

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

12803 Lotte Drive
Woodbridge, VA 22192

April 2nd, 2018

Board Members Present: Ann Caughey, President; Brian Tenney, Secretary; Amit Vora, Treasurer, Suzanne Smith, Director; Roger Stull, Vice President.

Board Members Absent: None

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

I) Call to order

- a. The meeting was called to order at 7:31 PM by Ann Caughey.

II) Approval of Agenda

Motion by Roger, seconded by Ann to approve. Motion carried.

III) Board Officers' Reports

- a. The Board reviewed the January 31st financials included in the packet.

ACTION: Send board current payables and an expense projection through the end of the year.

ACTION: Send a copy of the Reserve Study to the Board.

IV) Approval of Minutes

Motion by Brian, seconded by Amit, to approve the March 7, 2018 meeting minutes as submitted. Motion carried.

V) Committee Reports

- a. Committee Formation – The Board directed committee chairs to finalize charters for review and approval.
 - i. Grounds and Maintenance
 - 1. Brian Tenney - Chair
 - 2. Carl Warren
 - 3. Josh Reynolds
 - ii. Communication
 - 1. Suzanne Smith - Chair

- 2. Lisa Stull
 - iii. Contracts
 - 1. Sal Ales - Chair
 - 2. Roger Stull
 - 3. Amit Vora
 - iv. Parking
 - 1. Ann Caughey - Chair
 - 2. Peter Vandeveter
 - 3. Lisa Stull
 - v. Social Committee
 - 1. Lindsey Reynolds- Chair
 - 2. Suzanne Smith
 - 3. Lisa Stull
- VI) Old Business
 - a. Proxy Forms
 - i. Management presented a summary of the function of proxy forms based on the Bylaws.

ACTION: The Board requested Management provide a template proxy for review.

- b. Landscape Enhancement Proposal
 - i. Tabled
 - c. Requested to Donate Personal Property

ACTION: The Board requested management confirm with the Association's insurer whether or not there will be an increased premium if accepted.

- d. Parking Pass Reconsideration
 - i. The Board delegated this item to the parking committee. Management stated Dominion Wrecker will provide new passes at no cost to the Association if the Association agrees to let them patrol the property and tow for violations.
 - e. Developer Update
 - i. The Board reviewed the continuation agreement from Becht Engineering and requested a better idea of the return on investment in regards to remedying issues noted in the deficiency study.

ACTION: Management will request and update from the Association's attorney and an opinion from Becht on the likelihood of fixing certain issues.

ACTION: Review Deficiency report for items specifically addressing quality of the current shingles installed on the roof.

ACTION: Discuss open holes on property with Basheer representative and request they fill with dirt and repair grass in those areas.

f. Roof Repairs

- i. The Board reviewed the invoice for the roof repairs and discussed whether or file a claim with the Association's insurer. Management stated annual premiums may be affected by claim activity.

Motion by Ann, seconded by Suzanne, to file a claim with the Association's insurer for the wind damage. Motion carried.

VII) New Business

a. Signage

- i. The Board delegated this item to the Grounds Committee for review.

ACTION: Management will schedule a signage inspection with the grounds committee.

b. Website

- i. The Sentry website is initiated and run by the Board/volunteers unless the Association wants to pay an additional fee.

ACTION: Management will send Amit instructions on how to move forward initiating the website.

VIII) Management Report

a. Completed items since the last Board Meeting.

- i. Scheduled sewer pump repairs.
- ii. Monitored roof repairs.
- iii. Drafted special board meeting minute template.
- iv. Researched board term history.
- v. Discussed accounts, autopay, and CommunityPro with various owners.
- vi. Reviewed signage pricing.
- vii. Reviewed parking pass pricing.
- viii. Coordinated CD renewal with Board.
- ix. Coordinated with Board and vendor for snow removal.
- x. Completed a resale inspection for 12804.
- xi. Discussed parking with various owners.

ACTION: Send TYL Contracts to the Board for review.

ACTION: Send sewer company contract and phone to Board for review.

IX) Executive Session

Motion by Roger, seconded by Ann, to enter executive session at 8:45 PM.

Motion by Roger, seconded by Ann, to exit executive session at 9:36 PM.

X) Reconvene Board Session

- a. Motion by Brian, seconded by Ann, to initiate late fees in April. waive late fees for February and March and refund any owners who have already paid the late fees for March. Motion carried.**

XI) Adjournment

Motion by Roger, seconded by Ann, to adjourn. Motion carried. Meeting adjourned at 9:38 PM.

Respectfully Submitted,

Brian Tenney, Secretary

By Jonathan Oie, Sentry Management

*Date Approved:*_____ *Signature:*_____