

Powhatan Place Community Association
ANNUAL GENERAL MEMBERSHIP MEETING MINUTES
Powhatan Secondary Clubhouse
Charter House Lane
6:30 p.m. Tuesday, September 24, 2013

Registration for the Annual Meeting started at 6:00 p.m.

The meeting was called to order at 6:33 p.m. following the completion of registration.

Board members present: Glenn Rother, Clyde Masengale, Lynda Webb, Scott Guarino and Mary Lorenzen.

Also in attendance: Berkeley Property Management Property Manager, Ed Robbins.

A quorum was established.

Annual Meeting Proof of Notice

- Notice of the General Membership 2013 Annual Meeting was mailed to all members September 9, 2013.
- Notification of the meeting was also sent to all members on the Communication Chain and posted at the mailbox clusters on September 16, 2013.

Meeting Minutes from 2012 Annual Meeting

- A motion was made to approve the minutes of the 2012 Annual Meeting. The motion was seconded and approved.
- **Report of the Nominating Committee** – Louise Pearson and Charlene Rother
 - The Nominating Committee canvassed the community for residents interested in filling the three (3) open positions on the Board of Directors.
 - Three (3) residents expressed an interest in being on the Board. They are:
 - Beth Goomis
 - Keith Whitmore
 - Mary Lorenzen
 - Background information on candidates was mailed to each member with the Annual Meeting notification.
 - A request was made for nominations from the floor
 - None were made.
 - Twenty-seven (27) ballots were cast. No write-ins.
 - Election results announced – The three nominees elected by acclamation: Beth Goomis, Mary Lorenzen and Keith Whitmore.

Powhatan Place 2013-2014 Board of Directors

- Beth Goomis
- Scott Guarino
- Mary Lorenzen
- Glenn Rother
- Keith Whitmore

- **Association Resolution for Revenue Ruling 70-604** - Resolves that any excess membership income over membership expenses for the year ending 2013, shall be applied against the subsequent tax year member assessments.
 - A motion was made to approve this Resolution. The motion was seconded and approved.

- **2013 HOA Board Accomplishments** – Lynda Webb
 - See Attachment I

- **2013 HOA Board Goals** – Lynda Webb
 - See Attachment II

- **2014 Budget** – Details presented by Glenn Rother
 - Budget for 2014 was approved at a Special Board Meeting held on August 7, 2013.
 - Budget spread sheet was distributed.
 - Monthly assessment:
 - Increased to \$247.00 effective January 1, 2014.
 - First increase since January 2011.
 - Discussed attempt to maintain a yearly average increase to the monthly assessment between 3% - 4%.
 - Provided explanation of Replacement Reserves and Maintenance Reserves.

- **Open Floor**
 - Will there be a final review on the proposed amendments to our documents? Answer: Yes.
 - What is process for replacement of windows? ARB form.
 - Warning from resident: Be careful with gas fireplace, no emergency shut-off.
 - Concerns about National Exterminating Company and their annual inspection and report. Asked the Board to consider other companies.

- New board went into Executive Session to elect officers.

Adjourned 7:32 p.m.

Recorded by Mary Lorenzen

Attachment I

Powhatan Place Homeowners Association

Accomplishments **Oct. 2012 – Sept. 2013**

Maintenance Projects

- New Community Entrance Sign.
- Repair and re-sealing of community streets.
- Repair and re-sealing of walking path along News Road.
- Semi-annual cleaning of gutters and downspouts.
- Termite yearly inspection and report to homeowners.
- Protective metal collars added to all sign posts to prevent damage from weed-eaters.
- Coordinated pick-up, repair and return of window screens for community with ScreenMakers.
- Repair of earth erosion around parking revetments.
- Removal of River Birch tree roots causing damage to the sidewalks.

Financial

- Monitored monthly activity.
- Tracked income and expenses to current budget.
- Developed and presented monthly Treasurer's Report.
- Analyzed income and expenses to develop a 2014 Budget.

Administrative

- Grounds Committee created.
- Reviewed multiple proposals for each of the following ongoing service contracts:
 - Snow Management
 - Property Management
 - Semi-annual gutter and downspout cleaning.
 - Landscape and Lawn Care Maintenance
 - Irrigation System
- Reviewed and authorized a power usage agreement between Lawrence Beamer and Powhatan Place.
- Board Members and Property Manager performed 7 Community On-Site Inspections with necessary follow-up actions taken.
- In process of final review with the HOA Attorney to update and consolidate the HOA Governing Documents.
- Rules and Regulation Committee in final process of creating a Rules and Regulations document.
- Reviewed and discussed the results of the financial audit of the Association by the accounting firm of DesRoches and Company.

Architectural Review Board

- 9 Architectural Review Requests researched and processed.

Beautification

- New plants and landscape design at front entrance thanks to an anonymous donation from a resident.

Residents in our Community contributed their time to the following beautification projects. Thank you!

- Pond Buffer Variance request sent to County in preparation for trimming along lake. Request approved.
- Seasonal plantings in pots by bridge/wooden walkway and at each mailbox cluster.
- Holiday decorations at front entrance.
- U.S. Flag display for special events/holidays.

Other special projects by Landscape Company:

- Planting of 3 evergreen trees in common area between Wind River Run and Chickasaw.
- Seasonal flowers planted at community entrance.

Communication

- 40 messages were sent out to the community via the Communication Chain and posted at the mailbox clusters.

Residents in our Community contributed their time to the following communication projects. Thank you!

- Powhatan Place News distributed electronically 4 times a year.
- Homeowner and Renter Information Packet distributed to new residents.

Attachment II

Powhatan Place Homeowners Association

2014 Goals **Oct. 2013 – Sept. 2014**

Construction/Maintenance

- White wood painting
- Roof inspections.
- Spot Power Washing

Lawn and Landscape Projects

- Develop a landscape design to provide the homes that back up to the stone wall between Acoma and Chickasaw more privacy and more “curb appeal”.
- Organize a community “Trim Along the Lake Day” project this fall or early spring.

Administrative

- Finalize a one page list of our community’s “Rules and Regulations” and “Do’s and Don’t’s” in non-legalese language for distribution to every new renter and homeowner.
- Finalize and distribute to all owners the approved updated and consolidated HOA Governing Documents.
- Finalize and distribute to all owners and residents the approved “Rules and Regulation” document.
- Work with PCSA Webmaster
 - To update “Powhatan Place” section within Powhatan Secondary website.
 - Place Architectural Review Board guidelines and forms on-line.