

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

Gazebo near 12804 Lotte Drive
Woodbridge, VA, 22192

June 5th, 2018

Board Members Present: Ann Caughey, Brian Tenney, Suzanne Smith, Amit Vora

Board Members Absent: Roger Stull

Others Present: Various Homeowners; Jonathan Oie, Sentry Management.

- I) Call to order
 - a. The meeting was called to order at 7:05 PM by Anne Caughey.

- II) Owner Forum
 - a. Terri Bright asked if the financials could be posted for owner review.
 - b. Jenni Moon requested Ann Caughey resign as a board member.
 - c. Josh and Lindsey Buckner asked if volunteers could plant annuals in the selected areas to help the association save on the installation cost.
 - d. Morgan Roth reported her gutter had been having drainage issues.

III) Approval of Agenda

Motion by Brian, seconded by Amit to approve. Motion carried.

IV) Approval of Minutes

Motion by Suzanne, seconded by Brian, to approve the April, 2018 meeting minutes as submitted. Motion carried.

V) Board Officers' Reports

- a. None

VI) Committee Reports

- a. Grounds and Maintenance – Brian Tenney
 - i. Speed limit and no trespassing signs were recently installed.
 - ii. New sod was installed in areas where grass coverage was bare.
 - iii. The committee is considering a shrub and flower installation, volunteers from the community are welcome to contact Brian or Management to voice their interest.
 - iv. Brian and Management met with the Occoquan Ridge manager and maintenance lead.
 - 1. Speeding along Renate: ORC owns Renate and will be installing speed bumps.
 - 2. Parking along Renate: ORC does not allow parking on Renate and has been trying to communicate with owners who do park on the street. They may enforce towing in the future.
 - 3. They requested PCC utilize *toter* recycle bins to help deter recyclables from blowing around the property.

- VII) Management Update
 - a. Management presented a list of tasks completed since the last meeting.
- VIII) Old Business
 - a. No Discussion
- IX) New Business
 - a. Irrigation Contract
 - i. The Board reviewed the contract from the prior year's vendor and requested two comparison bids.
 - b. 12795 Door
 - i. The owner confirmed the door was sealed and had no other concerns at this point.
 - c. Annual Flower Installation
 - i. The Board agreed to have Grounds and Maintenance review flower installation with the volunteer shrub replacement.
 - d. FHA Recertification
 - i. The Board postponed this item until the July meeting.
- X) Items for Information Only
 - a. Insurer reply on firepit
 - b. Rules Update
 - c. Action Item Tracking
- XI) Executive Session

Motion by Amit, seconded by Suzanne, to enter executive session at: 8:23 PM.

Motion by Ann, seconded by Brian, to exit executive session at 9:42 PM.

- XII) Reconvene Board Session
 - a. Suzanne Smith announced her resignation from the Board. She will still be willing serve on committees.
- XIII) Action Item Review
 - a. Management will type a list of action items and submit to the Board.
- XIV) Adjournment

Motion by Ann, seconded by Suzanne, to adjourn. Motion carried. Meeting adjourned at 9:43 PM.

Respectfully Submitted,

Brian Tenney, Secretary
By Jonathan Oie, Sentry Management

Date Approved: 7/12/18 Signature: Ann Okupski