

POTOMAC CROSSING

HOMEOWNERS ASSOCIATION, INC.

<http://www.potomaccrossinghoa.org>

Board of Directors Meeting Minutes Monday, October 14, 2013 Travilah Elementary School North Potomac, Maryland

Board Members Present:

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

Not present:

- Michael Foecking

Call to order by Linda Mayo at 7:10 PM.

Minutes:

The September 9, 2013 meeting minutes with revisions were read and approved by acclamation with absence of Alan Czarpata as he was not in attendance during the 9/9 meeting. (Rick Meyer will send revised final to Ligia for posting on the PCHOA website – with a copy to Kate Werrett.)

AECC:

Bryan Greenwald met with the Board to introduce several proposed new members to the AECC including Blake Guyther, and Minsun “Mary” Riddles and John Riddles. Bryan continues to recruit new AECC members and expressed intent of the AECC to continue to meet monthly.

Maintenance Inspections:

Kate Werrett reported that “walk through” of neighborhood surveys was conducted on September 18, 2013 by staff of Vanguard Management, and presented preliminary documentation of the results of the survey to the Board. Vanguard has aggregated all this information into a spreadsheet database.

Kate reported that the surveys did not turn up any items as being in need of urgent attention, which had not previously been identified and where Vanguard has been in contact with appropriate unit owners.

Potomac Crossing Homeowners Association
c/o Vanguard Management Associates, Inc.
P.O. Box 39 \$ Germantown, Maryland 20875-0039
(301)540-8600 x3051

As next step, Vanguard will contact individual unit owners by letter regarding specific maintenance issues identified in the walk through. These letters are scheduled to be mailed during the week of October 15, 2013. Vanguard will coordinate follow up actions regarding these maintenance issues.

Re-inspections are tentatively scheduled to occur in Spring, 2014. A letter will be sent to all homeowners in March, 2014 advising of re-inspections.

Linda noted that this was the first time in more than a year that updated maintenance surveys have been performed as result of delays resulting from technical and administrative issues with contractor hired for prior surveys.

Draft Budget:

In accordance with Maryland Law draft was mailed to all unit owners on October 11, 2013 with requests for comments to be received prior to the November 11, 2013 Board Meeting, at which time the Board is scheduled to vote on final budget.

Snow Removal:

Board reviewed and discussed the proposed contract renewal terms for 2014, which are same as expiring. General concurrence by Board that AW Landscapes work performance for snow removal in 2013 was more than satisfactory. Motion by Linda Mayo to approve 2014 contract with second by Karen Chandler was approved by unanimous vote.

Tot Lot Bench:

Board reviewed observations prepared by Alan Czarzata with regard to wear and tear to bench located in Teaneck tot lot which has jagged and splintered edge. This is believed to present a potential safety hazard. Motion by Linda Mayo with second by Alan to accept \$600 proposal for AW to repair damaged bench by installing new pressure treated wood boards and also check concrete foundation was approved by unanimous vote.

Fence at Teaneck Storm Water Retention Pond (SWRP)

This fence presents an ongoing maintenance challenge, and was observed by Alan Czarzata to have 6 badly weathered rails with others that are missing and/or which have fallen out of position or are laying on ground. It was noted that County no longer requires the HOA to maintain the fence, which is technically the responsibility of the County. However, the Board views maintenance of the SWRP fence as a community safety issue.

Motion by Linda Mayo with second by Richard Meddings to accept work already performed by AW Landscapes to replace six weather damaged rails for \$180 and reset or replace those in need of adjustment. Further, AW will be asked to inspect the fence at least every six months. Motion was approved by unanimous vote.

Main Entrance Monuments:

The Board revisited proposals prepared in March, 2013 by AW for the repair and renovation of the two front entrance monuments.

Motion by Rick Meyer with second by Ligia Moss to create a sub-committee (including Linda Mayo and Richard Meddings) to further explore the renovation design elements and cost alternatives and will report back to the Board at the next meeting. Options to be explored include but are not limited to alternative plantings, stonework, lighting and possible paint options. Motion approved by unanimous vote. The sub-committee will meet on-site with AW's Alan Wolcott within next few weeks.

Insurance Renewal:

The Board briefly reviewed the September, 2013 property and casualty insurance renewal, which was confirmed by email vote following further refinements to proposals following the September Board meeting.

Motion by Linda Mayo was seconded by Rick Meyer to formally accept the renewal quotations provided by the Manougian Agency, which specializes in property and liability insurance for Homeowners Associations. Motion approved by unanimous vote.

Outstanding Balances/H.O. Fees in Arrears

The Board noted the recent rise in delinquent fees, briefly reviewed notes and comments from Vanguard regarding collection procedures proscribed under Maryland Law and agreed to continue to closely monitor.

Next Meeting: Scheduled for **7:00pm** Monday, November 11, 2013 at Travilah Elementary School.

Meeting adjourned 8:55 PM.

Respectfully submitted,

WEMeyer

W. E. "Rick" Meyer
Secretary

Approved - FINAL

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