

**Powhatan Place Community Association, Inc.**  
**Meeting of the Board of Directors**  
**Powhatan Secondary Clubhouse**  
**Charter House Lane**  
**6:30 p.m. Tuesday, January 31, 2017**

The meeting was called to order at 6:30 p.m. at the Powhatan Secondary Clubhouse on Tuesday, January 31, 2017.

Board members present: Niels Favre, Clyde Masengale, Glenn Rother, Mary Lorenzen and Amy Pickett.

Also present: Ed Robbins, Property Manager, Berkeley Property Management

A quorum was established.

**Approval of Minutes**

- A motion was made to approve the minutes from the following meeting:
  - November 29, 2016 Regular Meeting of the HOA Board of Directors
- The motion was seconded and passed.

**Treasurer's Report - Glenn Rother**

- Reviewed Treasurer's Report month ending December 31, 2016.
- Reviewed Morgan Stanley Replacement Reserve Investment Program.
- Ed will schedule a meeting in mid-March/April timeframe with Glenn and Morgan Stanley Financial Advisor.

**Association Manager's Report – Ed Robbins**

- All items will be covered in the meeting agenda items.

**Architectural Review Board – Larry Mounts**

- The ARB had no requests to report for the December and January timeframe.

**Work Session held Tuesday, January 31, 2017 at 6:00 pm**

No issues were discussed that are not included in the Virginia Laws for HOA Associations.

**Unfinished Business:**

1. Maintenance of homeowner planted shrubs/plants: **Grounds Committee Chair and HOA President will advise James River Grounds to maintain all properties unless otherwise requested by the homeowner by contacting the Grounds Committee Chair.**
2. Irrigation System Valve Rebuild: **James River Grounds is waiting for warm weather.**
3. Water bill investigation: **Waiting for system to be turned on for season to check for leak.**

**New Business:**

1. Resolution for notification to potential home buyer the HOA's responsibility for items identified by home inspectors: **Ed is working with HOA attorney on a draft resolution.**

2. Formal vote to enter into minutes e-mail vote by Board on 12/20/16 to approve Able Concrete proposal to repair sidewalks at 3744 Lake Powhatan and 4419 Acoma Circle for \$1,500.00: **Approved.**
3. Status of items needing corrective action identified on Nov. 29, 2016 Community Inspection: **Ed to follow up.**
4. Date for Community Annual Termite Inspection:
  - **Scheduled for February 10<sup>th</sup>.**
  - **Notification will be sent to all residents via Communication Chain.**
5. Proposal for Powhatan Place triennial Roof Inspection:
  - **A motion was made to accept the proposal submitted by Ace Pro-Wash.**
  - **The motion was seconded and passed.**
  - **Request was made by Board to have 2<sup>nd</sup> floor front balconies of interior units inspected, as well as the tightness of the fascia during the roof inspections. Ed will follow-up.**
6. Proposal for Replacement of top railing on timber walkway:
  - **A motion was made to accept proposal from Peninsula Property Maintenance for \$3,350.00.**
  - **The motion was seconded and passed.**
7. Initiate process service for 4448 Wind River Run – cost between \$800 - \$1000:
  - **A motion was made authorizing the process server.**
  - **The motion was seconded and passed.**

### **Summary of Motions Brought Before the Board:**

1. Formal vote to enter into minutes e-mail vote by Board on 12/20/16 to approve Able Concrete proposal to repair sidewalks at 3744 Lake Powhatan and 4419 Acoma Circle for \$1,500.00: **Approved.**
2. Proposal for Powhatan Place triennial Roof Inspection: **Approved**
3. Proposal for Replacement of top railing on timber walkway for \$3,350.00: **Approved**
4. Initiate process service for 4448 Wind River Run – cost between \$800 - \$1000: **Approved**

### **Committee Reports:**

- **Grounds Committee – Amy Pickett**
  - Beavers still active around large lake, traps have been set
  - Revised landscaping contract with James River Grounds
    - Jason Knight (owner) and Jorge Delgado (site manager) met with Amy and Niels and were very receptive to requests/concerns.
    - Addressed many topics and added specifics to the contract.
    - Discussed how to improve communication.
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- **Neighborhood Watch and Welcome Committee – Louise Pearson**
  - Reminder of PCSA Annual Meeting on Feb. 21<sup>st</sup>.
  - Alison Carney, a Powhatan Place resident, is running for a PCSA Board position.

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**Homeowner's Comments/Questions**

- Resident at 3736 Lake Powhatan requested that the irrigation heads between 3732 Lake Powhatan and 3736 Lake Powhatan be capped to prevent excessive watering.

Meeting adjourned at 7:20 p.m.  
Submitted by Mary Lorenzen