

# POTOMAC CROSSING

HOMEOWNERS ASSOCIATION, INC.

<http://www.potomaccrossinghoa.org>

**Board of Directors Meeting Minutes  
Monday, October 12, 2015  
Travilah Elementary School  
North Potomac, Maryland**

**Board Members Present:**

- Michael Foecking
- Kathy Georgannas
- Linda Mayo
- Rick Meyer
- Uday Shankar

**Representing Vanguard Management:**

- Jeff Luther
- Kate Werrett

**Homeowner Present**

- Bob Avijan

**Quorum and Call to Order**, at 7:03pm by Linda Mayo

**Minutes:**

The September 14, 2015 meeting minutes were read and approved by unanimous acclamation, with minor revisions.

**Reserve CD Renewals**

Motion by Rick Meyer to streamline PCHOA's "ladder investment" strategy by partially consolidating Certificates of Deposit as follows:

- Expiring October 18 and November 4, 2015 to be combined and subtracting \$2,000 to equal \$26,000 and rolled over for 6 months until May, 2015
- Expiring November 10, 2015 plus \$2,000 from above to equal \$25,000 and rolled over for 9 months until August, 2015.

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

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

## **Maintenance Inspections**

Motion by Linda Mayo to instruct Vanguard Management to send, as soon as possible, general notices to 68 homeowners with continuing maintenance violations from prior inspection. Motion seconded by Rick Meyer and approved by unanimous vote.

## **AECC Application Pending**

Bob Avijan spoke briefly regarding status of his previously submitted AECC application. Kate Werrett confirmed that application had been received, and forward to Bryan Greenwald for review and action by AECC. However, no response has been received to date by Vanguard from AECC.

## **Tree Replacement**

Was confirmed by Management that County technically has right of way for management of trees between curbs and sidewalks and has an list of “approved species” for replacement. Trees not on approved list require acceptance from County before replacement.

Management was requested to obtain pricing from AW Landscapes for replacement of up to 3 missing trees along Saddle River Drive.

Action deferred until next meeting.

## **Great Notch Tot Lot Landscaping Improvements**

The Board reviewed proposal by AW Landscapes, Inc. as dated February 9, 2015.

Confirmed by Management that there is approximately \$12,500 remaining in 2015 budget for Landscaping Improvements and Tree Replacement, and approximately \$3,400 budgeted funds for Site Maintenance and Repair.

Motion by Linda Mayo to authorize up to \$15,900 for partial acceptance of sections of the AW Landscapes proposal as follows:

- Section 1 – Construct two “half hexagonal” timber walls with drain boxes
- Section 2 – Construct stone swale with drain box and piping
- Section 3 – remove 3 stumps as lower end of tot lot, only.
- Section 4 – Prep area around existing trees and install Pachysandra groundcover
- Section 5 – Install two trees to replace removed stumps (either Redbud or Kousa Dogwood)
- Section 6 – Elevate and prune approximately 10 existing trees around tot lot
- Section 7 – Refresh wood carpet

Motion was seconded by Rick Meyer and approved by unanimous acclamation.

Management will confirm pricing as per amendments above with AW Landscapes, Inc.

## **Bench Maintenance**

Motion by Mike Foecking, was seconded by Kathy Georgannas to approve up to \$160 for Jet Services to sand and stain Teaneck Terrace Bench. Motion approved by unanimous acclamation.

**Next Meeting:** Scheduled for **7:00pm** on Monday, November 9, 2015, at Travilah Elementary.

**Adjournment:** 8:40pm

Respectfully submitted,



W. E. "Rick" Meyer  
Secretary