

**POTOMAC CREST CONDOMINIUM
BOARD OF DIRECTORS MEETING MINUTES**

Westminster at Lake Ridge Conference Room
12191 Clipper Drive,
Lake Ridge, VA 22192

March 5, 2018

Board Members Present: Ann Caughey, Vice President; Lexy Knott, President; Terri Bright, Treasurer.

Board Members Absent: Morgan Roth, Secretary.

Others Present: Unit owners, Dave Ciccarelli & Jonathan Oie from Sentry Management.

I) Call to order

- a. The meeting was called to order at 7:42 PM by Lexy Knott.

II) Approval of Agenda

Motion by Lexy, seconded by Terri to approve. Motion carried.

III) Board Officers' Reports

- a. None

IV) Approval of Minutes

Motion by Lexy, seconded by Terri, to approve the February 5, 2018 meeting minutes as submitted. Motion carried.

V) Committee Reports

- a. None

VI) Management Update

- a. Management stated transition items are still in progress.

VII) Old Business

- a. Developer Update
 - i. No report.

VIII) New Business

- a. Snow Removal Contract – The board reviewed the changes incorporated into contract approved at a prior date.

- b. Parking Pass Reconsideration
 - i. Passes had not been transferred from the prior management company. The board will work to renew the registration process, issue new passes, and inform all owners of progress on the project.
- c. Towing Contract Update
 - i. The board has instructed the towing company not to tow due to parking pass issues. Other aspects of the towing agreement remain in effect.
- d. Landscape Contract Consideration

Motion by Lexy, seconded by Terri, to approve the contract from J&M Landscaping as presented. Motion Carried.

- e. **Landscape Enhancement Proposal**
 - i. Tabled
- f. **Request to Donate Personal Property**
 - i. Tabled
- g. **Proxy Forms**
 - i. Management explained proxy forms are used for a vote of homeowners at a special or annual meeting of the membership.

- IX) Action Item Review
 - a. An update of existing action items was included in the packet.

- X) Executive Session

Motion by Lexy, seconded by Terri, to enter executive session at 8:45 PM.
Motion by Lexy, seconded by Terri, to exit executive session at 9:06 PM.

- XI) Reconvene Board Session
 - a. Lexy announced her resignation from the Board effective the end of the meeting
 - b. Terri announced her resignation from the Board effective the end of the meeting.

- XII) Adjournment

Motion by Lexy, seconded by Terri, to adjourn. Motion carried. Meeting adjourned at 9:10 PM.

Respectfully Submitted,

Anne Caughy, Vice President

By Jonathan Oie, Sentry Management

Date Approved: 4/2/18

Signature: 