

**Potomac Crossing Homeowners Association
Board of Directors Meeting Minutes**

**Monday, June 11, 2012
Travilah Elementary School,
North Potomac, Maryland**

(Final approved by vote of Board and ready for posting: July 10, 2012)

Board Members Present:

- Mike Foecking
- Richard Meddings
- Terry Monroe
- Linda Mayo
- Ligia Moss
- Karen Chandler
- Rick Meyer

Others present:

- Elise Ward
- Sharon Allison
- Melody Manning

Meeting called to order at 7:30 PM with quorum.

Introduction and welcome by Mike Foecking to the new members of the Board.

Election of officers 2012-13

- President - Linda Mayo
- Vice President - Ligia Moss
- Secretary -Rick Meyer
- Treasurer -Karen Chandler

Budget:

Board discussion and review of revenue and expense comparison spreadsheets for FY 2011 showing end of year actuals, and 2012 approved budget amounts along with very preliminary budget estimates for FY13 as prepared by Karen Chandler.

Karen will take lead in developing draft FY13 budget and has requested various additional information items from Allied Management.

Karen work with Hank Jacobs "off line" to a prepare a budget presentation to be discussed at future Board meeting this summer.

Karen is working to consolidate expense categories to ensure both proper grouping of related expenses and labeling

Linda requested that FY 13 budget include a table of definitions to explain each of the line item categories.

Reserves:

Linda and Ligia will research with Allied the date of last reserve analysis prepared for the association.

Tabled consideration of possible update of full reserve analysis or adjustment of calculations for later in summer 2012.

Management Company

Linda and Ligia will contact Allied to get current copy of management contract which is understood to be on an annual basis.

Agreed that a review of the management company contract would be performed this summer for discussion by Board at future meeting, and consideration of solicitation of alternative management company bids in advance of January, 2013 contract anniversary.

Landscape Committee

Linda volunteered to lead a landscape subcommittee, in response to various suggested action items as recently submitted in email form Hank Jacobs.

Linda will work with a subcommittee to walk the community with the landscaping contractor to:

- take an inventory of issues such as dead trees,
- review condition of fencing around the storm water management pond
- check the condition of vegetation at the seven circles located around the neighborhood.

Also, landscape subcommittee will study the monuments at the entrance to Saddle River and examine installing a monument at the entrance to Bergenfield.

Linda will return later this summer with a report to the Board on recommendations for repairs and/or removal and/or replacement of certain of these elements.

Trailers

Board discussed email report from Hank Jacob regarding four trailers being stored on different driveways in violation of association covenants.

Richard Meddings reported that he had taken initiative to speak with each of the respective homeowners during the previous week about the requirement that the trailers be removed, and each of respective homeowners had reportedly pledged to comply.

Discussion about need for protection of the Board and the Association to have procedures in place for written notification of covenant violations. Those notifications are to be administered by management company.

Agreed that the Board will carefully monitor situation regarding four trailers to be sure that all the trailers are promptly removed and stay off the premises. And, if trailers are not promptly removed, Allied is to be instructed to issue polite written reminder letters to the respective home owners as first phase of enforcement.

Inspections and covenant enforcement:

General discussion about notification procedures. Procedures to be reviewed this Summer should:

- Include a multistep process in writing including:
- Offer polite written reminders of covenant violation as first step with the time for removal and a provide a contact point for questions
- Written notifications to state the facts and request action will avoid "hearsay" issues with notifications and to establish clear documentation trail

Ligia agreed to take the lead in working with Allied to clarify the management company role in processing and mailing violation notices and to determine any associated costs for the provision of the services.

Ligia explained that Allied already has three standard letters advising homeowners of covenant violations or other inspection issues. She has requested copies of these letters and will provide for Board review at future meeting.

Community inspection service (CIS):

Richard explained that an agreement was signed for the provision of six months of services including a complete neighborhood inspection. And, that inspections previously scheduled for 2012 are to begin soon.

Purpose of delegation of inspection services to a third-party is to avoid homeowners evaluating other homeowners and creating needless friction.

Linda ask for feedback from Board members regarding quality of services provide by CIS.

General consensus was that prior inspections took too long and it reinspections to insure compliance had been overly delayed.

Further, there were challenges in accessing respective photographs of the violations

One of the challenges of most recent cycle of inspections was that there were so many reported violations the AECC and the Board were overwhelmed by the volume of items to be processed.

Richard also explained that the AECC had helped CIS with suggested guidelines for developing checklists to be used for future inspections by CIS, but not certain of status of check list that will be used by CIS.

Ligia agreed to lead a subcommittee to:

- Look at CIS contract
- Examine the county enforcement process for certain types of code violations (Reference: Montgomery County, Maryland Housing Code Enforcement Handbook, Chapter 26 – Housing and Building Maintenance Standards)
- Review checklists that are available and to determine which should be used by CIS
- investigate best practices as defined by a prior boards for conduction of inspections including prioritization of items to be addressed.

Given time sensitive nature of scheduling for CIS inspections, agreed Ligia will report immediately back to Linda and relay status report which may require interim action by Board between now and next meeting, including as may be necessary action by email voting.

Meeting Minutes:

Michael Foecking and Terry Monroe are working to find notes of minutes from prior meetings for January and February 2012, respectively.

For clarification Michael explained:

- March, 2012 there was no meeting because of spring break,
- April, 2012 there was no meeting because school was closed and
- May 2012 was the annual meeting.

Agreed that the goal from this point forward is to post minutes on PCHOA website within 60 days from meeting date or by the next regular board meeting

Rick Meyer distributed draft summary of annual meeting: (see attached)

Next Meeting

Terry Monroe explained that Stone Mill Elementary had been reserved for upcoming meetings in July and August 2012.

The permit from the County for the use of school buildings allows meetings from 7 PM to 9 PM.

To allow adequate time to cover all the material likely to be on our agendas meetings will now convene at 7 PM promptly

Linda requested Terry to post notice of the upcoming July meeting on the PCHOA website within the next week.

Meeting adjourned at 8:57pm.

Respectfully submitted,

WEMeyer

W. E. "Rick" Meyer
Secretary