

Powhatan Community Services Assn (PCSA)
P.O. Box 5004
Williamsburg, VA 23188-5004
PCSA Board of Directors Meeting Minutes

Tuesday, November 18, 2014

Board members Present: Jim West
Kris Mackenzie
Carson Saunders
Diane Joyner

Board Members Absent: Kathleen Nichols
Phil Plante

Also Present: C. J. Jones Berkeley Realty Property Management
Al Burkhardt, Grounds Committee
Louise Pearson, Clubhouse Committee Social Committee
Teri Collins, Clubhouse Committee

CALL TO ORDER

A meeting of the Board of Directors for the Powhatan Community Association, Inc. was held at the PCSA clubhouse, 201 Charter House Lane. With a quorum of four directors present the meeting was called to order at 6:30 P. M. by the President, Mr. Jim West.

APPROVAL OF MINUTES

The minutes to the September 16, 2014 of Directors meeting were distributed to the Board members for review prior to the meeting. Mr. West asked if there were any corrections or changes to these minutes. None were noted and Mrs. Mackenzie noted that the two changes she had requested to the September 2014 minutes were addressed and moved to approve the minutes as presented. The motion was seconded by Mr. Saunders. Motion carried with no dissensions.

COMMITTEE REPORTS

ALPB: Doug Mackenzie: Mr. Jones presented the committee report for the ALPB (attached). He noted that the committee had met three times since the September Board meeting; twice in October and once in November. Seven requests for exterior modifications were approved. A request was also approved for new home construction at a vacant lot at 104 Old Carriage Way.

Five architectural related covenant violations have recently been addressed by the ALPB. Two were corrected after hearing notices were issued. One was found in violation of the covenants with respect to exterior maintenance and has been given a ninety day deadline with an appropriate fine during this period. Two other owners have been requested to submit applications for

improvements made without prior approval. These two cases are pending. The ALPB continues to work on mail box maintenance issues.

The ALPB would schedule regular meetings at 6:00 PM on the first and third Wednesday of each month unless there was no business for consideration. Any canceled meeting would be posted on the PCSA clubhouse calendar at least 24 hours in advance.

Social Committee: Diane Joyner / Louise Pearson: Mrs. Pearson and Mrs. Joyner reviewed the recent activities for the Social Committee for 2014. The Girl Scouts had helped with the Halloween Social and it was well attended. The Girl Scouts also volunteered to assist with the 2015 Halloween Social. The Social Committee thought the troop did a very commendable job for this event.

The Holiday Social is scheduled for December 20, 2014 from 4:30 PM to 7:00 PM. Plans include carriage rides, a fire pit, caroling and refreshments. Special effort is being made to make sure that residents of Steeplechase Apartments and Monticello Apartments are included.

Decorating for the holiday season will be held the Saturday after Thanksgiving. A community decorating planning meeting with the Social Committee, the Grounds Committee and the Clubhouse Committee is scheduled for November 20, 2014 from 8:00 to 10:00 AM.

Pool and Swim Team: Chris Walls and Eric Dawnkaski: No report. Mrs. Pearson did note that she needed an update from the Pool and Swim Team Committee for the community Welcome Packet. Mr. West will contact Mr. Walls.

Clubhouse Committee: Terri Collins: Mrs. Pearson briefed the Board on the Clubhouse Committee on behalf of Terri Collins, Chairperson, and on the clubhouse rental activity for the first quarter of 2014 (report attached). She noted that 24 rentals were booked during August, September and October. The committee will be scheduling the 2015 calendar review assignments at its December meeting.

Two chairs have been reupholstered at a cost for materials only. Four tables were added to the inventory and a cost for new floor mats is being solicited. The clubhouse renovation project is scheduled for January 2 through January 12, 2015. Work may start a little earlier if there are no conflicting reservations after Christmas.

Communications Committee: Phil Plante: Mr. provided a review of the activities of the Communications Committee through October 2014 (report attached). He noted that the September newsletter had been published as scheduled. Fifteen Welcome Packets had been delivered to new owners.

Mr. Banks noted that we have 629 subscribers to the PCSA email list (an increase of 1). He noted that messages were sent to the full list on three occasions and opened by an average of 60 to 70 % of the addressees. This is well above the industry average of 21.4% so this is a great communications tool. The committee will continue working with Berkeley to increase this list even further. Mr. Jones suggested adding a sign-up sheet to the annual meeting mail out notice that will go out in January 2015.

Grounds Committee: Alan Burkhardt: Mr. Burkhardt briefed the Board on the activities of the Grounds Committee since September (report attached). He also reviewed the plans for the Grounds Committee for 2015 with some estimated costs figures. This information can be used by the Board for planning purposes after some sort of project priority is established.

The approved Eagle Scout project for the Berkeley Loop section of the trail should be completed by year end. The abandoned camp site along this same section has been cleared. Mr. Burkhardt also noted that the two BMPs along Powhatan Secondary between Charter House Lane and News Road are being used as play areas as well as dumping areas. The Committee has removed much of the debris and posted temporary signage. It may be necessary to post permanent signage. The committee will continue to monitor these areas.

Mr. Burkhardt will canvas the community and committee to determine whether it would be cost effective to replace the volley ball net in the recreation center.

Pool Ad Hoc Study Committee: Chris Walls: No report.

MANAGER'S REPORT

Mr. Jones reviewed the action items since the September 2014 Board meeting:

- Replacement of lifeguard room door completed.
- Multi-use Building roof replacement completed.
- Drainage brush maintenance projects completed and County grant of \$1,000.00 received.
- Powhatan Parkway Sidewalk project estimated to be completed by the end of November.
- BMP Clean Up projects for 2015 include removal of trees and woody vegetation from the three dams and to replace the stand (riser) pipe for the large pond.
- An application for a County grant for \$2,000.00 for this work has been submitted.

TREASURER'S REPORT

Mrs. Mackenzie reviewed the income and expense activity for the Association through October 2014 (dashboard report attached). She noted that the income for this period was above budget by \$54,432.00, but \$51,207.00 of this figure was trash program income. After this adjustment the actual income is \$3,198.00 over budget. She also noted that the expenses for the utilities and the facilities was below budget by \$815.00 and the Administrative Expenses was below budget by \$16,016.00; mostly due to timing of invoice payments. Grounds Expense was above budget by \$2,675.00 but this included a lot of storm water drainage maintenance cleanup that had not been originally budgeted.

She noted that the Aged Receivables for assessment balances been reduce to \$12,802.02 at the end of October. This is approximately \$7,000.00 lower than August 2014. She is continuing collection efforts.

Mrs. Mackenzie reviewed the proposed budget for the membership for 2015. The budget will

maintain the assessment rate at the same level as 2014 for all classes of membership with no increase. She also reviewed the planned expenditures for 2015 and noted that funds had been allocated for BMP work on Rennicks Pond as part of the dam recertification required by the State.

She also noted that the expenditures for 2015 were anticipated to be fairly consistent with 2014 and the 2015 budget did fund the mandatory reserve contributions as required. The budget did not fund any contingency reserve funding. She noted that this fund was not a required fund and if the planned operating expenses actually were below budget the savings could be used as a contribution to this fund.

A motion was made by Mr. Saunders to approve the 2015 assessment rate and the proposed 2015 budget. The motion was seconded by Mrs. Joyner. Motion carried with no dissensions.

NEW BUSINESS

Governing Document Rewrite: Jim West: Mr. reported that the members' response deadline was October 31, 2014. Member input comments have been forwarded to the Association's attorney for consideration in preparation for a final set of documents to be presented for approval by the membership. The next step will be to meet with the attorney to discuss the process for putting the matter to a vote of the membership. Mr. Jones and Mr. West both emphasized the importance of an organized volunteer network to help canvass the membership. A special meeting will be held in March 2015 for a vote in this matter.

Ford's Colony Request for Access to PCSA Common Area: Mr. Jones reported that as requested by the Board a notice was sent to all members of The Colonies section of PCSA regarding the Request from Ford's Colony Archery Club for access to PCSA common area in the event access was necessary for the purpose of tracking a wounded deer as part of their community's deer population control program. One negative response was received. No other input has been received. A motion was made by Mrs. Mackenzie to approve this request provided that the Archery Club furnished proof of insurance and only limited their access to PCSA common area and not privately owned lots. The motion was seconded by Mr. Saunders. Motion carried with no dissensions.

NEW BUSINESS

2015 Annual Meeting and Election Committee:

Kris Mackenzie agreed to work with Louise Pearson to select four members to serve as the 2015 Election Committee. Mrs. Mackenzie agreed to serve as the Board's representative. She and the committee will work with Mr. Jones to solicit interested members to submit their candidate biographies.

The Annual meeting will be held at 7:00 PM on February 17, 2015 at the PCSA clubhouse. The Board agreed to consider Director Awards for adult and youth at the January 2015 Board meeting.

BMP Brush Removal Work:

Two bids were reviewed for removal of woody vegetation at the dams for BMP #1, #2 and #3. Bids of \$8,719.05 from ValleyCrest and \$7545.00 from R. A. Colman were submitted. Mrs. Joyner moved to accept the bid from R. A. Coleman. The motion was seconded by Mr. Saunders. Motion carried with no dissensions.

EXECUTIVE SESSION

A motion was made to adjourn into Executive Session for the purpose of reviewing the status of a pending lawsuit for a covenant violation; and to consider Board appointments for the vacancy on the Board. The motion was made, seconded and carried with no dissensions.

The Board reconvened in open session noting that no other business matters were discussed and no actions were taken. With respect to the ongoing covenant lawsuit no action was required by the Board; this was a matter of briefing the Board members on the status of this matter.

By unanimous consent the Board members agreed to table any decision regarding an appointment action until the full Board meets at the January 2015 meeting.

ADJOURNMENT

The next regularly scheduled Board of Directors meeting will be held Tuesday, January 20, 2015, at 6:30 PM at the clubhouse.

With no further business to discuss the meeting was adjourned at 8:25 PM by Mr. West.

Respectfully submitted,

C. J. Jones
for,
Kathleen Nichols
Secretary