

**Powhatan Place Community Association, Inc.**  
**Minutes of the Board of Directors Meeting**  
**Tuesday, May 29, 2018**  
**Powhatan Secondary Clubhouse / Charter House Lane**

**I. Call to order**

Niels Favre called to order the regular meeting of the Powhatan Place HOA Board of Directors at 6:25pm on May 29, 2018 at Powhatan Secondary Clubhouse.

**II. Board Members present:** Niels Favre, Mary Lorenzen, Clyde Masengale, Mike Carney and Amy Pickett

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

**III. A quorum was established.**

**IV. Approval of Minutes from last Board of Directors' Meeting**

- a) Minutes of the March 26, 2018 meeting were e-mailed to Board Members for review prior to meeting.
- b) Motion was made to approve minutes.
- c) The motion was seconded and passed.

**V. Treasurer's Report – Mike Carney**

- a) Reviewed Treasurer's Report month ending April 30, 2018.
- b) A motion was made to accept the Treasurer's Report as presented.
- c) The motion was seconded and passed.

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

1. Deck replacements – 7 of 10 rear decks have been completed.
2. 3756 Lake Powhatan – Deck replacement is on hold until owner makes necessary repairs.
3. McKown's is tentatively scheduled to do power washing and staining in July.
4. Other items will be covered in the meeting agenda items.

**VII. Architectural Review Board – Lynda Webb**

1. **4408 Makah Court** – Replacement of windows and doors on screened porch with EZE Breeze windows and doors.
  - ° ARB has reviewed and recommends approval.

- ° Board accepted ARB recommendation and voted to approve request. **See Motions brought before the Board section.**

### **VIII. Unfinished Business**

1. Timber bridge power washing and staining – McKown’s proposal of \$6,500.00 was approved by Board.
2. Power Washing of all buildings, front porches, and rear decks, band boards, stairs and privacy fences – McKown’s proposal for \$7,870.00 was approved.
3. Power washing of concrete patios front and back – McKown’s proposal for \$16.00 per patio was approved.
4. Staining of privacy fences & wooden decks (front & rear), stairs, steps, railings, band boards & posts. Staining of retainment walls. Painting of crawl space doors and 12 sign posts. – McKown’s proposal of \$23,635.00 was approved.
5. Revised rule enforcement letter and procedure – ON HOLD

### **IX. New Business**

1. 3756 Lake Powhatan –
  - Replacement of rear deck - Owner concerned about flashing repairs identified by a structural engineer that needs to be done prior to deck replacement
    - Board requested that owner submit information and plans to the ARB for review.
    - Board will call a Special Meeting to review owner’s request.
  - Removal of dead ornamental grasses between driveways
    - Property Manager will submit request to James River Grounds.
2. Winter weather damage to bushes planted by builder
  - Recommendation was made by Master Gardeners to wait until fall to make decision on what plants will need replacing.
3. Changing frequency of HOA Board meetings
  - Bylaws state “Regular Meetings of the Board shall be held **at least every two (2) months.....**”

### **X. Summary of Motions Brought Before the Board**

1. **4408 Makah Court** – Replacement of windows and doors on screened porch with EZE Breeze windows and doors.
  - Board approved request.
2. **McKown’s Proposal for Power Washing and Staining throughout community** (see details above).
  - Board approved all McKown proposals.

**XI. Committee Reports**

**1. Grounds Committee – Amy Pickett**

- Nothing to report.

**2. Beautification Committee – Mary Lorenzen**

- Reviewed Spring Walk-Around suggested action list (attached)

**3. Neighborhood Watch and Welcome Committee – Louise Pearson**

- Update on names of new residents that have recently moved into our community.  
Please welcome them when you see them.

**Homeowners' Comments/Questions**

- 3736 Lake Powhatan – Owner is concerned about clog at end of drainage pipe that dumps into common areas behind 3732 Lake Powhatan and 3736 Lake Powhatan – needs to be cleaned out and extended about 10 feet.

Meeting adjourned at 7:32 pm  
Submitted by Mary Lorenzen

## Projects Identified - Not Funded

### Prioritized by the Beautification Committee and will be brought before the Board for funding:

- | <u>Priority</u> | <u>PROJECT</u>  |
|-----------------|---|
| 1.              | Plant evergreen tree (1) to replace dead Leyland Cypress removed in common area between Wind River Run and Chickasaw.                               |
| 2.              | Plant holly tree (1) behind 4448 Wind River Run – Needed to replace dead tree and act as a noise buffer from News Road.                             |
| 3.              | Junipers (3) to improve appearance of large electric box beside 3720 Lake Powhatan.   |
| 4.              | Plant holly tree (1) to replace dead tree that was removed along street behind 4412 Acoma Circle.   |
| 5.              | Loropetalum Shrubs (9) – Plant along News Road where erosion from water and large mowers continues. Will also act as another buffer from News Road. |
| 6.              | Junipers (3) to improve appearance of large electric box beside 3700 Lake Powhatan.   |
| 7.              | **Aerate, top soil and plant grass seed in dirt area between parking spaces in Acoma parking lot (fall).  |
| 8.              | Top soil and grass seed to fill in deep erosion area on left side of Wind River Run across from mailbox cluster.                                    |
| 9.              | Junipers (3) to improve appearance of large electric box beside 4425 Acoma Circle.  |
| 10.             | **Junipers (3) to improve appearance of large electric box between 4440 Wind River Run and 4436 Wind River Run.                                     |

\*\* New projects added from Spring Walk-Around.