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Powhatan Community Services Assn (PCSA)

P.O. Box 5004

Williamsburg, VA 23188-5004

PCSA Board of Directors Meeting Minutes

Tuesday, January 19, 2010 -- 6:00PM at Clubhouse

IN ATTENDANCE: Louise Pearson, Susanne Esch, Aaron Small, Doug MacKenzie, Barbara Moody, Leanne Conrad, Rick Monahan, CJ Jones, Charles Grimes, Dan Dillon and John Chapman. The meeting was called to order at 6:05PM.

ACCEPTANCE OF MINUTES: A motion to accept minutes of the November 17, 2009 PCSA BOD Meeting was made and approved.

TREASURER'S REPORT: CJ Jones

CJ provided a summary of our financial status as of 12/31/09 stating that we have a very sound financial base for 2010. Some highlighted items are as follows:

- We will pull funds from the Operating Reserves for the dam repairs.
- We had a total of 37 closings in 2009.
- We will not be retiring the Clubhouse loan until the dam repair costs are finalized and certain.
- The community Trash Collection Program ended the year with a budget deficit due to uncollected accounts.
- We are beginning to prepare for the 2009 financial audit.
- The 2010 Budget was presented to the board.

A motion to accept the 2010 Budget was made and approved.

MANAGER'S REPORT/BLDGS & GROUNDS: CJ Jones

BMP #3 AND DAM REPAIRS: ~~These items are still in the process of detailing the repairs needed to gain certification.~~ Landmark Engineering-Design Group is getting bids on their design #2 for the spillway repairs and the design has been approved by JCC. ESC-ECS Mid-Atlantic performed core testing/sampling on the Block Stack Dam and did not detect any "significant" voids in the dam. Erosion is suspected in the fill area around the ~~outtake-~~ outfall pipe of the dam and the 2 bulging areas are in need of repair.

Repairs could involve re-building these bulging areas and will have to be contracted out. ~~ESC-ECS~~ will detail report on their analysis with recommendations on the required repairs and submit the information to CJ Jones by the EOM. It was noted that Landmark Engineers-Design Group were the original architects-designers of the block stack dam. There was also a brief discussion on annual maintenance of the 3 dams.

OLD CART DRAINAGE ISSUE: According to JCC, this is NOT a ~~Service-Authority~~County or VDOT issue but a PCSA issue. In order to correct this situation, we will need to extend the existing concrete culvert beyond its existing length ~~-by about 20'~~. The first bid to correct the flooding issue ~~has been received, -was for \$9400-~~. Aaron Small will review this bid and possibly ~~ey~~ request additional bids.

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2009 FINANCIAL AUDIT: Dougherty & Haag have been retained to perform our financial audit. CJ recommended that the BOD insert a "do not exceed" amount into their proposal. We have budgeted \$4500 in 2010 for this required audit. A motion to accept Dougherty & Haag's proposal as amended by the BOD with Berkeley Property Management accepting on behalf of the BOD was made and approved.

PO BOX 5004: It was noted that Berkeley does not need this POB any further as all PCSA mail is to be forwarded to their new office; but as the pool and swim team use this POB as their official address, we will continue to keep it for the pool and swim team only.

OLD BUSINESS: Louise Pearson

ANNUAL MEETING: The meeting is scheduled for February 16, 2010 @ 7:30pm in the Clubhouse. The proposed agenda for this meeting was presented and approved. We will need to rent an add'l 12+ chairs to accommodate those attending.

The recipients of this year's Directors Awards were chosen and will be acknowledged at the annual meeting. The recipient of the Youth Award was chosen and will also be acknowledged at the annual meeting. A motion to approve an annual Youth Award was made and approved. A motion to approve the recipients of the aforementioned awards was made and

approved.

CELL TOWER: Aaron Small provided the update on the cell tower stating that the ~~Board of Supervisors~~Planning Commission recommended denial of the application to the Board of Supervisors by a vote of 6 -- 0. Prior to the Board of Supervisors hearing, -and- the Board suggested that they look at other sites for the tower. The public hearing on the tower has been deferred to a later Board meeting.-

PLAYGROUND MULCH: CJ Jones will be obtaining several estimates for replenishing the playground mulch to be discussed at the next BOD meeting in March 2010.

COMMITTEE REPORTS:

POOL COMMITTEE: Susanne Esch

There was discussion initiated by Aaron Small on the insurance coverage for the pool as related to swim team home and away meets. John Chapman and CJ confirmed that our insurance rider covers all swimmers at both home and away meets.

SOCIAL COMMITTEE: Leanne Conrad

Leanne provided the BOD with a *proposed* calendar of events for 2010.

- 2/27/10 Kids Movie Night @ 630pm
- 3/27/10 Easter Egg Hunt @ 1100am
- 06/TBD/10 Teen Pool Party
- Summer Ice Cream Socials on the 2nd Sunday of the month over the summer months (06/13, 07/11, 08/08) NEW THIS YEAR!
- 08/26/10 Back to School Party for Elementary School kids
- 08/27/10 Back to School Party for Middle School kids
- 09/12/10 Annual Picnic sponsored by BOD (voted on at this meeting)
- 10/24/10 Halloween Party @ 300pm
- 12/18/10 Holiday Gathering

A motion to accept 09/12/10 as the date for the annual picnic was made and approved.



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ALPB: Doug MacKenzie

The committee is currently reviewing 2 fences and 1 screened in porch.

NEWSLETTER: No discussion

CLUBHOUSE COMMITTEE: Barbara Moody

The annual carpet and rug cleaning will be done on 01/20/10. And it was noted that the committee will need one add'l volunteer from the community to assist the committee in checking on the clubhouse before and after scheduled events to ensure compliance with rules and regulations.

DECLARATION OF CC&R'S: Aaron Small

They are due to expire in 2016. Aaron Small is currently reviewing the existing CC&R's. He has obtained a proposal from a local attorney who provided ~~but~~ a preliminary review of our existing CC&Rs. by Mr. V. Geddy indicated some minor changes will be needed to ensure compliance with federal and state laws. ~~The proposed legal review and amendment to our CC&R's by Mr. Geddy was approximately \$8000.~~

ELECTION COMMITTEE: Susanne Esch

Susanne presented the BOD with 3 nominees for the upcoming elections at the annual meeting... Peter Scarola, Jose Robles, and Matthew Inman. Kris MacKenzie will be providing CJ with biographies and ballots to be included in the community-wide mailing due out the week of 01/25/10.

NEW BUSINESS:

2010 CALENDAR: The organizational meeting for the newly elected board will take place on 03/02/10 in the Clubhouse @ 6:00pm. And it was noted that 03/16/10 -will be the first regular BOD meeting for the new slate of officers.

STORING OF ELECTRONIC EQUIPMENT: There was discussion on the need to have a secure storage site for the equipment frequently used in the clubhouse.

NEW VACUUM: The community ~~had to~~ will purchase a new ~~\$40~~ vacuum for the Multi-Use building.

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LECTERN: The community has ordered a lectern for use in the clubhouse and it is being shipped to us,

ACCUMULATION OF LEAVES AND DEBRIS IN CULVERTS: This needs to be addressed throughout the community to ensure proper flow of rainwater through the storm sewer systems.

BMP IN WESTOVER SECTION: This BMP is due for clearing soon.

REMINDERS:

Residents walking pets should utilize the poop bags and clean up after their pets particularly in the playground mulch as small children have been stepping in poop there.

Please be reminded NOT to allow your children to play on the ponds when they appear to be frozen as this is a hazard.

Please be respectful of your neighbors by controlling your barking dogs.

FUTURE DATES:

February 16, 2010 - Annual Meeting at the Clubhouse

March 2, 2010 - Organizational meeting of newly elected board members 6pm at the Clubhouse.

March 16, 2010 - Next regular BOD meeting

A motion to adjourn the meeting at 8:09pm was approved.

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