

POTOMAC CROSSING

HOMEOWNERS ASSOCIATION, INC.

<http://www.potomaccrossinghoa.org>

Board of Directors Meeting Minutes

Monday, September 12, 2016

Stone Mill Elementary School

North Potomac, Maryland

Board Members Present:

- Michael Foecking
- Kathy Georgannas
- Bryan Greenwald
- Rick Meyer
- Linda Mayo
- Ligia Moss
- Uday Shankar

Representing Vanguard Management:

- Kate Werrett

Homeowners Present:

- Wayne Woo
- Terry Hahn
- Michael Kelley

Quorum and Call to Order, at 7:10pm by Linda Mayo, President

Minutes:

The July 11, 2016 meeting minutes for both the regular Board meeting and the Executive Session were read and approved by unanimous acclamation.

Introduction of Wayne Woo:

Motion by Bryan Greenwald to appoint Wayne Woo as member of the Architectural and Environmental Control Committee was seconded by Linda Mayo and approved by unanimous consent.

Potomac Crossing Homeowners Association

c/o Vanguard Management Associates, Inc.

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

(301)540-8600 x3051

Insurance Renewal

Renewal proposals received from Manougian Insurance were discussed and approved by unanimous acclimation. (see item #2 below in 2017 Annual budget.)

2017 Annual Budget:

The draft budget was presented for discussion by Management.

Motion by Linda Mayo to preliminarily approve budget, and distribute to Homeowners for review and comment with following amendments:

1. Increase of general assessment by \$5.00 per quarter to \$125 with allocation of additional revenues to be split between tree maintenance and snow removal.
2. Include additional cost for purchase of Accidental Medical Expense Insurance for annual premium of \$260

Motion was seconded by Mike Foecking and approved by unanimous consent.

Fence Modification:

In response to AECC Action letter dated February 9, 2016, Terry Hahn appeared to request 30 day extension to resubmit changes and modification designs regarding his fence, which was granted by unanimous consent.

Draft Audit:

Motion by Linda Mayo was seconded by Rick Meyer and was approved by unanimous consent to:

- authorize signature of “representation letter” in response to *Independent Auditors Report on the Association’s Financial Statements for year ended December 21, 2015* as submitted by Daly, Hamad & Associates.

Trash Removal Contract:

Motion by Mike Foecking to approve the renewal of Refuse Collection Agreement as submitted by Potomac Disposal at expiring rates was seconded by Rick Meyer. Management will continue to work with Potomac Disposal to avoid incidents of leaking liquids from trucks. Motion approved by unanimous consent

Common Area Trees

Motion by Linda Mayo was seconded by Rick Meyer for AW Landscapes to:

- plant single Zelkova tree on median between 14019 Teaneck Terrace for \$750 and
- request Musser to provide alternative quotation for removal of several dead trees on common elements

Motion was approved unanimously.

Leaf Removal

Motion by Linda Mayo was seconded by Kathy Georgannas to approve proposal dated August 5, 2016 for two leaf collections by AW Landscapes for cost of \$3,800:

- 1st week in November, 2016
- 1st week of December, 2016

Signs will be printing and posted announcing “Leaf Collection This Week” and dates will be mentioned in newsletter. Motion approved unanimously.

Certificates of Deposit (CD’s) Renewal

Motion by Michael Foecking was seconded by Linda Mayo to automatically approve the upcoming “rollovers” of all outstanding CD’s through April 27, 2017. Motion was approved unanimously.

Maintenance Re-inspections

Motion by Rick Meyer was seconded by Linda Mayo to approve re-inspections by Vanguard for all outstanding/unresolved items from spring, 2016 community inspections. Notices will be sent by Vanguard prior to re-inspections. Motion was approved unanimously.

Next Meeting: Scheduled for 7:00pm on Monday, October 10, 2016, at Travilah Elementary.

Adjournment: 8:41 pm to convene Executive Session.

Respectfully submitted,



W. E. "Rick" Meyer
Secretary