

Powhatan Community Services Assn (PCSA)
P.O. Box 5004
Williamsburg, VA 23188-5004
PCSA Board of Directors Meeting Minutes
May 20, 2014 – 6:30 pm at PCSA Clubhouse

1. **Call to Order and Welcome.** Jim West, President of the PCSA Board of Directors (BOD), called the BOD meeting to order.
2. **Executive Session.** The BOD met in an Executive Session prior to the Open Board to hold hearing 2014-001. Mr. West called for a motion to accept the recommendations for hearing 2013-001 and also to accept recommendations for hearing 2014-001. Jim West initiated the motion to accept the recommendations with Kris MacKenzie seconding it. The BOD approved the motion to accept the recommendations.
3. **Approval of Meeting Minutes.** After confirming that no amendments to the Meeting Minutes from the March 18, 2014 BOD meeting, Phil Plante initiated a motion to approve the minute. Kate Nichols seconded the motion. The BOD approved the Meeting Minutes.
4. BOD for the timely approval of a transfer of \$100,000 into a new CD account at Monarch Bank. The new account will earn an interest rate of 2% for nine months. The board also approved the opening of a money market account. \$99,000 will be transferred into this account, also with Monarch Bank, and will earn a 1% interest rate for the remainder of 2014. The funds were transferred into the new accounts prior to the May 20, 2014 meeting. Signatures of BOD members were requested on a Unanimous Consent of Board of Directors document, the signatures represented consent for the transfer.
5. **Committee Reports**
 - a. **ALPB** (CJ Jones)

³⁵₁₇ Since the March board meeting the ALPB has met three times, during the meetings 5 requests for improvements were considered. These requests included tree removal, deck improvements, and fence requests. The ALPB continues to meet on the first and third Wednesdays, unless there is no new business to be considered.

³⁵₁₇ The ALPB is researching the availability of existing mailbox fixtures. The Colonies fixture, identified as “A” in the provided handout and the Powhatan (with the exception of the Berkley section) fixture, identified as “C”, are both still available through Lowes. The fixture currently used in the Berkley section, identified as “B”, is no longer available. The ALPB is looking into possible alternatives. One possibility is to determine an alternate source for the lights, a second is to provide a description and allow residents to purchase their own fixtures. The ALPB needs to make finding an alternative a priority.
 - b. **Social** (Louise Pearson)

³⁵₁₇ The PCSA Annual Easter Egg Hunt was a huge success. Girl Scout Troop 1293 has asked if the BOD will allow them to host the event again next year.

³⁵₁₇ Leanne Conrad and Dianne are interested in holding a middle school pool party. The proposed date is June 12, participants will be limited to individuals in grades 6-8.

The requested budget is \$500. It was determined that there was available money in the budget to put toward the event. Parents of the participants will attend as chaperones. The social board will look into possible future opportunities to hold events for high school aged students.

³⁵₁₇ Mr. West, there needs to be better communication between the various committees and the BOD. The BOD needs to be informed what the various committees are planning and executing. The BOD voiced their feeling that the proposed pool party was a good event.

c. **Swim Team** (Chris Walls). Chris was not able to attend the meeting. Phil was asked to contact Chris and obtain information to be shared with the BOD at the July meeting.

d. **Clubhouse** (Terri Collins)

³⁵₁₇ There has been an increase in the number of requests to use the clubhouse and this trend will continue throughout the summer.

³⁵₁₇ All of the clubhouse chairs have been cleaned and were found to be in good condition.

³⁵₁₇ The arm chairs will be reupholstered in the fall.

³⁵₁₇ A request for four new tables was made by the committee. Kris indicated that she would be able to donate four tables in several months time.

³⁵₁₇ CJ was asked to contact several general contractors to discuss the clubhouse kitchen renovation and to obtain quotes for the project. The work will include renovations to the flooring and counter tops. The committee will also look into an appliance package, which will be purchased following the renovation. The committee should draft a list of their requirements, to include materials to be used, which will be shared with CJ and any potential contractors. Funds for the clubhouse renovation are available in the reserve fund, to include \$2,900 for appliances. The start date of the clubhouse as listed in the reserve study is 1998. All of the kitchen components were assigned a start date of 1998. The intent is to renovate the kitchen in the upcoming off season.

e. **Communications** (Dave)

³⁵₁₇ A draft New Welcome Packet was provided for BOD feedback. Significant updates were made to the new resident fact sheet. Changes include the removal of personal questions and the additional of volunteer interest. Recycling program information will need to be updated. It was determined that an informational sheet on joining the pool should be included in the packet.

³⁵₁₇ The electronic mailing list is proving to be very useful for the dissemination of announcements. The committee would like to work to get more residents included on the list.

³⁵₁₇ The committee is working on the July newsletter.

³⁵₁₇ Website updates have been ongoing, to include the inclusion of the new board members, updated pool information, and changes to the community recycling program.

³⁵₁₇ Dave asked to be added to the existing BOD distribution list so that he will receive documents that need to be posted to the website, to include BOD meeting agendas.

³⁵₁₇ For the upcoming governing document review, the website will need to create a private section that only residents can view. Other items that should be placed in this area are meeting minutes and hire a teen listings. Developing a master list of email addresses for all community residents will make the review process easier and should be a priority. There will be a process for residents to submit comments on the updated documents to an identified email.

f. **Grounds** (Alan Burkhardt)

³⁵₁₇ The committee is losing one of its members, Susan Bennett, is moving out of Powhatan Secondary. A request was made for the BOD to approve adding John Wells to the grounds committee. The motion was made by Phil Plante and was seconded by Carson Saunders. The motion was approved.

³⁵₁₇ Bridge design. During the previous committee meeting a question was raised as to whether the proposed bridge design would accommodate desired weight levels. It was determined by Aaron Smalls that the proposed design would carry the load of a Gator. The only remaining issue is the size of the abutments set in the ground. The grounds committee needs to resolve this issue, they need to determine how to keep the abutments above ground level. These bridges would be used in boggy areas and would be installed by the Boy Scouts. The project has been budget for in the year's financial plan.

³⁵₁₇ Mr. Burkhardt briefed the BOD on the activities of the grounds committee and the status of active projects (report attached).

³⁵₁₇ Updates to the basketball courts backboards will be completed at no cost to the community.

³⁵₁₇ The committee plans to cut up several large limbs, the wood will be gathered up for use at the December party.

³⁵₁₇ Power washing of the multi-use building and the shed was scheduled for May 21st.

³⁵₁₇ The roof on the clubhouse and the multi-use building will not make it to the duration of the reserve study. Work may need to be done during the next year.

³⁵₁₇ There are trees over growing several street lights on Cluster Way. The committee was going to try and remove the branches, if they were unsuccessful CJ would arrange for their removal.

g. **Manager's Report** (CJ Jones)

³⁵₁₇ There was an automobile accident several weeks ago that damaged community property. A reimbursement request for \$390 will be issued to the driver's insurance.

³⁵₁₇ The Cluster Way resurfacing has been completed. CJ is coordinating with Dominion to have a quality control representative evaluate the area. The coating used was put on at the request of Dominion, not the community.

³⁵₁₇ There have been ongoing discussions with VDOT over who is responsible for the maintenance of the drainage swells along Powhatan Parkway. Based on existing regulations, CJ opened another work order, which was completed by VDOT. To date VDOT has not stated in writing that they intend to take care of any drainage issues, however, their actions appear to indicate that they intend to handle these issues. Jim indicated that regardless of VDOT's position, we cannot delay action on the sidewalks and that we should move forward on necessary repairs. Prior to the next BOD meeting, CJ will obtain several quotes for sidewalk repairs.

³⁵₁₇ There are currently three drainage issues that need to be dealt with. The drainage issue at the corner of Powhatan Secondary and George Wythe appears to be a result of pool backwash. The fix is to move the drainage channel closer to the street and further away from existing residential properties. Concerns were expressed over the legality of allowing the pool water to run off and the environmental issues. Mr. Jones will inquire with the county about the legality of running the water off into storm drains. The cost of the repair will be approximately \$1,400. A motion to approve the repair was made by Phil Plante and was seconded by Carson Saunders. It was determined that coordination with the homeowner was required and that the BOD should obtain a written document demonstrating approval of the homeowner. It was further determined that the PCSA should fund the repairs as the issue was caused by pool run off. The motion was approved.

³⁵₁₇ The second drainage issue is in the backyard of 3928 West Providence. The repair cost will not exceed \$845. This DI is the community's responsibility and is similar to one successfully repaired on Cold Springs. It was determined that there was money available to complete the project, to include existing funds in the reserve study. A motion was made by Kate Nichols and was seconded by Phil Plante. The BOD approved the motion.

³⁵₁₇ The last issue involves two wooden dams; the proposal is to rework the channels in these two BMPs. The estimated total for completion of both jobs is \$5,200. Mr. Jones only received one bid on the project, he asked for the BOD to consider moving ahead on the bid based on previous bidding processes involving the contractor. His desire to move forward is based on a \$1,000 grant approved by the county to be used toward the completion of the project. The deadline for grant submission was May 20. The county agreed to an extension and to accepting the BOD's approval to move forward with the project as grounds for approving the grant. Jim voiced his concern with approving projects over \$1,500 without receipt of multiple quotes, projects under this threshold could be approved based on a single bid from a trusted source. The recommendation was to move forward with the county paperwork using the existing bid, which could be adjusted at a later time if a lower one was received. A motion to approve the \$1,345 BMP project and to approve the work on the second BMP project, at a cost of less than \$3,500 was made. CJ would continue to work to obtain a second quote. The motion was made by Phil Plante and was seconded by Kris MacKenzie. It was approved by the BOD. CJ will coordinate with the county to complete the grant paperwork.

h. **Treasurer's Report** (Kris MacKenzie)

³⁵₁₇ Kris thanked the BOD members for their quick action on the Monarch Bank funds transfer.

³⁵₁₇ The income through the end of April was \$169,732 and the budget was \$173,430. The aged receivables currently stands at \$13,658. Kris has asked for several of the late fees to be removed, she is working with an attorney and Berkeley Realty to recover these funds. A portion of the balance is from unpaid garbage costs. To date no trash service has been cut off due to non-payments. Letters will be sent to those who owe money for trash pick-up asking for them to pay prior to the issuing of the next quarters bills. If they have not paid by the next billing cycle, their trash collection should be shut off. Looking at the current delinquent list, there are 8 accounts that include non-payment of trash. A portion of the variance is unpaid dues, to include the Steeplechase Apartments, which pays \$1,100 per month. Determining when to send a resident to collection for unpaid fees is a difficult decision because due to the change in court responsibility, it is possible for PCSA to not recoup all of their attorney fees during the process. A motion to approve the Treasurer's Report was made by Phil Plante and seconded by Kate Nichols. The motion was approved.

6. Old Business

³⁵₁₇ A letter to the PCSA general membership concerning the governing document rewrite should be ready by June 23. A town hall meeting will be held on July 10. These are the upcoming significant dates. Not many changes were proposed during the BOD working session. A recommendation for inclusion in the governing document packet was an outline of the benefits of having governing documents in addition to the consequences of letting them lapse.

³⁵₁₇ The date for the annual picnic was set for Sunday, August 17 with a rain date of Sunday, August 24. The BOD will coordinate with Chris Walls on use of the pool. The event will be held from 1-4. Jim West will reach out to local caterers. Event set up is scheduled for 10:00 on the day of the event. Responsibilities will be assigned prior to the event. Event information will need to be included in the newsletter and sent out via email.

7. New Business

³⁵₁₇ What can be done about properties that are not being kept up? The ALPB can include upkeep as part of their community evaluation. Once a property is identified, letters will be sent out from Berkley Realty. For property that is in foreclosure and owned by a bank, can the BOD coordinate for yard work. We also need to have a method for residents to report violations.

³⁵₁₇ Mr. Jones received a complaint about speeding on West Providence. A resident has requested a three way stop. The belief was that this is a police issue, coordination will be made with the local police and VDOT to conduct a traffic study.

8. Adjournment

³⁵₁₇ The next regularly scheduled Board of Directors meeting will be held, Tuesday, July 15, at 6:30 pm at the clubhouse.

³⁵₁₇ A motion to adjourn the meeting was approved at 8:30 pm.