

**POTOMAC CREST CONDOMINIUM
UNIT OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
February 5, 2018
INOVA Meeting Room**

MINUTES

- I. Owner Comment Period 7:30 pm-7:44 pm
 - Methods for UOA communication to homeowners
 - Snow removal and Landscaping contracts
 - Black fungus spread by landscaper blowers
 - Roof spikes to deter buzzard roosting
 - Lake Ridge pool memberships

- II. Call to Order/Establish Presence of Quorum 7:44 pm
 - Board Members Present: Alexis Knott-President, Terri Bright-Treasurer, Morgan Roth-Secretary

- III. Administrative Matters 7:45 pm
 - Reading of minutes from November 8, 2017 meeting
 - Approval of previous meeting minutes
 - i. Motion to approve the minutes as written by Morgan Roth
 - 1. Seconded by Terri Bright
 - 2. Motion carried

- IV. Old Business
 - Approval to keep 2018 UOA Assessments at 2017 rates
 - i. Motion to keep 2018 assessment fees flat by Morgan Roth
 - 1. Seconded by Terri Bright
 - 2. Motion carried
 - County hold harmless agreement request pending advice of counsel

- V. New Business
 - Approval to purchase Sentry website platform and services
 - i. Motion to purchase Sentry website services and platform by Morgan Roth
 - 1. Seconded by Terri Bright
 - 2. Motion carried
 - Approval of snow removal contract
 - i. Motion to award contract to Silverbrook (contingent on clarification of language relative to when the clock starts for snow removal activity) by Morgan Roth
 - 1. Seconded by Terri Bright
 - 2. Motion carried
 - Discussion of meeting start times moving to 7:00 pm
 - Discussion of parking bylaws and enforcement

- Approval to move into executive session
 - i. Motion to move into executive session by Morgan Roth
 - 1. Seconded by Terri Bridget
 - 2. Motion carried

VI. Executive Session 8:15-8:58 pm

VII. Adjourn 8:58pm