

POTOMAC CROSSING

HOMEOWNERS ASSOCIATION, INC.

<http://www.potomaccrossinghoa.org>

Board of Directors Meeting Minutes
Monday, November 11, 2013
Home of Linda Mayo
North Potomac, Maryland

Board Members Present:

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

Not present:

- Michael Foecking

Call to order by Linda Mayo at 7:06 PM.

Introduction:

Linda thanked the Board for their flexibility and understanding in moving the meeting location from Travilah Elementary, which was result of last minute notification by the school that library was being used for the annual Book Fair and unavailable for the Board meeting.

Minutes:

The October 14, 2013 meeting minutes with revisions were read and approved by acclamation (Rick Meyer will send revised final to Ligia for posting on the PCHOA website – with a copy to Kate Werrett.)

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. No comments were received.

The 2014 budget as proposed reflects a 0.04% decrease in the General budget and a 5% increase in the Townhouse supplemental budget over the current quarterly assessment level. The increase in the

Potomac Crossing Homeowners Association
c/o Vanguard Management Associates, Inc.
P.O. Box 39 \$ Germantown, Maryland 20875-0039
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Townhouse assessment is to adjust for reserve contribution increase as recommended by the 2013 reserve study.

Motion by Linda Mayo to approve the proposed budget was seconded by Alan Czarzata and was carried by unanimous vote.

Audit Proposal:

Proposals for audit services and tax filing services were received from current audit firm, Daly, Hamad & Associates and from Goldklang & Associates, which had previously been auditor for PCHOA several years ago.

Jeff Luther said that Daly, Hamad had been efficient and easy to work with in the performance of the audit this past year and it was noted that their proposal was more than \$600 less expensive than proposal by Goldklang.

Motion by Linda Mayo with second by Richard Meddings to accept proposal by Daly Hamad & Associates to perform audits for 2013 and 2014 tax years was approved by unanimous vote.

Great Notch Tot Lot Swing:

Motion by Linda Mayo with second by Richard Meddings to accept proposal received from Playground Specialists, Inc. to repair vandalism damages infant swing seat for \$224 was approved by unanimous vote.

Certificates of Deposit:

Management reported that CD with anniversary of November 26 and another which expired in October need to be extended. Jeff Luther reported that there is approximately \$17,800 accessible money in money market reserves.

Board anticipates need for approximately \$17,000 in May or June, 2014 to finish concrete replacement in Townhouse area.

Motion by Rick Meyer to extend each of these CDs for six (6) months was seconded by Karen Chandler and approved by unanimous vote.

Teaneck Terrace Common Element Tree Line:

Motion by Linda Mayo with second by Alan Czarzata to accept the \$485 proposal by AW Landscapes to prune and trim back large pine branches adjacent to 14032 Teaneck Terrace was approved by unanimous vote.

Main Entrance Monuments:

Linda reported on results of sub-committee site visit with AW Landscapes on October 24, 2013 for the repair and renovation of the two front entrance monuments based on further negotiations regarding proposals submitted in March, 2013.

Motion by Linda Mayo with second by Rick Meyer to authorize up to \$22,000 for entire project including tree removal to be paid from operating account with work to begin as quickly as possible (and weather permitting) if final price can be agreed and confirmed with AW Landscapes within this amount. Motion was approved by unanimous vote.

Changes in Collection Procedures:

Jeff Luther presented detailed memorandum dated November 11, 2013 from Craig Wilson, Jr. President and CEO of Vanguard Management advising that effective immediately their firm will “no longer be substantively involved in collection activity on behalf of our clients.”

Accompanying the memo was draft prepared by Vanguard of administrative resolution for the collection of amounts due to the association.

After discussion, Board decision to invite David C. Gardner, Esq., the Association’s legal counsel on retainer to attend the January 13, 2014 meeting to discuss collection challenges and options.

Next Meeting: Scheduled for **7:00pm** Monday, December 9, 2013 will be an informal holiday social and planning meeting.

Meeting adjourned 8:20 PM.

Respectfully submitted,

WEMeyer

W. E. "Rick" Meyer
Secretary