

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

**Monday, September 10, 2012
Travilah Elementary School,
North Potomac, Maryland**

Board Members Present:

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

Not Present

- Terry Monroe

Call to order: 7:05 PM by President Linda Mayo with quorum.

Various Homeowners were also present. (see sign in sheet attached)

Linda advised that Terry Monroe has submitted his written resignation from the Board effective immediately citing family and work commitments.

Linda confirmed that the August 13, 2012 meeting was an "information only" meeting as a result of lack of quorum.

Motion: by Linda Mayo for Board approval for publication of the 2013 budget (as amended) with 5% overall increase, which will be distributed for homeowner comments.

Motion seconded by Karen Chandler. Motion passed by unanimous approval.

A digital copy of the final budget as approved will be posted on the website with explanatory notes.

Ligia Moss has agreed to be the new webmaster She demonstrated a prior version of the website. The current website will be read it revamped. New site will include:

- Homepage with milestones, etc. Also will show upcoming events at the top of the homepage.
- Map of community
- Schedule of upcoming events
- Links to 2003 version of Homeowners Association handbook
- Page for social committee

The new site is scheduled to go live as early as possible.

Community inspection process:

Linda was joined by members of the joined by members of the Architectural and Environmental Control Committee for this part of the presentation:

A total of 280 Potomac Crossing homes were surveyed by CIS, the inspection company, as part of the neighborhood inspection process. There were 533 items which were identified for "citations."

Overall, CIS noted the neighborhood did fairly well comparatively speaking and a factor of less than three as ratio of citations to homes, which indicated that Potomac Crossing was "ahead of norm."

The Board reviewed a draft letter as prepared by Linda Mayo for transmittal of the citation information to individual homeowners. Hank Jacob pointed out that Allied Management was not in the contract for inspection services, so that all inspection inquiries will be routed back to CIS and not to Allied.

Each homeowner will receive a letter explaining the inspections, the nature of what was covered in the inspections and that action should be taken.

Motion: by Linda Mayo that the finalized first notice letter as revised (see attached) be distributed with results of inspections to homeowners.

Seconded: Rick Meyer Motion passed Unanimous approval.

Samples of the draft letter will be posted to the PCHOA website.

Ligia explained that the existing home owner check list, which is currently appearing on the website will be taken down as it is not the same checklist being used by CIS,.

Action item for Hank Jacobs:

Hank was requested to investigate whether Montgomery County requires the Homeowner Association and individual homeowners to maintain trees on county easements.

Also, Hank will investigate what is the role of Montgomery County as respects to removal or maintenance of those same trees on adjacent County property.

Hank responded to the number of trees on adjacent easements to Potomac Crossing property are in need of removal, but County has taken no action on requests for removal by Allied on behalf of PCHOA.

Window Mullions:

Linda polled the AECC committee members attending the meeting for their opinion regarding requirements for mullions in windows.

Linda explained that the checklist currently on the PCHOA website requires an "all in or all out" condition with respect to window mullions, but does not specifically require that the Mullions be in

place.

Kristin Fitzpatrick provided history that more than three years ago the Board was asked by the AECC to address the issue of window mullions and took no action.

Ligia Moss also noted that a attorney was asked to review the window mullion question in 2006, and legal counsel concluded that because of no prior decisions on window mullions and the length of time which had transpired the only enforceable option was the "all in or all out" alternative

The attorney came to the same conclusion with respect to porch railings and screens on windows.

Motion: By Linda Mayo that PCHOA temporarily suspend any further action enforcement action on missing window mullions and formally adopt the "all in or all out" rule.

Motion seconded by Richard Meddings. Motion passed by unanimous approval.

Linda stated that the board will work off-line to develop an updated policy and procedures for window screens, window mullions and porch railings for in the Homeowners Handbook.

Motion: by Linda Mayo to approve expenditure for power washing of monuments per proposal from A&W landscaping.

Second: Karen Chandler. Motion passed by unanimous approval.

Following this vote, Ligia excused herself from the meeting.

New Business:

Linda Mayo announced the stated goal for completion a fully updated PCHOA homeowner handbook prior to the annual meeting by May, 2013.

Linda suggested agenda item for October, 2013 board meeting for the Board to review options on potential changes to AECC application process and procedures.

Quotations have been received from landscaping contractor to address proposed landscaping plans including tree maintenance, tree replacement, site maintenance and repair. (see attached)

Motion: by Linda Mayo to approve \$6,125 in estimated repairs and replacements of trees and landscaping (see attached summary) using approximately \$6,200 in unexpended repair and replacement funds from the 2012 budget.

Second: Richard Meddings. Motion passed by unanimous approval.

Motion: by Rick Meyer to approve the implementation of a "ladder investment strategy to consolidate investable funds at MSSB which will streamline administration of PCHOA investments and gain higher interest rates on CDs than currently obtained through Mutual of Omaha. Hank Jacob is hereby instructed to:

- Transfer approximately \$90,012 to Morgan Stanley Smith Barney from Mutual of Omaha accounts
 - MSSB will be parceling the funds into variable term Certificates of Deposit
 - A remaining CD at Mutual of Omaha will be moved to Morgan Stanley, when it hits full maturity on October 1, 2012

Seconded by Karen Chandler. Motion approved by unanimous vote.

A second letter will be sent to homeowner who is keeping beehives on their property, which is in violation of county ordinances prohibiting agricultural animals in residential neighborhoods.

Linda signed the 2011 federal and state tax returns as prepared by our accountants.

The Board is anticipating approximately \$1,000 in combined refunds as result of overpayment.

Executive Session:

Following the departure of guests and homeowners attending the meeting, the Board with the managing agent convened an executive session:

Meeting adjourned 9:30 PM.

Respectfully submitted,



W. E. "Rick" Meyer
Secretary