

POTOMAC CROSSING

HOMEOWNERS ASSOCIATION, INC.

<http://www.potomaccrossinghoa.org>

Board of Directors Meeting Minutes

Monday, September 14, 2015

Travilah Elementary School

North Potomac, Maryland

Board Members Present:

- Karen Chandler
- Kathy Georgannas
- Linda Mayo
- Rick Meyer
- Ligia Moss

AECC Representative:

- Bryan Greenwald

Representing Vanguard Management:

- Kate Werrett

Potomac Crossing Homeowner Present:

- Doug Brinkman

Quorum and Call to Order, at 7:40pm by Linda Mayo

Minutes:

The July 20, 2015 meeting minutes were read and approved by unanimous acclamation, with minor revisions. (There was no August, 2015 meeting of the Board.)

AECC

Bryan Greenwald on behalf of AECC requested Board to provide guidance on door and shutter colors -- as result of pending application. That application seeks approval for reddish brown color door that is of shade which has been approved previously for use in the community, and that will not match color of shutters. There was discussion on the "harmony paragraph" in the by-laws, which is repeated in the PCHOA homeowner's handbook.

Potomac Crossing Homeowners Association

c/o Vanguard Management Associates, Inc.

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

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Election of Board Member

Motion by Ligia Moss, seconded by Karen Chandler, nominating Kathy Georgannas to fill the unexpired term of Richard Meddings, who resigned. Kathy was elected by unanimous acclamation.

Insurance Renewal

Management reported that there were no changes in terms and conditions. Motion by Linda Mayo, was seconded by Rick Meyer to approve renewal of the insurance program as expiring. Renewal approved by unanimous acclamation.

Fall Community Social Event

Scheduled for Saturday, September 26 and timed with annual community garage sale. Flyers have been distributed to the community and signs at entrances will be posted. Both Linda and Kathy are planning on attending.

Leaf Collection

Motion by Linda Mayo, seconded by Karen Chandler to approve up to \$3,400 expense for one leaf collection during the week after Thanksgiving, 2015 along with a Townhouse area ONLY gutters sweep in March, 2016 to be performed by AW Landscaping – subject to contractor acceptance of revised terms. Amount to be covered by Site Maintenance budget allocation. (Montgomery County will perform sweep of public streets in Spring, 2016.)

Proposed 2016 Budget

Motion by Linda Mayo, seconded by Karen Chandler, to increase base assessment up to \$4.00 for single family and town house units in proposed 2016 budget – but, amount is to be no more than allowable 5% increase. These additional funds will cover expected increase in snow removal and reflect challenges encountered last winter to pay snow removal costs. There have been no increases in the single family assessments for the past two years. Motion approved by unanimous acclamation. Management was requested to adjust draft budget to reflect this change and distribute to homeowners.

Pothole Repairs

Motion by Rick Meyer, was seconded by Linda Mayo to approve up to \$500 for repair/patch of the pothole on Great Notch. Motion approved by unanimous acclamation.

Next Meeting: Scheduled for **7:00pm** on Monday, October 12, 2015, at Travilah Elementary.

Adjournment: 9:01pm

Respectfully submitted,



W. E. "Rick" Meyer
Secretary