

**Powhatan Place Community Association, Inc.**  
**Meeting of the Board of Directors**  
**Powhatan Secondary Clubhouse**  
**Charter House Lane**  
**6:30 p.m. Tuesday, November 25, 2014**

The meeting was called to order at 6:30 p.m. at the Powhatan Secondary Clubhouse on Tuesday, November 25, 2014.

Board members present: Larry Mounts, Glenn Rother, Keith Whitmore and Mary Lorenzen.

Board Member absent: Clyde Masengale

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:
  - July 29, 2014 Regular Meeting of the Board of Directors
  - October 16, 2014 Special Meeting of the Powhatan Place HOA Board of Directors
- The motion was seconded and passed.

**Treasurer's Report - Glenn Rother**

- Reviewed Treasurer's Report month ending October 31, 2014.

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

- Roof inspections have been completed. All repairs that were the responsibility of the HOA have been completed. Ed and Ace Prowash are working with 3 homeowners that need repairs that are the homeowners' responsibility.
- Provided estimate from Able Concrete to install a aggregate swale behind Acoma Circle for water control.
- National Exterminating Pest Control is scheduled for our annual termite inspections on Jan. 21, 22, 23. Notify residents.
- Owner Information Form is in the process of being mailed to all residents. Requested return date of December 15, 2014.

**Architectural Review Board – Scott Guarino**

- 3752 Lake Powhatan – Residents submitted plans to replace current deck with Wolf composite grey decking and white PVC railing.
  - The ARB reviewed request and recommended approval.
  - The Board of Directors reviewed plans and accepted the ARB's recommendation and approved request.

**Executive Session held Tuesday, November 25, 2014 at 6:00 pm**

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

### **Unfinished Business:**

- **Status of Roof Inspections and Repairs**
  - Roof inspections have been completed. All repairs that were the HOA responsibility have been completed. Ed and Ace Prowash are working with 3 homeowners that need repairs that are the homeowners' responsibility.
- **E-mail vote on relocation of elementary school bus stop entered into minutes**
  - Recording of the results of the e-mail vote requested by the Powhatan Place Board President on October 24, 2014. Unanimous vote by the Board to request the WJCC School Transportation Dept. to relocate the bus stop to the intersection of Wind River Run and Powhatan Secondary
- **2015 Reserve Study**
  - Larry will schedule work sessions to review the projects included in the last Reserve Study and to update projects before the 2015 Reserve Study is started.

### **New Business:**

- **Correction of standing water problem behind Acoma homes**
  - The Board reviewed 2 proposals, one from Able Concrete and one from James River Grounds Mgmt. The Board voted to accept the proposal from Able Concrete.
  - A motion was made to accept the proposal from Able Concrete for installation of an aggregate swale for \$8,950.00 and to use funds from the Replacement Reserve.
  - The motion was seconded and passed.
  - Ed will notify Able Concrete.
- **Pest Management for Trees**
  - The Board reviewed a proposal from James River Grounds Mgmt and Bartlett Tree experts for the treatment of 20 Willow Oaks and all of the Red Maple trees for scale control.
  - A motion was made to accept the proposal from James River for treatment of the trees at a cost of \$1,025.00. Budget line item #90150.
  - The motion was seconded and passed.
  - The trees will be treated in the spring.
  - Ed will notify James River Grounds Management.
- **Renewal of the James River Grounds Management contract for 2015**
  - A motion was made to renew the grounds management contract with James River Grounds Management at an increase of 2.5% for 2015.
  - The motion was seconded and passed.
  - Ed will notify James River.
- **Area of pathway along News Road that is not sealed**
  - Request was made that this area be looked at.

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

1. **E-mail vote for relocation of elementary school bus stop relocation recorded** – A motion made to accept the e-mail vote on 10/24/2014. The motion was seconded and passed.
2. **Correction of standing water problem behind Acoma homes**
  - A motion was made to accept the proposal from Able Concrete for installation of an aggregate swale for \$8,950.00 and to use funds from the Replacement Reserve.
  - The motion was seconded and passed.
3. **Pest Management for Trees**
  - A motion was made to accept the proposal from James River for treatment of the trees at a cost of \$1,025.00. Budget line item #90150.
  - The motion was seconded and passed.
4. **Renewal of James River Grounds Management contract for 2015**
  - A motion was made to renew the grounds management contract with James River Grounds Management at an increase of 2.5% for 2015.
  - The motion was seconded and passed..

### **Committee Reports:**

- **Grounds Committee – Mary Lorenzen**
  - Bartlett Tree Experts did a site review of all trees in community. Submitted proposals for scale control on willow oaks and maples. Leyland cypress trees are not diseased, some are just too crowded.
  - Waiting for suggestions for ground cover for area behind Acoma homes.
  - Irrigation system has been turned off for the season. Controllers and backflow have been winterized.
  - Leaf removal will be done before Thanksgiving and again just before Christmas.
- **Neighborhood Watch – Louise Pearson**
  - Delivered 2 welcome packets to new residents.

### **Homeowner's Comments/Questions**

- Reminder that PCSA needs residents to review and vote on the revised/updated PCSA documents.
- Powhatan Place Newsletter will be coming out in December.

Meeting adjourned at 7:25 p.m.  
Submitted by Mary Lorenzen