

POTOMAC CROSSING

HOMEOWNERS ASSOCIATION, INC.

<http://www.potomaccrossinghoa.org>

Board of Directors Meeting Minutes

Monday, February 10, 2014

Travilah Elementary School

North Potomac, Maryland

Board Members Present:

- Karen Chandler
- Alan Czarpath
- Linda Mayo
- Richard Meddings
- Rick Meyer
- Ligia Moss

Not present:

- Michael Foecking

Representing Vanguard Management:

- Jeffrey D. Luther
- Kate Werrett

Call to order with quorum by Linda Mayo at 7:07 PM.

Minutes:

The January 13, 2014 meeting minutes were read and approved by acclamation with revisions. (Rick Meyer will send revised final to Ligia Moss for posting on the PCHOA website – with a copy to Kate Werrett)

Spring Maintenance Re-inspections:

After discussion with management and by consensus the Board agreed on following sequence for Spring, 2014:

1. Article announcing re-inspections to appear in March PCHOA Newsletter – March, 2014
2. Letter to homeowners with open items – April, 2014
3. Re-inspections – May, 2014

The list of approximately 200 notices sent in 2013 will be randomly divided and assigned by street to individual Board and committee members at the upcoming April, 2014 meeting .

These individuals will walk the neighborhood to check on status of outstanding items among assigned homes during several days in May, 2014, and report back results for each property.

Potomac Crossing Homeowners Association

c/o Vanguard Management Associates, Inc.

P.O. Box 39 \$ Germantown, Maryland 20875-0039

(301)540-8600 x3051

AECC Report:

Committee reports that no requests for AECC review and approval have been submitted in past several months.

Teaneck Court Bus Stop Bench:

Rick Meyer and Richard Meddings have volunteered to meet with Gardeners General Contractors, Inc. to explore possible alternatives for paving area around bench, which because of high foot traffic remains muddy and barren of lawn vegetation. Possible challenge is the ground slope around the bench.

Objective is to present recommendations back to the Board so that necessary restoration can be completed prior to end of school year at the same time as redwood bench boards are re-stained.

Collection Policy:

Management reported that David Gardner, Counsel for PCHOA as previously requested is still reviewing changes and updates to PCHOA collection policy.

Collection Action:

Karen Chandler and Linda Mayo, acting on behalf of the Board sent four outreach letters to homeowners requesting their response to outstanding balances prior to Board initiating formal review and possible referral for legal action. Karen reports that she received one response.

Accounting for Capital Improvement Projects:

Management will invite current auditors for PCHOA to visit with the Board at the May, 2014 meeting to discuss options and best practices for budgeting and accounting for Capital Improvement Projects.

Pending Resignation of Alan Czarpata:

Alan advised that his house is on the market, and that he and his wife are planning move to new residence by May, 2014.

Next Meeting: Scheduled for **7:00pm** Monday, March 10, 2014

Meeting adjourned 8:15PM.

Respectfully submitted,



W. E. "Rick" Meyer
Secretary

Approved - FINAL