

Powhatan Place Community Association, Inc.
Meeting of the Board of Directors
Powhatan Secondary Clubhouse
Charter House Lane
6:30 p.m. Tuesday, November 29, 2016

The meeting was called to order at 6:30 p.m. at the Powhatan Secondary Clubhouse on Tuesday, November 29, 2016.

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:
 - July 26, 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 October 31, 2016.

Association Manager's Report – Ed Robbins

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

Architectural Review Board – Larry Mounts

- As of October, 2016, members of ARB are Larry Mounts (chair), Dottie Julio and Lynda Webb. The Board thanked all the members of the ARB for participating on this important board.
- The ARB had no requests to report for the October and November timeframe.

Work Session held Tuesday, November 29, 2016 at 6:00 pm

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

Unfinished Business:

1. Grounds maintenance concern: How to ensure maintenance of flowers and shrubs planted by homeowner when home is sold or rented.
 - If homeowner planted shrubs/plants are not maintained by current owner/renter, the HOA Board will have the shrub/plant maintenance be done by the community landscapers.
2. Gutter foam concerns:
 - Meeting on-site 11/29/16 with Dan Bauder (contractor), Ed, Clyde, Glenn and Mary.
 - Inspected gutter foam at 4412 Acoma Circle.
 - No additional gutter foam will be added to gutters.
 - Gutter foam that has been installed will not be removed unless a request is made by the owner.

- While performing regularly scheduled gutter cleaning in December, the foam will be cleaned with water.
- 2. Restocking of fish in large pond
 - PCSA has restocked fish. Additional sport fish will be added in the spring.

New Business:

1. Landscaping Contract Renewal
 - Grounds Committee Chair will schedule meeting with James River Grounds prior to December 31st to clarify some areas of the contract.
 - Residents can send questions/comments to Amy Pickett prior to meeting.
2. HRUBS Water Bill
 - Ed is working with JCSA and James River Grounds to determine cause for large increase in water bill.
3. Rust on Gas Meters
 - Rep from Va. Natural Gas looked at meter at 3748 Lake Powhatan.
 - Regional Mgr stated that Va. Gas hires a contractor to periodically go through neighborhoods to repaint areas of rust on meters. He was not able to provide a scheduled date for Powhatan Place.
4. Irrigation System Valve Rebuild Proposal – Formal vote to enter into minutes the Board e-mail vote on November 4, 2016 to approve the proposal submitted by James River Grounds to rebuild valves for \$1,283.44.

Summary of Motions Brought Before the Board:

1. **Irrigation System Valve Rebuild Proposal**
 - Proposal was submitted by James River Grounds.
 - Board e-mail vote on November 4, 2016 approved the bid.
 - A motion was made to accept the e-mail vote.
 - The motion was seconded and passed.

Committee Reports:

- **Grounds Committee – Amy Pickett**
 - Topics were discussed in regular agenda.
- **Neighborhood Watch and Welcome Committee – Louise Pearson**
 - 4419 Acoma sold.
 - 3760 Lake Powhatan – New resident.
 - Two units are for sale in community.
 - Thank you to Charlene and Glenn Rother for helping with the entrance Christmas decorations.

Homeowner's Comments/Questions

- Our Property Manager suggested that the HOA Board request the HOA legal counsel to develop a resolution to ensure that potential buyers are aware of what items identified in a home inspection are the responsibility of the HOA and the scheduled timeframe for the

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resolution of these items.

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