

Powhatan Place Community Association, Inc.
Meeting of the Board of Directors
Powhatan Secondary Clubhouse
Charter House Lane
6:30 p.m. Tuesday, March 31, 2015

The meeting was called to order at 6:30 p.m. at the Powhatan Secondary Clubhouse on Tuesday, March 31, 2015.

Board members present: Larry Mounts, Glenn Rother and Clyde Masengale.
Board Member absent: Mary Lorenzen and Keith Whitmore.
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:
 - January 27, 2015 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 February 28, 2015

Association Manager's Report – Ed Robbins

- DMA has all the information to start the reserve study update. They will do the first visit in about 2 weeks. The draft report should be available in May
- Allen with Able Concrete will be back on-site first week in April to determine what needs to be done to remedy the problem with the water flow.
- Have scheduled an appt. this Tuesday to get an estimate for the exterior caulking project.
- Waiting to see what is needed to repair plastic drain pipes connecting to downspouts.
- The report from the annual National Exterminating inspection has been received and will be brought to the March meeting for the Board's review.
- A resident list and insurance information will be provided at the March meeting.

Architectural Review Board – Scott Guarino

- 4412 Makah Court – Residents submitted request to install a skylight in the kitchen area.
 - The ARB reviewed the request and recommended approval.
 - The Board of Directors reviewed request and accepted the ARB's recommendation.
 - The request was approved by the Board.

Executive Session held Tuesday, March 31, 2015 at 6:00 pm

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

Unfinished Business:

- **Status of items to complete the Acoma swale project**
 - Contractor will be out the first week of April to inspect and resolve the unfinished items.
- **Status of obtaining suggestions for ground cover on the embankment above swale**
 - Mary will ask Todd to provide options for plantings and cost estimate.
- **Repair/replace plastic drain pipes from downspouts at back of Acoma homes**
 - Clyde Masengale and George King will do the repair and will be reimbursed for parts and materials. Board approved.
- **Formal vote to record the e-mail vote on February 25, 2015 to award contract to DMA (Design Management Associates) for 2015 Reserve Analysis.**
 - Approved

New Business:

- **Timeline for DMA to conduct Reserve Analysis study**
 - Early May.
- **Status of letters to homeowners on results of annual inspection by National Exterminating**
 - Results report has been reviewed by the Board and letters will be mailed to all homeowners.
- **Status of bids for caulking and sealing project**
 - Estimates pending
- **Status of Resident Info Sheet and Proof of Insurance**
 - Report distributed to the Board for review.
- **Proposal from James River for removal of diseased Leyland Cypress behind 4428 Wind River Run and removal of limb over air conditioner at 4436 Wind River Run.**
 - Approved for \$250.00
- **Proper way to advise new owners of installation of “Trek Dek” type balconies and satellite dish installations by previous owners.**
 - Ed will add a paragraph to the letter included in the disclosure package explaining to new owners their responsibility related to these 2 items.

Summary of Motion Brought Before the Board:

1. **E-mail vote to award contract to DMA to conduct Reserve Analysis study** - A motion was made to accept the e-mail vote on Feb. 25, 2015. The motion was seconded and passed.

Committee Reports:

- **Grounds Committee – Larry Mounts for Mary Lorenzen**
 - Turf service scheduled in the next few weeks
 - Mowing will begin the week of April 14th.
- **Neighborhood Watch – Louise Pearson**
 - New renters at 3764 Lake Powhatan.
 - Three homes are for sale.
 - Reviewed the importance of passing the PCSA Governing Documents.

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Homeowner's Comments/Questions

Meeting adjourned at 7:15 p.m.
Submitted by Mary Lorenzen and Clyde Masengale