

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

**Monday, July 9, 2012  
Stone Mill Elementary School,  
North Potomac, Maryland**

**Board Members Present:**

- Linda Mayo
- Richard Meddings
- Rick Meyer
- Ligia Moss
- Mike Foecking (joined meeting in progress)
- Terry Monroe (joined meeting in progress)

**Not Present**

- Karen Chandler (on vacation)

Various Homeowners were also present.

Meeting called to order by President Linda Mayo at 7:05 PM with quorum.

**Minutes:**

Reading and approval -- by unanimous vote -- of minutes from June 11, 2012, PCHOA Board meeting, which are to be posted on PCHOA website.

**Inspections**

Presentation by Tab Ratra of Community Inspection Services, Inc. (CIS):

- Two types of inspections typically performed by CIS for homeowners associations
  - real estate design standard compliance for such items as:
    - color palettes
    - exterior additions
    - architectural features
  - maintenance inspections for routine and recurring upkeep items that require:
    - paint
    - clean and wash
    - repair
    - removal relocation or store "out of view"
- CIS will not co-mingle these types of inspections.
  - CIS has a standardized computer program for completing maintenance inspections using "drop-down" menus for pre-determined fields to be inspected

- CIS has very limited ability to customize the content or format of maintenance inspections.
- However, Tab did agree that *it is possible* to specifically include presence of campers, boats and trailers as items to be observed as part of a maintenance inspection
- Tab recommended that a design standard inspection only be initiated after:
  - all leaves are off of trees as it is much easier to view structures
  - completion of maintenance inspections and processing of letters to homeowners regarding any observations to homeowners

Motion by Linda Mayo: PCHOA move forward with maintenance inspection to be conducted by CIS as soon as practicable. CIS is to use the standardized list which they previously provided. Seconded by: Mike Foecking. **In favor:** Mayo, Meddings, Meyer and Monroe. **Opposed:** Moss. Motion passed.

Tab concluded by saying he hoped to begin maintenance inspection process by 3<sup>rd</sup> week of July. Linda invited him to return to a future Board meeting at date to be determined. Linda instructed Tab that AECC will continue to be primary point of contact for AECC inspections.

#### **Budget:**

Discussion tabled until August 2012 meeting as Karen is on vacation. Linda requested board members to review draft budget as distributed and submit any relevant comments by e-mail in advance of next meeting.

#### **Trees Damage:**

Hank Jacobs reported on the identification by a tree expert of five dead ash trees believed to have been caused by boring insects. He further mentioned that we're obligated to report these infestations to the state of Maryland.

Additionally, there was discussion regarding recent storm damage. Hank referred to the Maryland Department of Natural Resources memorandum regarding fallen trees on private property. (attached)

Trees downed on a homeowner's property are the homeowner's responsibility to arrange for removal of the tree and related debris from their own property. Homeowners should also contact their own insurance company for possible reimbursement.

Richard Meddings reported on a proposal received from Musser Tree Service in the amount of \$3,300 for the removal of various trees on PCHOA common element property.

Motion by Linda Mayo: PCHOA move forward with maintenance inspection to be conducted by CIS as soon as practicable to accept proposal from Musser to remove trees. Funds are to be Tree Maintenance and Replacement budget which has approximately \$4,200 in remaining funds for FY2012. Seconded by: Ligia Moss. Motion passed by unanimous approval.

Musser will also be requested by Richard Meddings to continue to survey property for further storm related tree damage and offer further proposal for any recommended action.

**Board Member Terms:**

Discussion tabled on May 16, 2012 e-mail received from Hank Jacobs regarding proposed terms for newly elected board members. Linda requested members of the board to review section 5 of the bylaws regarding elections.

**Landscaping:**

Linda reported on her repeated calls to A&W Landscaping, which have gone unanswered. She has been attempting to set up a property walk-through. Hank provided the name of Paul Ambrosia as alternative contact and Linda will try again.

**Old Business:**

Linda is working on draft of a proposed notification letter to be sent to all homeowners regarding upcoming maintenance inspections. Purpose of the letter is to advise them of what process will be undertaken over the next few weeks. Linda is finalizing that draft and will circulate to the board for final approval before distribution.

Richard presented a proposal for the printing of signs to advertise PCHOA meetings. Motion by Linda Mayo to proceed with printing various signs as per proposals received for approximately \$250. Funds are to be appropriated from printing and reproduction budget. Seconded by Richard Meddings. Motion passed by unanimous approval.

Rick Meyer is working to prepare recommendations on reallocation of cash funds currently kept in either "non" or very low interest bearing accounts to higher interest bearing instruments. He will present report at August meeting.

Reserve Analysis as previously conducted and approved in 2007 contains financial projections through 2015. Without further discussion was agreed that 2007 document will continue to guide budgeting of reserve funding allocations.

Terry Monroe reported on concerns by social committee regarding both the level of funding and Board commitment. Linda asked Terry to please extend invitation to Social Committee to send representative(s) to talk with Board at August meeting regarding 2013 Budget.

Linda Mayo was presented by Hank with 2012 State of Maryland Personal Property Tax Filing for PCHOA which required her signature as President.

**Next Meeting:** 7:00pm, Monday, August 13, 2012 at Stone Mill Elementary

Meeting adjourned at 9:20pm.

Respectfully submitted,



W. E. "Rick" Meyer  
Secretary