

# POTOMAC CROSSING

HOMEOWNERS ASSOCIATION, INC.

<http://www.potomacrossinghoa.org>

## **Board of Directors Meeting Minutes**

**Monday, June 10, 2013**

**Travilah Elementary School**

**North Potomac, Maryland**

### **Board Members Present:**

- Ligia Moss
- Karen Chandler
- Richard Meddings
- Michael Foecking
- Rick Meyer

### **Not - Present**

- Linda Mayo

There was no quorum of Homeowners, so the Annual Meeting as scheduled for tonight would be postponed under Maryland State Law until Monday, July 8, 2013.

Call to order of regular Board of Directors Meeting: 7:13 PM by Ligia Moss, as Acting Chair, in absence of Linda Mayo.

### **Minutes:**

The May 13, 2013 meeting minutes were read and on a motion by Richard Meddings with second by Ligia Moss were approved by unanimous vote. (Rick Meyer will revise with minor editorial revisions, and send to Ligia for posting on the PCHOA website – with a copy to Kate Werrett.)

### **Protect the Watershed**

A brief presentation was made by Jennie Howland requesting permission to post adhesive signs on all Potomac Crossing storm drains at no cost to the Association.

Motion to approve by Richard Meddings with second by Rick Meyer was approved by unanimous vote.

### **Level 2 Update to 2007 Reserve Study**

Board Members discussed proposed resolution as drafted by Management to formally approve the recommendations contained in the Miller Dodson update.

Motion by Rick Meyer for approval of draft as amended was seconded by Karen Chandler and approved by unanimous vote. Jeff Luther would circulate the final version of the motion, which will be ready for signature at next meeting.

**Potomac Crossing Homeowners Association**

c/o Vanguard Management Associates, Inc.

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

(301)540-8600 x3051

## **Recycling Containers**

Following discussion of draft prepared by Karen Chandler and Rick Meyer for changes to community handbook regarding storage of recycle bins in front of townhouse.

Following discussion the draft was tabled for review at next meeting

## **Audit Report**

Management reported that there were no concerns or qualified elements to the 2012 audit prepared by Daly, Hamad & Associates, P.L.L.C., CPAs.

Motion by Karen Chandler to accept the report was seconded by Richard Meddings was approved by unanimous vote.

Final document will be signed by both PCHOA Treasurer and President.

## **New Inspection Checklist**

Kevin Martell of Montgomery County responded to draft checklist as prepared by PCHOA Board.

Management is calling to obtain clarification on Mr. Martell's comments to determine which specific areas County will exercise enforcement jurisdiction.

Jeff Luther also presented copy of "standard checklist," which Vanguard typically uses.

## **Possible Abandoned Property**

The Board requested Management's assistance in calling 311 to follow up on suspected abandoned townhouse property at 14002 Great Notch, where front door is reportedly been left open.

**Annual Meeting:** Scheduled for Monday, July 8, 2013 at Travilah Elementary School

Meeting adjourned 8:54 PM.

Respectfully submitted,



W. E. "Rick" Meyer  
Secretary