

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

Occoquan Elementary Library  
12915 Occoquan Rd, Woodbridge, VA 22192

December 4<sup>th</sup>, 2018

Board Members Present: Amit Vora, Salvatore Ales, Harry Moon, Judy Wickey, Christine Hilliard

Board Members Absent: None

Others Present: Jonathan Oie, Sentry Management; Terri Bright, Morgan Roth

- I) Call to order
  - a. The meeting was called to order at 6:36 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. **Motion by Amit, seconded by Harry, to approve the minutes from the October 2<sup>nd</sup>, 2018 meeting as submitted. Motion carried.**
  - b. **Motion by Harry, seconded by Amit, to approve the minutes from the November 1<sup>st</sup>, 2018 meeting as submitted. Motion carried.**
  - c. **Motion by Amit, seconded by Harry, to approve the minutes from the November 13<sup>th</sup>, 2018 meeting as amended. Motion carried.**
  
- IV) Board Officer's Reports
  - a. Review Financials
    - i. The Board reviewed the financial summary and report included in the packet.
  
- V) Committee Reports
  - a. **Motion by Amit, seconded by Harry, to appoint Sal Ales to all standing committees. Motion carried.**
  - b. Covenants/ARC
    - i. A unit owner submitted a change request for a replacement light with a camera incorporated into the unit. The Board deferred a decision until the covenants committee could define a replacement fixture policy.
    - ii. Unit owners inquired about retroactive approval still pending for exterior cameras. The Board agreed cameras are acceptable at present, but a final

decision will be made once the covenants committee has established a final policy.

c. Grounds and Maintenance

- i. **Motion by Amit, seconded by Harry, to appoint Terri to the Grounds and maintenance committee. Motion carried.**
- ii. **Terri Bright presented a rendering of potential landscape designs that would promote variety, reduce cost of annual plantings, and still maintain overall uniformity. The Board agreed this item needed further consideration and thanked Terri for her effort.**

d. Social/Communications

- i. **Motion by Sal, seconded by Harry, to appoint Amit to the Social/Communications committee. Motion carried.**

e. Parking

f. Ad Hoc/Other

- i. A member of the committee submitted a request for clarification on the purpose of the committee. The member also wanted to clarify how complaints should be received and regulations enforced.
  1. The board agreed the committee could review the Bylaws and Rules and compile a pet brochure for owners in the Association.
  2. The Board stated a written complaint should be received, and for more than an informal communication/reminder about the rules, proof of non-compliance would have to be submitted as well.

VI) Management Update

- Sent Meeting notice for 11/13 and 12/1 Meetings via email.
- Sent reminder email of Occoquan Dam Siren test.
- Sent seeding project delay notification 11/5
- Prepped for and attended special Board meeting on 11/13
- Sent Parking Reminder on 11/14
- Send Pet Rules Reminder on 11/14
- Submitted approved budget for processing and distribution.
- Requested Pet Waste Proposals from two additional companies.
- Requested curb painting proposals from three companies.
- Drafted Minutes from 11/1 and 11/13 Board meetings.
- Prepped for and attended Annual Meeting.
- Coordinated for distribution of Annual Meeting Notice to unit owners.
- Received and facilitated review schedule for three internal complaints.
- Monitored correspondences between Basheer and Edgemore and unit owners regarding developer repair items.
- Requested Professional Electric review and repair light poles.
- Delivered approved snow contract to Silverbook Nursery.
- Presented pricing for curb painting to Board.

- Presented pricing for pet waste stations to the Board.
- Presented water damage repair proposal to the Board.
- Presented information on sonic wildlife deterrents to the Board.

VII) Old Business

- a. No Parking Request
- b. Gutter Guard Request
  - i. No discussion.
- c. Light Pole Repairs
  - i. Management stated the second electrician had indicated the drivers may have been wired incorrectly. The board requested management follow-up with the first vendor for repair based on this info.
- d. Owner Request – Define time limit for guest parking
  - i. The board requested the parking committee develop a policy regarding guest parking.

VIII) New Business

- a. Curb Painting
  - i. The board requested an additional proposal for pricing comparisons.
- b. Pet Waste Station
  - i. No action.
- c. 12783 Repairs
  - i. Sent to Basheer for consideration and repair.

IX) Open Forum

- a. None

X) Executive Session

***Motion by Amit, seconded by Harry, to enter executive session at: 8:09 PM.***

***Motion by Amit, seconded by Harry, to exit executive session at 8:33 PM.***

XI) Reconvene Board Session

XII) Adjournment

***Motion by Amit, seconded by Harry, to adjourn. Motion carried. Meeting adjourned at 8:33 PM.***

Respectfully Submitted,

Christine Hilliard, Secretary

By Jonathan Oie, Sentry Management