

# POTOMAC CROSSING

HOMEOWNERS ASSOCIATION, INC.

<http://www.potomaccrossinghoa.org>

## **Board of Directors Meeting Minutes**

**Monday, June 9, 2014**

**Travilah Elementary School**

**North Potomac, Maryland**

### **Board Members Present:**

- Karen Chandler
- Michael Foecking
- Linda Mayo
- Richard Meddings
- Rick Meyer

### **Not present:**

- Alan Czarpatha
- Ligia Moss

### **Representing Vanguard Management:**

- Jeffrey D. Luther
- Kate Werrett

Call to order with quorum by Rick Meyer as temporary chair at 7:20 PM.

### **Lack of Quorum – Annual Meeting**

After surveying attendance and report on proxies, it was noted that no quorum was achieved and as per Maryland Law, the PCHOA annual meeting would be automatically postponed until July 14, 2014.

### **Minutes:**

The May 12, 2014 meeting minutes as prepared by Michael Foecking, acting Secretary) were read and approved by acclamation with minor revisions. (Rick Meyer will complete final revisions and send to Ligia Moss for posting on the PCHOA website – with a copy to Kate Werrett.)

The chair was relinquished to Linda Mayo upon her arrival at 7:30pm.

### **Summer Social:**

An evening cocktail reception for all PCHOA home owners was held June 7, 2014 at the Westleigh Recreation Center. While attendance was estimated to be slightly lower than 2013, the evening was

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

nonetheless deemed a success and enjoyed by all. The Board expressed its appreciation to all the volunteers who made the evening possible.

### **Draft Architectural Guidelines – Renewable Energy Devices and Sheds**

Jeff Luther reported that Maryland Legislature recently passed law governing solar panel installation. The AECC Committee has submitted draft guidelines for consideration of the Board regarding both renewable energy devices including solar panels and sheds. The Board considered these items separately.

After some discussion, motion by Michael Foecking with second by Richard Meddings to accept the proposed renewable energy devices guidelines with editorial revisions was approved by unanimous vote.

After further discussion, motion by Michael Foecking with second by Karen Chandler to accept the proposed shed guidelines with editorial revisions was approved by unanimous vote.

Kate Werrett will update all revisions and send the approved guidelines to Ligia Moss for posting on website.

### **Collections Policy:**

Motion by Rick Meyer with second by Linda Mayo to accept final revised *Policy Resolution for Collection of Assessments* was approved by unanimous vote.

### **Change of Address Instructions**

Management was requested to include change of address instructions on the community website.

### **CD Rollover**

Motion by Rick Meyer with second by Richard Meddings - on matter tabled from May, 2014 meeting to roll over for six (6) additional months two expiring CD's totaling \$18,000 was approved by acclamation.

### **Accounting for Capital Improvement Projects:**

Rick Meyer will email to Dan Hamad, auditor for PCHOA, to solicit input on best budgeting methods for future capital improvements.

### **Bus Stop Landscaping Proposal**

Proposals received from two competing landscapers (AW and Gardners) for updating of area around bench at intersection of Teaneck Court and Bergenfield Drive were discussed in detail.

Richard Meddings, Rick Meyer and Kate Werrett briefly recapped their site visits in May, 2014 with contractors review regarding possible improvements.

Motion by Michael Foecking with second by Linda Mayo to accept the AW proposal minus (planting of crepe myrtle) with ceiling price authorization of \$3,400 was approved by unanimous vote.

**Next Meeting:** Scheduled for **7:00pm** Monday, July 14, 2014

Meeting adjourned 8:45pm.

Respectfully submitted,

*W E Meyer*

W. E. "Rick" Meyer  
Secretary