

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

12800 Lotte Drive,
Woodbridge, VA 22192

March 23, 2018

Board Members Present: Ann Caughey

Board Members Absent: None

Others Present: Lindsey and Josh Reynolds

Roger Stull
Maria Fernandez
Sal Ales
Julio Reyes
Brian Tenney
Suzanne Smith
Peter Vandeventer
Lauren Talia
Amit Vora
Carl Warren

I) Call to order

- a. The meeting was called to order at 7:16 PM by Ann Caughey.

II) Appointment of Directors (4 open positions)

- a. *Proposed Motion: To approve [four individuals listed below] to fill the vacant seats on the Board of Directors.*
 - i. Amit Vora to fulfill the remainder of Alexis Knott's term (through 2018)
 - ii. Brian Tenney to fulfill the remainder of Terri Bright's term (through 2019)
 - iii. Suzanne Smith to fulfill the remainder of Morgan Roth's term (through 2020).
 - iv. Roger Stull to fulfill the remainder of Melissa Carrol's term (through 2020).

III) Board positions were chosen

- a. President-Ann Caughey
- b. Vice President-Roger Stull
- c. Secretary-Brian Tenney
- d. Treasurer-Amit Vora
- e. Director-Suzanne Smith

IV) Committees were reintroduced and volunteers to chair:

- a. Parking Committee: Peter Vandeventer with Ann Caughey

- b. Contracts and Covenants: Sal Ales with Amit Vora/Roger Stull
- c. Grounds/Maintenance: Carl Warren and Josh Reynolds with Brian Tenney
- d. Social: Lindsey Reynolds, Lisa Stull with Suzanne Smith
- e. Communications: Lisa Stull with Suzanne Smith

More volunteers will be requested via community email and next board meeting. Add to April agenda

V) Adjournment

Motion by Ann Caughey, seconded by Lauren Talia and Suzanne Smith, to adjourn. Motion carried. Meeting adjourned at 7:33PM.

Respectfully Submitted,
Ann Caughey, President

NOTES:

Ann Caughey, Morgan Roth, Melissa Carroll elected at meeting on July 25th, 2017 for 3 year term.

Alexis Knott elected 11/12/15 for a 3 year term.

Terri Bright elected 11/30/16 for a 3 year term.