

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

Occoquan Elementary Library
12915 Occoquan Rd, Woodbridge, VA 22192

September 6th, 2018

Board Members Present: Amit Vora, Heather Turner, Salvatore Ales, Christine Hilliard, Harry Moon

Board Members Absent: None

Others Present: Jenni Moon, Terri Bright, Elise Memita, Morgan Roth, Kristoffer Smith, Suzanne Smith, Brian Tenney, Josh & Lindsey Reynolds, Kamal Malhis, Milinda Knight

- I) Call to order
 - a. The meeting was called to order at 6:32 PM by Amit Vora.

- II) Approval of Agenda
 - a. **Motion by Amit, seconded by Harry, to approve the agenda as written. Motion carried.**

- III) Approval of Minutes
 - a. Motion by Amit, seconded by Harry, to approve the minutes as amended. Motion carried.
 - i. Under item VIII (b) change 'Grounds and Maintenance' to 'Social'.

- IV) Board Officer's Reports
 - a. Management reviewed the financial summary included in the Board packet.

- V) Committee Reports
 - a. Covenants/ARC
 - i. The Board considered a modification request from a unit owner for:
 - 1. Installation of cameras facing front entrance, rear entrance, and driveway. – **Board Response - Approved, as long as the camera is viewing at least 2/3 the unit owner's property/ assigned area and not more than 1/3 general common elements.**
 - 2. Installation of a flood light to front and rear entrance. – **Approved, as long as light is only illuminating at least 2/3 the unit owner's property/assigned area and not more than 1/3 general common elements.**
 - 3. Install a flag display either atop the garage or front pillar. – **This item was deferred until the Architectural Committee had time to review State Statues regarding flag display.**

VI) Management Update

- a. Sent updated towing letter to all unit owners.
- b. Drafted Special Meeting Minutes.
- c. Drafted August Meeting Minutes.
- d. Discussed Warranty items with Attorney.
- e. Coordinated for Gutter inspection and repair.
- f. Coordinated for light pole repair.
- g. Compiled 2019 Draft Budget.
- h. Discussed parking with unit owners.
- i. Discussed pets on common area with unit owners.
- j. Registered and mailed parking passes for five unit owners.

VII) Old Business

- a. A1 Irrigation Repairs
 - i. The Board considered a proposal from A1 Irrigation for repairs to the entrance system and decided to defer repairs until Spring 2019.
 - ii. Management will solicit proposals for system winterization for Fall 2018.
- b. Towing Agreement
 - i. The Board updated the towing agreement to include towing based on parking pass criteria.

VIII) New Business

- a. No Parking Request
 - i. The Board considered a request to designate the area between 12763 and 12765 as a no parking zone. The Board instructed Management to review the fire lane requirements with the Fire Department and to solicit pricing for signage and curb paint.
- b. 2019 Draft Budget
 - i. The draft budget was included in the packet for the Board to review for the meeting in October.

IX) Open Forum

- a. Kamal – He stated police were called on his unit regarding a pet disturbance. He found the behavior to be offensive and a lie. He stated if there was any issue with him the individual should have talked to him directly.
- b. Lindsey – Stated the police are called on a regular basis and she would like to see a reduction in calls
- c. Kris – Stated the Board should engage in disagreements before escalating the situation.

- d. Brian – Stated just as the Board is an advocate for civility in meetings it should be for civility in the neighborhood as well. He stated law enforcement is not becoming of the Association.
- e. Suzanne – Would like the Board to consider sanctioning a neighborhood watch.
- f. Terri – Stated that on prior Board experience, when individuals has been approached by Board members the effects had been mixed. She also stated the Board had looked into an Association sponsored neighborhood watch and had deterred for liability reasons.

X) Executive Session

***Motion by Amit, seconded by Harry, to enter executive session at: 8:31 PM.
Motion by Amit, seconded by Harry, to exit executive session at 9:15 PM.***

XI) Reconvene Board Session

XII) Adjournment

Motion by Amit, seconded by Harry, to adjourn. Motion carried. Meeting adjourned at 9:15 PM.

Respectfully Submitted,

Heather Turner, Secretary
By Jonathan Oie, Sentry Management