

POTOMAC CROSSING

HOMEOWNERS ASSOCIATION, INC.

<http://www.potomaccrossinghoa.org>

**Board of Directors Meeting Minutes
Monday, February 8, 2016
Travilah Elementary School
North Potomac, Maryland**

Board Members Present:

- Karen Chandler (by telephone)
- Kathy Georgannas
- Linda Mayo
- Rick Meyer
- Ligia Moss
- Uday Shankar

Representing Vanguard Management:

- Kate Werrett

AECC Members Present

- Bryan Greenwald

Quorum and Call to Order, at 7:12pm by Linda Mayo .

Minutes:

The January 11, 2016 meeting minutes were read and approved by unanimous acclamation with minor revisions.

AECC Report:

Following discussion with Bryan Greenwald, the Board approved without objection wording for letter demanding modification/removal of non-approved additions to a pre-existing stockade fence.

Executive Session:

The Board Recessed to convene an Executive Session from 7:20pm until 7:40pm to discuss attorney/client correspondence regarding common element tree.

Following the Executive Session, Ligia Moss departed as result of a schedule conflict.

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 presented by Rick Meyer to authorize roll over of CD expiring March 2, 2016 for additional 6 months. Motion was seconded by Linda Mayo and approved unanimously.

Tot Lot Equipment:

Management advised that the 2013 Reserve Study allocated approximately \$40,000 for replacement of equipment on both Tot Lots.

After discussion of catalogs presented by Playground Specialists, Inc., consensus of Board was to request further configuration and design options and discuss at future meeting.

Reserve Study

Motion presented by Linda Mayo for approval of Level II Update by Miller Dodson in the amount of \$2,900. This firm had also prepared the 2013 Reserve Study. Motion seconded by Uday Shankar and approved unanimously.

Summer Social:

After discussion, consensus of Board to host a summer social event for adults with target date of early June, 2016. Preference was to hold the event outdoors with light catering. Management and Linda Mayo will explore additional options.

Monthly Maintenance "Walk-thrus:"

Following discussion agreed to begin test program of each Board member walking the neighborhood to observe common elements and streetscape to identify areas in need of attention and/or special attention. Linda agreed to be the first "beta tester" in March, 2016.

Next Meeting: Scheduled for 7:00pm on Monday, March 14, 2016, at Travilah Elementary.

Adjournment: 8:10 pm.

Respectfully submitted,



W. E. "Rick" Meyer
Secretary