meyer and approved unanimously.

Next Meeting: Scheduled for 7:00pm on Monday, February 8, 2016, at Travilah Elementary.

Adjournment: 8:13 pm.

Respectfully submitted,



W. E. "Rick" Meyer
Secretary