

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

Lorton Healthplex
9321 Sanger St, Lorton, VA 22079

July 12th, 2018

Board Members Present: Ann Caughey, Amit Vora, Roger Stull

Board Members Absent: Brian Tenney

Others Present: Todd Cunningham, Chris Smith, Nick and Kristen Matyaszek; Jonathan Oie, Sentry Management.

- I) Call to order
 - a. The meeting was called to order at 7:01 PM by Anne Caughey.

- II) Owner Forum
 - a. Nick expressed interest in volunteering for the Board. The Board indicated it would announce the vacancy and appoint a replacement for Suzanne at the regularly scheduled August meeting.

- III) Approval of Agenda
 - Motion by Amit, seconded by Roger to approve. Motion carried.*

- IV) Approval of Minutes
 - Motion by Ann, seconded by Amit, to approve the June 5th and 21st, 2018 meeting minutes as submitted. Motion carried.*

- V) Board Officers' Reports
 - a. Treasurer's Report
 - i. Amit reviewed the reconciled financial reports from May.
 - ii. Amit noted the website is up and running at
potomaccrestcommunity.sentrywebsites.com
 - 1. Nicole expressed interest in helping maintain the website if needed.

- VI) Committee Reports
 - a. Grounds and Maintenance
 - i. Flower installation has been postponed for the time being.
 - b. Social

- i. The committee is considering a neighborhood movie night.
 - c. Parking
 - i. Ann had spoken with businesses in the area and none were willing to consider a parking agreement with the Association.
 - 1. Ann will contact Bistro L'Hermitage.
 - ii. The Association will send out an updated parking letter with a 30 day notification to register for parking passes and will initiate towing patrols based on parking pass criteria.
 - iii. Kristen expressed interest in volunteering for the parking committee.
- VII) Management Update
 - a. Occoquan Ridge is still planning to install speed bumps along Renate but does not have an installation date presently.
 - b. Occoquan Ridge was requested to install a stop sign at the intersection of Renate and Dara and declined.
- VIII) Old Business
 - a. Irrigation Contract
 - i. **Motion by Ann, seconded by Amit, to approve start up services from A1 Irrigation for \$125.00. Motion carried.**
 - b. SES Sewer Contract
 - i. **Motion by Ann, seconded by Roger, to approve the renewal contract from SES for the same pricing and terms as 2017.**
- IX) New Business
 - a. Maintenance Vendor Pricing Chart
 - i. Management presented pricing from three companies and listed two additional who would bid on a project basis. The Association will send future common area maintenance items out to the list for bid in the future.
 - b. Recycling Information
 - i. American Disposal proposed adding 32 gallon recycling totes for \$1.00/unit/month.
 - 1. The Board requested management negotiate renewal terms and work for a reduced price on updated recycling services.
- X) Items for Information Only
 - a. None
- XI) Executive Session

Motion by Anne, seconded by Amit, to enter executive session at: 8:06 PM.
Motion by Ann, seconded by Brian, to exit executive session at 8:51 PM.

XII) Reconvene Board Session

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 Amit, to adjourn. Motion carried. Meeting adjourned at 8:52 PM.

Respectfully Submitted,

Ann Caughey, President

By Jonathan Oie, Sentry Management