

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

Occoquan Elementary Art Room
12915 Occoquan Rd, Woodbridge, VA 22192

November 13th, 2018

Board Members Present: Amit Vora, Salvatore Ales, Christine Hilliard, Harry Moon, Judy Wickey (elected at meeting)

Board Members Absent: None

Others Present: Lindsey Buckner, Brian Tenney, Ana Cornejo, Matt Roberts, Jenni Moon, Kamal Malhis, Steve Philio.

- I) Call to order
 - a. The meeting was called to order at 6:41 PM by Amit Vora.

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

- III) Approval of Minutes
 - a. Postponed until December meeting.

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

- V) Committee Reports
 - i. None
 - b. Landscape and Grounds
 - i. None
 - c. Social/Communications
 - i. None
 - d. Parking
 - i. None
 - e. Ad Hoc/Other
 - i. None

- VI) Management Update
 - Included in packet from 11 /1 meeting.

- VII) New Business

- i. Vote for Replacement Director
 1. Heather Turner resigned her position due to other time commitments.
 2. **Motion by Harry, seconded by Amit, to elect Judy Wicky to fulfill the remainder of Heather's term. Motion carried.**
- ii. Organizational Review and Election of Officers
 1. **Motion by Amit, seconded by Harry, to elect offices as follows:**
 - a. **President – Amit Vora**
 - b. **Vice President – Harry Moon**
 - c. **Secretary – Christine Hilliard**
 - d. **Treasurer – Judy Wickey**
 - e. **Director – Sal Ales**
- iii. 2019 Draft Budget
 1. **Motion by Amit, seconded by Harry, to approve the 2019 budget in the same amount as 2018. Motion carried.**
 - a. The Association will reduce the reserve contribution from 2018 to \$34,800 and place \$33,712 in a contingency fund to help defer any increased costs for 2019. If costs remain low, the intent of the Board at time of approval is to place the contingency funds into the reserve account.
- iv. 2019 Snow Removal Contract
 1. The Board reviewed contracts from Pro Grounds, Emory Snow, Silverbook Nursery, and J & M Landscape.
 2. **Motion by Harry, seconded by Christine, to approve the contract from Silverbook Landscape. Motion carried.**

VIII) Open Forum

- a. Lindsey Buckner – 12787 Lotte – She had provided names of companies she had contacted regarding power washing for the complex. She noticed current directors going around door to door and was curious what that was for. She asked if the Association was initiating a special assessment.
 - i. Amit Vora stated the owner visits were in an effort to collect signatures for a nomination petition and that the Association was not initiating a special assessment.
- b. Brian Tenney – 1597 Renate – He appreciates the efforts to replenish the reserves and appreciated hearing the budget discussion at the meeting about decreasing expenses, especially as one board member was proposing doubling the landscape category. Asked if the snow removal vendor had a standard for how early they would address the community.
 - i. Amit Vora answered the snow contract is at a 2-inch trigger depth before services would be dispatched. The Board has been working to bid service

- contracts to reduce costs. The association may not get a response from vendors if they bid the service out at 3”-4”.
- ii. Sal Ales confirmed the Board is doing due diligence in bidding contracts and trying to be transparent with costs.
 - iii. Harry Moon answered his initial suggestion to increase landscape costs was based on his visits with landscape vendors and working with the idea of consolidating services under one vendor.
- c. Matt Roberts – 12783 Lotte – He asked what check and balance is in place to ensure the snow vendor is not taking advantage of the Association. He doesn’t understand with bidding out contracts why the Board only chose to have 6 vendors bid when there are a number more than that in the immediate area. He feels issues with maintenance aren’t being addressed and needs to know how that the item of exterior maintenance is a priority.
- i. Sal Ales replied that there was more work the board completed on the back end of the bidding process and vendors had to meet certain requirements in order to bid to begin with.
 - ii. Amit Vora replied that the Association will give the Developer a timeline to fix or the Association will fix and bill them back.
 - iii. Harry Moon replied the Board will work to determine proper checks for snow contract.
- d. Ana Cornejo – 12715, 12729, 12735, 12749 Lotte Drive – Thanked the board for the efforts to control the budget. Asked if power washing was every year. Said if snow removal company uses too much salt they can damage the concrete. She stated she has one house that has not been completed, there’s a leak from the roof to the basement and Bill from Basheer said they would repair but as of yet they have not.
- i. Amit Vora stated the power washing has not been completed this year but the Association is working to get on a regular rotation. He asked Ana to send information on the leak to Management.

IX) Executive Session

Motion by Amit, seconded by Harry, to enter executive session at: 8:22 PM.

Motion by Amit, seconded by Harry, to exit executive session at 9:01 PM.

X) Reconvene Board Session

XI) Adjournment

Motion by Amit, seconded by Harry, to adjourn. Motion carried. Meeting adjourned at 9:01 PM.

Respectfully Submitted,

Christine Hilliard, Secretary
By Jonathan Oie, Sentry Management

Board Replies to Prior Forum