

Powhatan Place Community Association, Inc.
Meeting of the Board of Directors
Powhatan Secondary Clubhouse
Charter House Lane
6:30 p.m. Tuesday, July 29, 2014

The meeting was called to order at 6:45 p.m. at the Powhatan Secondary Clubhouse on Tuesday, July 29, 2014.

Board members present: Glenn Rother, Scott Guarino, Keith Whitmore and Mary Lorenzen.
Secretary position- vacant

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 meetings:
 - May 27, 2014 Regular Meeting of the Board of Directors
 - June 11, 2014 Reconvened Special Meeting of the Powhatan Place HOA Membership
- The motion was seconded and passed.

Treasurer's Report - Glenn Rother

- Reviewed Treasurer's Report month ending June 30, 2014.

Association Manager's Report – Ed Robbins

- Notices of the Saturday paint date will be sent to residents that have not had their doors painted.
- Morgan Stanley Replacement Reserve Investment account has been set up.
- Submitted proposal received from Ace Pro Wash for roof inspections/repairs.
- Submitted proposal received from James River for removal of River Birch Tree in common area between homes on Wind River Run and Chickasaw.

Architectural Review Board – Scott Guarino

- No requests received during this timeframe.

Executive Session held Tuesday, July 29, 2014 at 6:00 pm

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

Unfinished Business:

- **Final report on 2014 Exterior Paint Project**
 - Ed has received a final list from McKown of doors that have not been painted and wood rot that has not been repaired. Berkeley will send out letters to all homeowners on this list.
 - McKown has agreed to schedule one more Saturday date for painting of doors.

- **Replacement Reserve Investment Program**
 - Papers were signed on June 30, 2014, by Mary and Glenn to allow the investment of HOA Replacement Reserve funds.
- **Relocation of Elementary School Bus Stop**
 - Concerns voiced by residents that school bus drivers continue to back-up on to Chickasaw before pick-up in AM and after dropping off children in PM.
 - Repeated complaints to WJCC School Transportation Dept. last fall and this spring only provided a temporary change.
 - Dangerous for children.
 - Causing damage to yards.
 - Causing damage to irrigation heads.
 - Sharon Pullen in the School Transportation Dept. was contacted at end of June with community's concerns.
 - Transportation Dept. is unable to assure community that this will not happen again because of driver changes.
 - Ms. Pullen made a site visit to Powhatan Place to understand concerns and to verify the new bus stop was within the acceptable criteria for elementary school children.
 - Ms. Pullen advised Mary that if the HOA decides to request that the bus stop is moved, it is the HOA's responsibility to notify the community of the change.
 - A motion was made to request the School Bus Transportation Dept. to relocate the school bus stop for the elementary school bus to the intersection of Powhatan Secondary and Wind River Run for stated reasons.
 - The motion was seconded and passed.
 - Mary will send an e-mail to Earl Tyler, Director of Transportation for Williamsburg-James City County Schools requesting the change.
 - Mary will send out notification to the community via the Communication Chain.
- **Mailing of approved Governing Documents and Rules and Regulations**
 - Bylaws need the HOA Secretary signature before being finalized.
 - Since the Secretary's position is vacant at this time, a motion was made to appoint Glenn Rother as Secretary/Treasurer until the annual meeting in September.
 - The motion was seconded and passed.
 - Berkeley will mail out documents.
- **Annual Proof of Insurance documents from Homeowners**
 - On hold for now to determine best method for tracking.
- **Powhatan Place resident Information Form**
 - Will be mailed out to residents in October.
- **Roof Inspection/Repair Project**
 - Board reviewed proposal submitted by Ace Prowash
 - A motion was made to accept the proposal from Ace Prowash.
 - The motion was seconded and passed.
 - Ed will notify Ace Prowash and will request work begin in October.

New Business:

- **2015 Budget**
 - Work session scheduled for Thursday, August 14th at Berkeley offices.
- **Resolution for future investment of Replacement Reserve Funds**
 - Ed will send Glenn an example of a resolution providing guidelines for future investment of HOA funds.
 - Glenn will review and customize the guidelines to Powhatan Place.
 - Board will vote on Resolution via e-mail or at a future meeting.
- **River Birch Tree in common area between Wind River Run and Chickasaw**
 - Tree roots are growing toward air conditioning unit and a large branch is leaning toward 4428 Wind River Run.
 - Request was made to James River to remove large limb and cut the root.
 - James River inspected the tree and advised that removing the large limb and cutting the root would kill the tree. Recommended removal of the tree.
 - A proposal to remove the tree for \$400.00 was submitted by James River Grounds.
 - A motion was made to remove the tree to prevent damage to the homes.
 - The motion was seconded and passed.
 - Ed will notify James River.
- **Treatment to rid lawns of nutsedge weed**
 - Proposal submitted by James River for \$360.00 to spray all lawns.
 - A motion was made to accept this proposal.
 - The motion was seconded and passed.
 - Ed will notify James River
- **Powhatan Place Governing Documents and Forms on webpage**
 - Board OK'd Mary to work with PCSA webmaster to load documents and other forms on the Powhatan Place webpage.

Summary of Motions Brought Before the Board:

1. **Relocation of Elementary School Bus Stop**
 - A motion was made to request the School Bus Transportation Dept. to relocate the school bus stop for the elementary school bus to the intersection of Powhatan Secondary and Wind River Run for stated reasons. The motion was seconded and passed.
2. **Glenn Rother appointed as Secretary/Treasurer**
 - A motion was made to appoint Glenn as Secretary/Treasurer until the annual meeting in September when the vacant Secretary position will be filled. The motion was seconded and passed.
3. **Roof Inspection/Repair Project**
 - A motion was made to accept the proposal submitted by Ace Prowash. The motion was seconded and passed.

Powhatan Place Community Association, Inc.

Board of Directors Meeting

July 29, 2014

4. **Removal of River Birch Tree in common area behind 4424 Wind River Run**
 - A motion was made to accept the proposal by James River Grounds Management to remove the tree. The motion was seconded and passed.

5. **Treatment of nutsedge weed in all lawns**
 - A motion was made to accept the proposal submitted by James River Grounds Management to spray for the weed. The motion was seconded and passed.

Committee Reports:

- **Grounds Committee – Mary Lorenzen**
 - Working with James River to resolve some concerns voiced by residents.
 - Will ask Todd, from James River, to recommend some type of ground cover that could be put on the hill behind homes at 4400, 4404 and 4408 Acoma, since grass will not grow there.
- **Neighborhood Watch – No report.**

Homeowner's Comments/Questions

- A resident expressed to the Board that it was a job “well-done” on both the Governing Documents and painting.

Meeting adjourned at 7:30 p.m.

Submitted by Mary Lorenzen