

**Powhatan Community Services Assn (PCSA)**

P.O. Box 5004

Williamsburg, VA 23188-5004

**PCSA Board of Directors Meeting Minutes**

Tuesday, May 18, 2010 - 6:00pm at Clubhouse

**In Attendance:** Aaron Small, Rick Monahan, Matt Inman, Jose Robles, Peter Scarola, Chadd Mallory, Barbara Moody, Cindy Satira, Suszanne Esch. The meeting was called to order at 6:32PM.

**Acceptance of Minutes:** A motion to accept the minutes of March 16, 2010 meeting was made and approved.

**Treasurer's Report:** Matt Inman

As of April 30, 2010:

Operating Checking Account Balance	\$129,169.85
Operating Reserves	\$ 24,288.76
Capital Reserve Fund Balance	\$173,422.22

Home Sale Closings as of April 30: 5 plus 2 during last period. No new requests as of April 30.

We have spent approximately \$40,000.00 over the last 2 months. Half of that was operating expenses and half was toward dam repair. Everything else is in place, the reserves have not changed, the CD's are in place. CD's are all 13 months. Matt will review with CJ to determine exact expiration date. Aaron stated that John had put them in place last summer so date should be close. Will probably need to put at least one of them into checking or in reserve

Expenses are pretty much on budget. Clubhouse cleaning pretty much double but is still on budget. The dam repair was the major expense.

We took in approximately \$8,000.00 in the last 2 months. As for receivables, that list is about 20 people shorter. Steeplechase is still playing catch up--they are 3 months in arrears--approximately \$5,500. Typically the apartment complexes are two months behind as their management companies are out of state. There are several in collections. The \$180 fees are the annual dues, \$35+ is usually trash collection and \$25 is late fee. Letters are sent as part of due process with the last demand letter not answered being forwarded to collections attorney.

A request was made to review the pool budget and be assured that all is in good standing. Rick Monahan also requested decision on request to extend use of pool for visiting grandchildren—has been tabled by pool committee and consensus is that this needs to be addressed. Dan will express our concerns and come back to Board with decision.

A motion to accept the Treasurer's report was made and approved.

**Manager's Report/Bldg & Grounds:** Chadd Molloy for C.J. Jones

John Chapman and CJ will finish the trail inspection at the end of May when both are back in town. CJ agrees about marking the trails and would suggest that the Board consider posting trail hours much as we do for the clubhouse. If we have posted hours the police can help enforce these times. Rick Monahan made a motion not to post signs at this time. Jose Robles seconded. Motion passed.

CJ sent a bid from Reed's Enterprises for \$1,690,00 to add a rail fence at both ends of the new spillway at BMP #3. This fence will keep people directed on the walking path and away from the spillway edges. If approved, Reed can do this next week while he is finishing up the timber walkway (cost of \$2,575.00) across the dam. The attached bid from him includes two items; the first one has already been approved. This total is still below the \$5,000.00 which had been approved in March. Motion made by Rick Monahan to accept this proposal. Dan Dillon seconded. Motion passed.

Aaron requested that one post off Monticello be replaced at the same time.

CJ met with JCC/Joe Buchite this week to review a concam of theirs about a common area drainage in Powhatan Woods which CJ forwarded with the Board packet. Their primary concern is that some homeowners are extending improvements into adjacent conservation areas that PCSA owns and are not supposed to alter. Joe is suggesting that PCSA send a letter to the adjacent owners about this matter and that PCSA plant some under story trees (about 6) at specific locations along the back property lines of the adjacent lots to better define the limits of the PCSA drainage areas. CJ will work with John Chapman to get a bid for the trees. Rick Monahan made a motion to send a letter to those owners who have infringed on the conservation areas advising that they must comply with county environmental rulings. Dan Dillon seconded. Motion passed.

CJ sent a bid from Randy Coleman for clearing brush at the stacked block dam. He plans to chip the debris on site and use it to layer the walking trail along this area behind Jack Reitz' house. This will help define the trail and hopefully discourage people from mowing down to the water's edge. It will also save the cost of hauling away Items 1 and 4 as discussed in an earlier email. Motion to accept the bid was made by Rick Monahan and seconded by Dan Dillon. Motion passed.

CJ received an email from Tyler Brooks yesterday that our worker's comp insurance audit has been completed and PCSA will be getting a check for \$830.00 as a refund for unearned premium. He asked Tyler to place the worker's comp as soon as possible since the pool will be hiring lifeguards by the end of the month.

Stacked block dam update: Aaron met at the dam with the engineer as well as the manufacturer of the block and they brought their technical engineers with them. Consensus is that they have shifted some due to the excessive water loading, some voids are evident behind the block but they are not to the point where they would be failing and the blocks have not failed and it is not even eminent that they would fail. It has been suggested that we grout up the voids where the voids can be seen even if they have to drill in to check some of the locations from the base and inject grout. Second it that there is a bateau in the dam where the pipe outflow is and we do have some washout of the backfill and we should have Randy Coleman, while he is doing the clearing of the trees, bring in some grading equipment and fill in the bare spots around the outfall. Therefore, we need a proposal from Randy for this additional work.

Drainage on Old Cart Road and Old Barley Mill. Looked at the stream and the outfall at Chapman's house. The stream is forming incisions around the poles of John's deck. There has been a suggestion to extend the outfall pipe beyond the deck and put in another drop inlet to accept some of the additional drainage but Aaron thinks he has some other ideas which are less expensive and would actually help keep that stream from incising and restore the area to its original condition.

Eroded bank repairs in HOA common areas of Waterford where Dam #2 crosses. Nothing has ever been done and now is the time to plant Bermuda Grass. Another area near Cluster Way that has always been barren, needs some topsoil and grass and another on the corner of Monticello.

### **Committee Reports:**

SOCIAL COMMITTEE: Leanne Conrad was unavailable but Aaron reported for her.

Easter Egg Hunt held at the end of March had approximately 100 children participating. Kim Squires will again coordinate this event next year.

Teen Pool Party is scheduled for June 18 and Theresa Evans will again coordinate this year. Leanne is also planning 3 ice cream socials again this summer on the second Sunday of the month at the picnic pavilion. Volleyball will be also available. She will also have 2 elementary school back to school parties.

Leanne has not as yet found anyone to replace her as Social Committee Chairman but will post this information in our newsletter as well as in e-mail blasts. She will continue through the Halloween Party.

ALPB: Aaron stated that Pat Malarkey is still listed as a member of the ALPB and suggested that a new member be appointed. Peter Scarola volunteered and Aaron recommended that he speak with Doug MacKenzie regarding this possibility.

NEWSLETTER: Mary Griffith could not attend but wanted to remind everyone that articles will be due by June 4<sup>th</sup>.

POOL AND SWIM TEAM COMMITTEE: Cindy Satira reported that all is well, Pool has been drained and repaired. Alec made note that pool is in worse shape than originally thought and that the max we should get is 2-3 years before white coat needs to be redone—he did some repair around drains and lights. Pool is getting extremely porous; when major repair is done cost will be approximately \$25,000 which is in the pool reserve fund. Pool was about half way filled, when completely filled should take about 30,000 gallons.

CLUBHOUSE COMMITTEE: Barbara Moody. Everyone has received the e-mail comments on the new policy. By Virginia law we must show cause and hold a due process meeting before fines and possible restrictions to an offending participant. The Board can set sentencing guidelines. Committee wants to be covered for future problems. This gives Berkeley the ability to send out the first letter saying the offending party has been warned and a second letter can then be sent to request a hearing if the party causes another offense. Matt asked for clarification of the “calendar” year. Board has approved the new policy.

DECLARATION OF COVENANTS AND RESTRICTIONS COMMITTEE: Aaron reminded the Board that the present Covenants and Restrictions expire in 2016. Two-thirds of all property owners will have to sign a proxy in approval of any changes or approval of the Covenants and Restrictions as presently written.

**Old Business:**

Hospice House Cell Tower will be presented to the Board of Supervisors on June 8. Apparently there is another site which will be presented—right off Rt. 199.

Reminder that picnic is scheduled for September 12 and that assignments of Board members/Committee members are in place.

- Inflatables - Rick Monahan
- Clubhouse Cleanup - Clubhouse Committee
- Catering - John Chapman
- Music: Pete Scarola
- Name Tags/Sign Up - Louise Pearson and Barbara Moody
- Set Up - All Hands

Recommendations of Ponds and Wildlife Task Team—Report done well over a year ago which mentioned repairs on the trails and pier replacement which would be a “T Head” and also a boat launch area. Please review report (if you do not have this, e-mail Aaron and he will get report to you). This item will stay on “Old Business” for review in July. Many of these items are not budgeted and we need to start making decisions concerning this.

**New Business:**

Tony Ward has submitted his resignation as a Director on the Board. Motion to accept his resignation was made. Motion passed.

Susanne Esch submitted her resignation as Secretary. Motion to accept her resignation was made. Motion passed.

Motion was made to appoint Peter Scarola as Director on the Board. Motion accepted and passed.

Motion was made to appoint Barbara Moody as secretary . Motion accepted and passed.

**Questions and Other Remarks:**

Next Meeting July 16 BOD Meeting at Clubhouse at 6:30pm

A motion to adjourn the meeting was approved at 8:15pm