

**Powhatan Community Services Assn (PCSA)**  
P.O. Box 5004  
Williamsburg, VA 23188-5004  
**PCSA Board of Directors Meeting Minutes**  
Tuesday, November 16, 2010 - 6:30pm at Clubhouse

In attendance: Aaron Small, Jose Robles, Matt Inman, Dan Dillon, Rick Monahan, CJ Jones, Barbara Moody, Susanne Esch, Louise Pearson. The meeting was called to order at 6:35pm.

**Acceptance of Minutes:** A motion to accept the minutes of the September 2010 meeting was made and approved.

**Committee Reports:**

ALPB: C.J. Jones for Doug MacKenzie. Hearing is scheduled for their first meeting in December on a covenant violation on West Providence on recurring issue on vehicles continually parking on the grass (model car shop).

Steve McGinnis has sent an e-mail on about a dozen mailbox lights not working (represents about 25%-30% of houses in Colonies). Will have to a drive through at night and try to get the addresses throughout Powhatan Secondary and then send letters. C.J. will send in an article to the *Powhatan Signal* reminding owners that they must have those lights in working condition and on in the evening.

SOCIAL COMMITTEE: Barbara Moody. Jodi did a very good job on our Halloween party and we had approximately 150 children in attendance. We are now gearing up to prepare for the Christmas party, contemplating possible children for a few hours and then turn it over to adults. Party is scheduled for December 18. Plans are underway and should be completed prior to Thanksgiving.

NEWSLETTER: Aaron Small. December is a real crunch. Mary requested information for newsletter by Thanksgiving weekend. Aaron says deadline is choice of Board. Need for flexibility in order to get bios for election included.

CLUBHOUSE COMMITTEE: Louise Pearson. Had our bi-annual meeting. Have seven reviewers and try to keep up with everything. Very few incidents which has been a big help. Jim Moody has proved to be a great asset to the clubhouse. Lisa Jeffers is our cleaner and will come even at night or weekend when needed. We had Capitol clean carpets and upholstery and it wasn't a month before spots reappeared on carpet. This year we would like to consider having Lisa clean the carpets. She has already come in and worked on the spots—when Lisa does it, if a spot reappears she will come back and do it again. We would like to have her do the carpet and upholstery cleaning once a quarter for this year and see if this works for the clubhouse. She would do this at the same hourly rate—an extra day to do the carpets and upholstery.

Special needs. Have had several people mention that there should be railings at the stairs off the back patio. CJ has someone coming in to give a quote on other iron work and will get a quote for this as well.

Carriers have been ordered and the threshold has been replaced making it easier to move the carriers from the closet to the main room.

Louise, Barbara and CJ will work on organization of the files. File cabinet with lots of old papers, Phil left a tub of files with Louise and several boxes in the attic area. We will make a list to identify where records/files are for convenience of board. Will also reorganize storage closet to make use of more of that space as well.

Louise and Barbara are going to organize and clean out kitchen and label shelves.

On November 12 while decorating for Christmas, one of our members went up in the attic to pull down the wreaths, lost her balance and came through the ceiling of the storage closet. Jim Moody has placed more sheets of plywood up in the attic and repaired the ceiling.

Monuments to be decorated on December 4. Joanne has purchased new LED lights and the garlands will be restrung. Should take approximately 1-1/2 hours. Williamsburg Christmas parade starts at 9am and many will not be available per Aaron.

POOL & SWIM TEAM: Susanne Esch for Cindy Satira. Susanne has given Matt Inman the original budget as well as the revised budget to show that contribution is to be moved. We will need a new baby pool pump next year. Nothing has been done with the insurance claim as far as accounts receivable. On hold as young man has changed his plea to guilty and will go to court December 7 for sentencing. Huge positive variance over budget (approximately \$6000 under budget). Insurance Claim could be as high \$20,000. Pool work to be done in April, including baby pool pump which will be paid from reserves. Cindy will stay on as manager.

DECLARATIONS AND COVENANTS: Aaron Small. Nothing much to report at this time.

**Manager's Report/Bldg & Grounds:** CJ Jones

Stack Block Dam update. Plans for the repairs to the stacked block dam along with manufacturer's recommendations and have been sent to 5 contractors and meetings have been held with two of the companies to date—George Nice and Sons and Shouse Coombs Company. A third company advised that they are declining to bid. Ray Nice from Nice and Sons noted his concerns about the bulging of the dam especially on the downstream side of the dam. He recommended that the block dam be removed so the interior membrane construction could be inspected. Mr. Small will contact Ray Nice to discuss this matter further. Based on the available data, Mr. Jones noted that costs could be in the neighborhood of \$30,000.

Mr. Jones also received a letter from The Commonwealth regarding dam structures and changes to certifications of such structures. He recommended that this letter be retained for reference when the next certification comes due. Mr. Inman and Mr. Jones have also discussed placing funds in escrow annually to cover the dam recertification cost which is due every six years.

Vegetation clearing of the BMP's. Vegetation has been cleared from the 2 wooden palisade dams along the trail that is close to Monticello Avenue. Mr. Jones noticed That the outflow at the smaller palisade dam needs to be corrected. It is not flowing as originally designed. He did not notice any problems with the outflow structure. Mr. Jones also reported that no problems were noted with the larger palisade dam or its outflow pipe. In addition, all of the woody vegetation has been cleared from BMP#3.

Drainage issues on Old Cart. VDOT is scheduled to complete some drainage repairs at the intersection of Barley Mill and Old Cart. No timeframe is available since the County has delayed this project due to budget cuts.

Trail repairs and marking and blazing. Someone has placed bridges along the Monticello Trail system in three or four locations where the trail is boggy. Mr. Jones will schedule a trail system tour with the new Valley crest manager in the spring before the first trail maintenance for 2011 is scheduled.

Audit for 2009: The 2009 Audit is finished and will be ready for the Treasurer's signature. Mr. Jones will deliver the signed audit to the auditor and pick up the final audit along with the records for 2009.

Reserve Study. Mr. Jones reported that Doug Green with Design Management will be in Williamsburg to review adding elements to the common area inventory. Some improvements were not included in the first study completed in 2005 since they had not been turned over to the Association at that time. Some elements such as the picnic area and the boat dock are already at the end of their useful life so they will be scheduled for replacement in 2011. This will enable the Association to replace these fixtures from the capital reserve fund and not the operating contingency fund.

**Treasurer's Report:** Matt Inman

As of October 31, 2010:

Operating Checking Account Balance	\$ 78,790.64
Operating Reserves	\$ 24,344.81
Capital Reserve Assets	\$156,602.50

Home Sale Closings September-October: 5

Overdue accounts have been greatly reduced and the total due is now at \$11,997.11.

Please note that Steeplechase is current—sent a check for \$11,000. Monticello Apartments is also current.

We have funded almost all the reserves. The only major expense we have not done yet is the principal prepayment of \$7000.00 and we will make a \$1500 reserve contribution specifically for the dam recertification. We will do this every year so money will be ready when needed in six years. If downstream study is going to be more expensive than that we can increase that amount.

We have nothing budgeted for trail maintenance. That is going to be a new line item for 2011 separate from Grounds Maintenance.

Clubhouse rental is still slightly over budget.

Insurance claim expenses is for the pool vandalism. Likely an increase over the previous year.

CJ is working closely on Collections.

### **Old Business:**

Hospice House cell tower deferred to December 14 because NTelos going before the Commonwealth Transportation Board to gain permission for access off Route 199. That hearing is December 8. Assuming they get approval on December 8, they will likely pull their case from the James City County Board of Supervisors because they will be reapplying for an additional case for their new site. Should they lose they will probably bring that public hearing forward.

Annual picnic: Inflatables, food was fantastic, sign-up for social events. Need to have a rain date reserved prior rather than waiting. Continue to use Sunday date—12:30-3:30pm.

Pond and Wildlife Committee—kept on agenda to keep it at the forefront of everybody's mind when discussing budget later. Trail improvements as well as maintenance. We could use new bridges, etc.

Aaron is still looking into proffers. John has not had time to speak to Lawrence but said he would. Aaron suggests that a letter be sent to Lawrence from the association asking that he address the following as there are some legal issues; technically if the proffers have not been fulfilled, the county can enforce them and they will enforce them to the current landowner which is now PCSA. Only other way to handle this is through a proffer amendment which has to go through public hearing.

Website RFP: Matt has been in touch with his contact at Mach I which is a web development company. The bid is \$1490 for development of redesign of existing website for the approximate 30 pages of the website. One year annual webmaster service and

web hosting with 99.9% uptime guaranteed includes 25 hour per year of website updates, maintenance and support. Our current price is \$880 per year which pay to Anne Carr for maintenance. Anne is also interested but have not gotten a written quote from her as yet. Pool website is down but could be put under same umbrella as a link.

Would be nice to have any bids by December 1 in order to have new site up and running by first of the year.

Town Hall Meetings will be scheduled for every other month, on third Tuesday of the even months from 7-8pm. We had 1% of our homeowners represented at first meeting. In December we will have the police department coming to discuss neighborhood watch among other items. In February would like to get the Master Gardners to prepare everyone for new grass and plantings.

### **New Business:**

Preparations for 2011 budget. The Board discussed all budget expenses, reviewed what was done in 2010 for guidance. Budget was approved for preparation and will be sent out to all owners prior to annual meeting. Board also voted to keep the annual dues at \$180 per household for 2011.

Election Committee: Kris McKenzie has agreed to chair the committee again this year. Barbara Moody, Suzanne Eshe and Louise Pearson will be part of the committee. Dan Dillon will also be on the committee as a representative of the Board. Dan Dillon will not run again, Peter Scarola is considering running and John Chapman will also hopefully run again.

Set date for annual meeting.

### **Questions and Other Remarks:**

Next Meeting January 18 BOD Meeting at Clubhouse at 6:30pm

The Annual Meeting will be held at the clubhouse at 6:00pm on Tuesday, February 15, 2011.

A motion to adjourn the meeting was approved at 8:20pm