



# The Powhatan Signal

*Powhatan Secondary Newsletter VOL. XXVXI NO. 1 January 2014*

Happy New Year  
**2014**

## Holiday Party in Review

The weather was perfect for this year's Holiday Party and over 80 Powhatan Secondary residents enjoyed the festivities. The clear skies and crisp air were ideal for roasting hot dogs over open fires, making smores, and drinking hot chocolate. The kids and some adventurous adults enjoyed a real horse and carriage ride down Charter House Lane.

Inside, the clubhouse was decorated for the season with a life-size Santa and a beautiful Christmas Tree. There were craft tables set up for the kids, one where they made Christmas ornaments and another where they wrote letters to Santa. Keeping a close eye on the indoor activity was a pigeon masquerading as a peace dove.

It was great evening to catch up with neighbors old and new, and as always, the social committee did an outstanding job. Special thanks to Jodi Thamman, as this was her last event as the chair of that committee. Jodi has headed that committee for a few years now and has earned a well deserved break.



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## Your help is needed for the Care of our Clubhouse!

Submitted by: Louise Pearson

All who have used the clubhouse or plan to use the clubhouse please read the following.

All clubhouse users need to help our community by keeping the facility in prime condition. The clubhouse committee members request that all users leave the place in as near- perfect order as possible. Most users leave the facility in good order; however there are users who do not. Reoccurring problems the Clubhouse Committee Members are faced with are:

Alarm NOT set

Dragging of furniture on hardwood floors has left many scratches

Users often do NOT vacuum the rugs (4 of which are new as of October of this year)

Trash is often not removed from all the cans, and cans in bathroom and kitchen are not relined

The furniture and rugs when moved are NOT reset even though there are pictures indicating the proper position for these items

Kitchen floor is often not mopped and left sticky

Bathrooms not checked for proper flushing of commodes and ensuring that floors are free of debris

Storage tables are used and returned dirty to the storage closet

Stackable chairs not returned to carriers and stored properly nor are crumbs brushed from the fabric of these chairs before returning them to the closet

If you are using the facility it is your obligation to leave the facility in the best possible condition. It is unfair to expect the clubhouse committee members to clean up after a user whether from a renter or a free user of the facility.

**Note:** We have a paid cleaner who comes in once a week to do deep cleaning but not to serve as a private maid for individual use. Often there are 3 parties back to back on a weekend so the only cleaners are those using the facility. Users are responsible for cleaning after their party as the contract demands.

**Plea:** This community is so fortunate to have such a beautiful facility. Please help keep it in the best condition possible.

## Common Area Grounds Committee (CAGC)

Submitted by: Alan Burkhardt

Our Boy Scouts have again volunteered to improve our trails. **Will Friedrichs** is posting trail marker signs on our trails to help folks find the trails and to enjoy them. The 4" x 4" wood posts will be placed at about ¼ mile distances and will have the trail names placed on them by a router. Approximately 28 markers will be placed by Will.

***A map of trails showing approximate locations of the trail markers can be seen on the PCSA website.***

Our second scout, **Chris Monahan**, has volunteered to replace three of our current bridges (which are narrow and showing signs of age) with new bridges, 8 ft wide and sturdy. These bridges will significantly improve access on the trails for people and our landscaping service.

***A map showing location and pictures of bridges Chris will replace can be seen on the PCSA website.***

These improvements are done with the labor supplied free by the scouts with the association paying only for the materials, a great cost savings for us.

In October, the CAGC planted one Holly bush and three Nandina shrubs on either side of the entrance sign at the corner of Powhatan Pkwy and Old News Rd. This entrance sign had limited landscaping around it and did not match the standards of our other entrance signs. As the new bushes mature, they will nicely frame the entrance sign. Thanks go to Susan Bennett of the CAGC who led this work and who selected plants that can survive in this site. A picture of Susan and the CAGC members doing the planting is posted on the PCSA website.

Looking ahead to next year, the CAGC will continue to work on the trail system, improving areas of the trails not always passable due to boggy conditions, as well as fixing bridges that are in need of repair. We also welcome anyone who would like to join the group – it only takes 1 – 2 hours each month and is a great way to meet your neighbors. The committee can be reached at [PCSAgrounds@msn.com](mailto:PCSAgrounds@msn.com). Meeting times and places in 2014 will be posted on the PCSA website calendar to let you know when we are meeting.

One present people do not want is a filled doggy waste bag left on the ground along the trails. When you use a bag from one of the dispensers along our roads and trails, please place the filled bag in a trash can, not on the ground.



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## Annual PCSA General Membership Meeting and Election

The PCSA General Membership Meeting is scheduled for Tuesday, February 18, 2014 from 7:00-9:00 p.m. with sign-in at 6:30 p.m., and will be held at the Powhatan Secondary clubhouse. Detailed meeting notices will be sent to all owners of record in January.

Three director positions are open at this time. It is not too early to start thinking of potential candidates to nominate. Please contact Kris MacKenzie at 757-784-3429 or [kmack825@gmail.com](mailto:kmack825@gmail.com) if you are interested in learning more about these positions. We also encourage members to consider other committees such as the social, clubhouse, and grounds to help our community maintain a strong member presence.

**Powhatan Community Services Association Needs You! Do you have an interest in serving your community where you live? Would you like to be a member of the Board of Directors?**

**There are three board member positions open for election.**

### PCSA Board Member Duties

**Attend bi-monthly meetings, special meetings and Executive sessions.**

**Serve on Special Committee as needed.**

**Attend Board sponsored events whenever possible.**

**Fulfill a three-year term.**

**Help prepare and pass the PCSA budget**

**Provide oversight to Berkeley Property Management.**

**Maintain the best interests of PCSA homeowners and the community.**

### Timeline

**Friday, January 17, 2014 – Nominations close and Petition of Candidacy is due with signatures of (10) PCSA members (homeowners)**

MARK YOUR CALENDARS

### Annual Meeting – Tuesday, February 18, 2014

The annual meeting will include the election of three directors to the Board of Directors who will serve three year terms each. In addition, the annual meeting is the forum where all of the Association Committees will present their 2014 overview of activities and projects.

## COMMENTS FROM THE MANAGER'S CORNER by CJ Jones, Berkeley Realty

### 2014 ASSESSMENT RATE FOR PCSA

The Board of Directors has approved the 2014 assessment rate for all members of PCSA. The rate will remain \$180.00 per lot for all homes within Powhatan Secondary. Please note that if you own a property in one of the four sub-associations – Powhatan Place, The Villages of Powhatan, Waterford or Cromwell Ridge – this annual assessment is in addition to the fees you pay to your respective sub-association.

If you participate in the community trash program your invoice will include an additional fee for this cost since the trash service program is not covered in the annual assessment. In 2014 the semi-annual fee will be \$70.00 for the first six months. Participants will also receive an invoice for the second half of 2014 sometime in June 2014. If you wish to terminate the trash program please advise the Association in writing before December 27, 2013.

Cluster Way residents will also receive their lighting and paving assessments in their respective notices as well.

As was the case last year PCSA will be using a statement invoice that will be sent by a company called Southdata. Please make sure that your payments are made payable to the Association not to Southdata or Berkeley Property Management. Just like last year, assessment payments should be mailed to the P.O. Box in Atlanta to ensure that you receive credit for your payment in a timely manner. You can also make assessment payments online or by direct pay through your bank. Credit card payments can also be made but there is an additional fee for credit card payments. Payment instructions will be included with your invoice from Southdata. Unfortunately at the time of this writing Berkeley has learned that these separate charges were not broken out, so if you have a question about the amount on your statement please feel free to contact our office for clarification.

If you do not receive an invoice by January 10, 2014 please contact Berkeley Realty at 757-229-6810 and ask for Talaya Spratley (extension 212) or C. J. Jones (extension 207). Please note that assessment notices are mailed to the last address of record filed with the Association. If you have moved or made other changes in your correspondence information you must advise the Association in writing. Information changes should be sent to the Association's management office:

PCSA  
c/o Berkeley Realty Property Management, Inc.  
150 Strawberry Plains Road Suite A-1  
Williamsburg, VA 23188  
Fax (757) 229-8208  
Email: [Cjjones@berkeley-realty.com](mailto:Cjjones@berkeley-realty.com)





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## Board Meeting Notes

On November 19, 2013, the Powhatan Community Services Association's Board of Directors met at the clubhouse for its final meeting of the year. Below is an outline of what was discussed and the actions taken:

### **Social Committee (Jodi Thamman)**

- Jodi advised that the Holiday Party scheduled for December 15th was coordinated and ready for the date. The contract for the horse and carriage had been sent to CJ Jones for signatures.

- Jodi also advised that she could no longer serve as this committee's chair person. She indicated that while she enjoyed the time she served the community in this capacity, it was time to let someone else step in and volunteer for this role.

### **Pool & Swim Team: (Melissa Dickinson and Eric Dawnkaski)**

- Melissa presented her report indicating a successful season. The audit would be coming soon, so the closing out of the books would be taking place soon.

### **Clubhouse: (Louise Pearson)**

- Louise thanked the committee members for their diligent work in saving the PCSA money when purchasing the approved furniture and rugs for the clubhouse. The clubhouse purchased a coffee table and matching floor rug, as the others were in need of replacement. In an effort to get the best price, the committee searched diligently to be mindful of the financial impact on the budget.

### **Communications (Newsletter, Email, Website, Bulletin Boards): (Phil Plante)**

- Phil and his committee recently updated the website to include more recent photos and to advertise the Holiday Party.

- Phil advised the Board of the need for articles for the December newsletter.

- Email notification requests increased this month.

### **Grounds: (Alan Burkhardt)**

- Alan presented information regarding two Eagle Scout projects soon to be underway. One involves Chris Phillips building three bridges along the trails. These bridges will be set above boggy areas of the trail, making the trail more usable after inclement weather. The other involves Will Freidericks. He is building and installing mile markers along the trail system.

(see more details in article on page 3)

### **Pool Study - Adhoc: (Jeff Long)**

- Jeff provided some history of the pool in terms of its membership, finances and reserve plan. He went on to request that PCSA take over the pool's financial obligations of liability insurance and utilities. A motion was made to no longer require the pool committee to pay the liability insurance with the motion carrying on a 6-1 vote.

Another motion was made to no longer require the pool to be responsible for its utility bill. This motion also carried on a 6-1 vote.

- They will continue to work on a capital reserve study as well as solutions to increasing members.

### **Manager's Report: (C.J. Jones)**

CJ reported company and ask for alternative solutions to the only one they provided. The Board was not completely supportive of the original plan. The Board is interested in knowing what it would take to correct the erosion issued causing the voids and heaving sidewalks where VDOT would assume future responsibility. CJ is to discuss that he has spoken with two contractors regarding the Powhatan Pkwy Sidewalk Project.

- CJ will contact the contractor about repairing the Drop Inlet on common area near the Hospitality House.

- CJ to contact the contractor to come clean the drainage area on common area between church parking lot and Cold Spring Road cul-de-sac.

-County approvals obtained for Eagle Scout trail projects.

- Amendments to Powhatan Place's governing documents are still with attorney's office. Attorney is drafting letter to legal counsel for Powhatan Place with concerns she has with the documents.

### **Treasurer's Report: (Kris MacKenzie)**

- Kris discussed the need to write off a few bad debts, and the Board agreed unanimously with this.

- The proposed 2014 budget and assessment rate was presented and discussed. A motion was made to pass the new budget as proposed and passed unanimously. As a result of a prepared balanced budget, the assessment remains unchanged from 2013.

### **Old Business: (Jim West)**

- The first draft of the rewrite of the governing documents was presented to PCSA Board members in a meeting with legal counsel in October. A second draft is forthcoming; prior to the Annual Meeting. It is the hope of the Board that the second draft will be presented to the community at the Annual Meeting. It is imperative that the community understand the importance of rewriting these documents. It is equally important for the members to understand that a 75% approval vote is needed to bring them into place.

- There has been significant concern over the new homes being built in the Colonies Section of Powhatan Secondary. Two main points: the use of the model home and the architectural requirements of the builder. The Board questioned the Association's attorney on these two concerns, and it is of the Association's attorney's opinion that the model

*Continued on page 8*

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### Board Meeting Notes—Continued from pg 7

could be contested according to our governing documents however, it is not recommended.

A legal battle over this issue would create a significant increase in legal fees, and the risk/reward is not favorable.

Furthermore, the architectural requirements of any new homes remains in the hands of the developer. Any changes or additions to existing homes, not new homes, falls under the purview of the ALPB.

#### Public Comment:

- Jack Reitz, a resident in the Colonies Section, spoke to the Board concerning the new homes being built. His concern, in addition to the two mentioned above, is related to construction traffic and safety. The Board advised Mr. Reitz to contact JCC Police when conditions warranted an immediate response. The Board asked CJ to contact our local police contact to inform him of the concerns.



## Powhatan Secondary Concerns & Who to Contact

<u>Issue</u>	<u>Contact</u>
Dues/monies owed to <i>PCSA</i>	<i>Berkeley Realty Property Mgmt</i> [CJ Jones, Tel: 229-6810]
Clubhouse & Multi-Use Bldg Reservations	<i>Berkeley Realty Property Mgmt</i> [CJ Jones, Tel: 229-6810]
<u>Sub-Associations:</u>	
Dues/monies owed to Cromwell Ridge Condo Assn	<i>Community Group</i> [Gina Combs, Tel: 873-1800, x-306]
“ “ “ “ Powhatan Place HOA	<i>Berkeley Realty Property Mgmt</i> [Ed Robbins Tel: 229-6810]
“ “ “ “ Powhatan Village HOA and Waterford HOA	<i>Chesapeake Bay Management, Inc.</i> , [Megan Getkin, Tel: 757-706-3019]
Architectural control and covenant enforcement for all areas <u>except</u> the four sub-associations (as noted above)	<i>Berkeley Realty Property Mgmt</i> [CJ Jones, Tel: 229-6810]
Architectural control and covenant enforcement for Sub-Associations:	
Cromwell Ridge Condo Assn	<i>Community Group</i> [Gina Combs, Tel: 873-1800, x-306]
Powhatan Place HOA	<i>Berkeley Realty Property Mgmt</i> [Ed Robbins Tel: 229-6810]
Powhatan Village HOA and Waterford HOA	<i>Chesapeake Bay Management, Inc.</i> , [Megan Getkin, Tel: 757-706-3019]

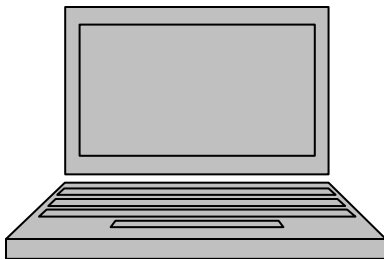
### **NEXT DEADLINE!**

**March 7, 2014** is the deadline for all submissions for the April-June 2014 issue of **The Powhatan Signal**. Please mark your calendar!

### **Have you visited our Website recently?**

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**Editor/Publisher** Mary Griffith 258-0453

#### **MAILING ADDRESS:**

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### **PCSA BOARD**

President: *Jim West* 345-6239  
Vice-president: *Jeff Long* 206-1188  
Secretary: *John Wells* 903-4131  
Treasurer: *Kris MacKenzie* 229-6411

#### **Other Members:**

*John Chapman* 565-6011  
*Diane Joyner* 258-5922  
*Carson Saunders* 229-5797

**Next PCSA Board of Directors Meeting\***  
**January 21, 2014**

*\*Any PCSA member may attend. Meetings are held at the Clubhouse at 6:30 P.M.*



*Powhatan Community Services Association  
Post Office Box 5004  
Williamsburg, Virginia 23188-5004*

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### **PCSA Annual Meeting—Tuesday, February 18, 2014 at 7 pm**

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### **LOOK INSIDE FOR . . .**

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