

**Powhatan Place Community Association**  
**ANNUAL GENERAL MEMBERSHIP MEETING MINUTES**  
**Powhatan Secondary Clubhouse**  
**Charter House Lane**  
**6:30 p.m. Tuesday, September 30, 2014**

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

The meeting was called to order at 6:30 p.m. following the completion of registration.

Board members present: Mary Lorenzen, Glenn Rother, Scott Guarino and Keith Whitmore.

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

A quorum was established.

**Annual Meeting Proof of Notice**

- Notice of the 2014 General Membership Annual Meeting was mailed to all members September 5, 2014.
- Notification of the meeting was also sent to all members via the following:
  - Communication Chain – August 19, 2014
  - Communication Chain – September 23, 2014
  - Posted at mailbox clusters – September 27, 2014

**Introductions of the Board Members, Property Manager and new Residents were made.**

**Meeting Minutes from 2013 Annual Meeting**

- A motion was made to approve the minutes of the 2013 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:
  - Clyde Masengale
  - Larry Mounts
  - Glenn Rother
- 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.
- Request for ballots to be cast.

**Replacement Reserve Funds Investment Program**

- Ed Robbins provided information on the program and how it was developed.

**Recognition and “Thank You” to residents involved in the Community**

**Election Results Announced by Nominating Committee**

- The three nominees were elected by acclamation:  
Clyde Masengale, Larry Mounts and Glenn Rother

**Powhatan Place 2014-2015 Board of Directors**

- Clyde Masengale
- Larry Mounts
- Glenn Rother
- Mary Lorenzen
- Keith Whitmore

**Association Resolution for Revenue Ruling 70-604** - Resolves that any excess membership income over membership expenses for the year ending 2014, shall be applied against the subsequent tax year member assessments.

- A motion was made to approve this Resolution. The motion was seconded and approved.

**2014 HOA Board Accomplishments** – Mary Lorenzen

- See Attachment I

**2015 HOA Board Goals** – Mary Lorenzen

- See Attachment II

**2015 Budget** – Details presented by Glenn Rother

- Budget spread sheet was distributed.
- Association Fees – past and present method presented
- Monthly assessment:
  - Increased to \$254.00 effective January 1, 2015.
- Provided explanation of Replacement Reserves and Maintenance Reserves.

**New Board went into Executive Session**

- Election of officers
  - Larry Mounts – President
  - Clyde Masengale – Vice President
  - Glenn Rother – Treasurer
  - Mary Lorenzen – Secretary
  - Keith Whitmore – Member-at-Large.
- Motion to approve 2015 Budget was made and passed.

Adjourned 7:40 p.m.

Recorded by Mary Lorenzen

## Attachment I

### **Powhatan Place Homeowners Association**

#### **2014 Accomplishments**

**Oct. 2013 – Sept. 2014**

#### **Maintenance Projects**

- Power washing of all homes.
- Painting of all exterior white painted surfaces and exterior doors.
- Semi-annual cleaning of gutters and downspouts.
- Termite yearly inspection and report to homeowners.
- Removal of a large pine tree and a river birch tree because of potential damage to nearby homes.

#### **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 2015 Budget.
- Initiated an investment program for our Replacement Reserve Funds with Morgan Stanley.

#### **Administrative**

- **Revisions of Powhatan Place Governing Documents: Second Amended and Restated Bylaws and the Amended and Restated Declaration of Covenants and Restrictions.**
  - Major project that began in Spring of 2013 and was finalized in June 2014
  - Thank you to everyone that helped get this accomplished:
    - Megan Scanlon, our attorney at Tarley Robinson
    - All of the Powhatan Place residents that participated in several Town Hall Meetings to give the Board feedback.
    - All of the Board Members (Two Boards involved) that tirelessly provided feedback on revision after revision after revision.....
    - PCSA HOA Board of Directors that reviewed our draft and provided input through their attorneys and approved our final document.
    - Ed Robbins and CJ Jones of Berkeley Realty Management for their support and advice.
    - **Mostly, thank you to all residents that supported and voted on the final documents approved on June 11, 2014.**
    - Mailing of revised documents was completed August, 2014.
- Updated Rules and Regulations Document approved May 2014.
- Webpage updated with documents and forms

#### **Architectural Review Board**

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- 4 Architectural Review Requests researched and processed.

**Special Projects by Landscape Company:**

- Special treatment to get rid of nutsedge grass.
- Seasonal flowers planted at community entrance.

**Communication**

- 79 messages were sent out to the community via the Communication Chain and posted at the mailbox clusters.
- Quarterly Powhatan Place Newsletter published by our residents Louise Pearson and Alanna Burns

**Thank you to EVERYONE in our community who contributed their time to committees and other projects this year!**

## Attachment II

### **Powhatan Place Homeowners Association**

#### **2015 Goals/Projects**

**Oct. 2014 – Sept. 2015**

##### **Construction/Maintenance**

- Roof inspections and repairs.
- Moisture study.
- Trim replacement.

##### **Lawn and Landscape**

- Plant an erosion control ground cover on steep slope behind homes on Acoma (4400 – 4412).
- Trim along lake on Powhatan Place side.
- Plant a “green” buffer along stone wall between homes on Acoma and Chickasaw.

##### **Administrative/General**

- Bus stop relocation.
- Reserve Study.
- Continue to work with PCSA Webmaster on expanding Powhatan Place webpage. ([www.powhatansecondary.org](http://www.powhatansecondary.org) (click on “Our Neighborhood”, then select “Powhatan Place” on drop down options).