

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

Chinn Park Library
13065 Chinn Park Dr., Woodbridge VA 22192

August 7th, 2018

Board Members Present: Amit Vora, Heather Turner (call-in), Salvatore Ales

Board Members Absent: None

Board Members Appointed at the meeting: Harry Moon, Christine Hilliard

Others Present: Jenni Moon, Terri Bright, Elise Memita, Sunjay Sharma, Ana Cornejo, Morgan Roth, Kristoffer Smith, Todd Cunningham

- I) Call to order
 - a. The meeting was called to order at 6:45 PM by Amit Vora.

- II) Appointment of Replacement Directors
 - a. The Board asked for volunteers from those in attendance.
 - i. Harry Moon and Christine Hilliard volunteered for the two open positions.
 - b. Harry Moon was appointed to fulfill Suzanne's term and Christine Hilliard was appointed to fulfill Roger's term.

- III) Assignment of Officers
 - i. The Following director-officer allocation was appointed
 - 1. Amit Vora – President
 - 2. Sal Ales – Vice President
 - 3. Heather Turner – Secretary
 - 4. Christine Hilliard – Treasurer
 - 5. Harry Moon – Director

- IV) Owner Forum
 - a. Amit Vora – Stated ground rules for open forum. Thirty minutes will be divided among owners present. Unprofessional behavior will not be tolerated and, if behavior is present and persists, may result in the early closure of the forum period. Unruly behavior at subsequent meetings may require security or police presence requested by the Board.
 - b. Terri Bright – Sod installation this year was not coordinated with owners so the sod was not established. Now there are bare spots. Requested owners are given more notice the next time this is undertaken if they are expected to water. Asked if financials will be posted to the website. Asked if meeting materials will be posted to the website. Has information from past investigation on parking solutions that she can provide to the Board.

- c. Morgan Roth – Recommended Constant Contact or similar for communications from the Association. Expressed interest in serving on the social/communications committee. Asked Board to rescind parking notification that was sent and require owners to register vehicles to enforce visitor spots in order to be considerate of guests
- d. Kristoffer – Requested more information on what documents will be available on the website. Asked if the parking committee had spoken to Occoquan Elementary regarding using/renting parking spaces.
- e. Ana Cornejo – Towing patrols are not good for residents. Asked if other unit owners have had success addressing builder issues after the 1-year warranty period.
- f. Correspondence from Christina Salinas – Asked if gutters had been cleaned.
- g. Correspondence from Barbara & Manual Lopez – Requested landscape review due to washout at their unit.
- h. It was noted that the unit owner who expressed interest in serving on the Board during the July Board meeting had since withdrew his interest in any open position.

V) Approval of Agenda

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

VI) Approval of Minutes

Motion by Amit, seconded by Harry, to approve the correction to the June 5th, 2018 meeting minutes. Motion carried.

Changes: Add following text as II) e. *Harry Moon expressed interest in serving on the parking committee.*

Motion by Amit, seconded by Harry, to approve the July 12th, 2018 meeting minutes as amended. Motion carried.

Changes: In II) a. change *Susan* to *Suzanne*

VII) Board Officers' Reports

a. Treasurer's Report

- 1. Management reviewed the financial summary included in the packet.

VIII) Committee Reports

a. Grounds and Maintenance

- i. Harry Moon was appointed to the Grounds and Maintenance Committee.

- b. Social/Communications
 - i. Harry Moon was appointed to the Grounds and Maintenance Committee.
 - ii. Morgan Roth was appointed to the Social/Communications Committee.
 - c. Parking
 - i. Harry Moon was appointed to the parking committee.
 - 1. Harry will discuss parking with Occoquan Elementary
- IX) Management Update
 - a. Solicited proposals for power washing from three companies.
 - b. Solicited proposal for bird deterrent from Summit Environmental.
 - c. Scheduled special meeting of the Association.
 - d. Performed site inspection with Landscaper
 - e. Coordinated Irrigation startup
 - f. Sent towing reminder to unit owners.
- X) Old Business
 - a. Towing Agreement
 - i. The Board instructed Management to mail a 30-day extension notice which will postpone the commencement of towing based on parking passes until September 22, 2018.
 - ii. The Board will review the current parking policy.
- XI) New Business
 - a. Owner Questions
 - i. The Board reviewed questions submitted by an owner and confirmed Management's initial response and requested the following additions:
 - 1. 30-day extension on parking and towing.
 - 2. Board is reviewing wants vs. needs in financials and not spending money lightly.
 - 3. Board will review Prince William County noise regulations.
 - b. Request for shrub replacement
 - i. The landscape committee will review the shrubs.
 - c. Mold on window
 - i. Management will have this item cleaned.
 - d. Gutter guard request
 - i. Terri will send prior gutter survey to the Board.
 - ii. The Board will consider strategic installation of this component. After reviewing the survey, the item will be sent out for pricing.
 - iii. Summit Environmental Proposal
 - 1. Bird Spikes seem cost prohibitive at present.
 - 2. Management will look into sonic deterrent options.
 - iv. Power Washing Proposals
 - 1. The Board reviewed three proposals.

v. Light Pole Repairs

1. The Board reviewed a proposal from PSE to repair two dark light poles and 4 additional that need repair. The Board requested clarification on pricing and repair options.

XII) Items for Information Only

- a. The maintenance chart from the Bylaws was included in the meeting packet.

XIII) Executive Session

Motion by Amit, seconded by Harry, to enter executive session at: 8:36 PM.

Motion by Amit, seconded by Harry, to exit executive session at 8:59 PM.

XIV) Reconvene Board Session

XV) Adjournment

Motion by Amit, seconded by Harry, to adjourn. Motion carried. Meeting adjourned at 8:59 PM.

Respectfully Submitted,

Heather Turner, Secretary

By Jonathan Oie, Sentry Management