

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

**Monday, October 08, 2012
Travilah Elementary School
North Potomac, Maryland**

Board Members Present:

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

Not Present

- Mike Foecking

Call to order: 7:10 PM by President Linda Mayo with quorum.

Minutes:

Motion: by Linda Mayo for approval PCHOA Board meeting minutes from September 10, 2012, correction of several typographical and grammatical errors which are to be posted on PCHOA website.

Seconded: by Richard Meddings. Motion approved by unanimous vote.

Motion: by Linda for approval of July 9, 2011 PCHOA meeting minutes as amended also to be posted on website. Seconded: by Ligia Moss. Motion approved by unanimous vote.

Linda reported receipt of letter from PEPCO government affairs department asking for permission to For a representative from their speakers bureau to make a presentation to a future homeowners association monthly meeting on:

- Smart meters
- reliability
- Consumer energy questions.

The board agreed to revisit the question to schedule a possible date in December or this winter.

Annual Yard Sale and Picnic:

This event is scheduled for Saturday, October 13, 2012 with rain date to be Sunday, October 14, 2012. The event is being coordinated again this year by the PCHOA social committee, and on behalf of the board Linda again expressed our deep appreciation for Committees volunteer time and hard work.

Richard Meddings made suggestion that the board consider inviting homeowners to attend PCHOA "Spring Fling" evening social event at the Westleigh Clubhouse. Linda agreed to investigate the cost and availability for possible March, 2013 date.

2013 Annual budget:

Linda and Karen Chandler reminded the Board that 5% increase in the 2013 budget includes allocated funds for:

- Tree replacement program
- Common area maintenance and improvements
- Extra funds to cover contingencies including possible changes in management company costs

No comments are known to have been received from Homeowners regarding 2013 Draft budget as mailed to all homeowners in October, 2012. No further comments were received as no other homeowners were present at tonight's meeting.

Unanimous concurrence by the Board that next year (Fall, 2013) the managing agent will send a postcard budget notification in lieu of a letter. The postcard will refer homeowners to the PCHOA website to review the draft budget.

Management Company RFPs:

Linda acknowledged receipt of several management company service proposals from:

- Zalco
- Armstrong Management Services, Inc.
- Allied Management
- Vanguard

Linda asked each of the board members to carefully review their proposals and submit questions, comments, or feedback to her at the earliest possible date.

Storm Water Management Pond:

Richard confirmed a contractor had replaced approximately 20 aged, weathered and damaged rails on the split rail fence surrounding the storm water management pond.

Richard also reported discovering that the pond fence gates were unlocked, but reminded Board that when the PCHOA owned the pond (prior to relinquishing control to the County) a previous gate had been permanently locked. (That gate had been found with padlock attached tossed in to weeds.)

Linda will investigate on how PCHOA might get the County to relock the gate to prevent children from wandering in to the Pond.

Property maintenance issues:

The front entrance marker has been power washed

Allied Management sent email dated September 12, 2012 reporting county inspector called to confirm that two "street trees" are dead and the County is responsible for and will be removing.

Any further County owned street trees that need attention should be reported by PCHOA to the County's "311" line. Linda is requesting that Hank from Allied work with 311 to get any other dead trees reported and to confirm work orders at earliest possible date.

CIS:

Linda reported she is still awaiting a response from the CIS as to when they will send out citation notices from the summer, 2012 inspections, which still have not been posted to homeowners.

In addition, CIS is required by contract to do a second follow-up inspection. Linda has circulated a draft follow-up letter. We do not expect -- at this point -- that CIS will be able to comply with the terms of the contract, nor that follow-up letters will be sent on a timely manner to get homeowner attention before cold weather sets in.

Ligia Moss had to depart at 9:05pm.

The Board convened an Executive Session at 9:07pm to review outstanding collection receivables.

Meeting adjourned 9:30 PM.

Respectfully submitted,



W. E. "Rick" Meyer
Secretary