

Powhatan Place Community Association
ANNUAL GENERAL MEMBERSHIP MEETING MINUTES
Powhatan Secondary Clubhouse
Charter House Lane
6:30 p.m. Tuesday, September 29, 2015

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: Larry Mounts, Mary Lorenzen, Glenn Rother, Clyde Masengale.

Board member absent: Keith Whitmore.

Also in attendance: Berkeley Property Manager, Ed Robbins.

A quorum was established.

Annual Meeting Proof of Notice

- Notice of the 2015 General Membership Annual Meeting was mailed to all members September 3, 2015.
- Notification of the meeting was also sent to all members via the following:
 - Communication Chain – August 21, 2015
 - Posted at mailbox clusters – September 26, 2015

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

Meeting Minutes from 2014 Annual Meeting

- A motion was made to approve the minutes of the 2014 Annual Meeting. The motion was seconded and passed.

Report of the Nominating Committee – Louise Pearson

- The Nominating Committee canvassed the community for residents interested in filling the two (2) open positions on the Board of Directors.
- Two (2) residents expressed an interest in being on the Board. They are:
 - Neils Favre
 - Mary Lorenzen
- Brief summary of candidates backgrounds was presented.
- Background information on candidates was also mailed to each member with the Annual Meeting notification.
- A request was made for nominations from the floor
 - None were made.

Election Results Announced by Nominating Committee

- The two nominees elected by acclamation:
Neils Favre, Mary Lorenzen

Powhatan Place 2015-2016 Board of Directors

- Clyde Masengale
- Larry Mounts
- Glenn Rother
- Mary Lorenzen
- Neils Favre

Welcome to our new residents – Larry Mounts

“What do my monthly dues pay for?” – Glenn Rother

HOA Replacement Reserve – Glenn Rother

2015 HOA Board Accomplishments – Mary Lorenzen

- See Attachment I

2016 HOA Board Goals – Larry Mounts

- See Attachment II

Recognition and “Thank You” to residents involved in the Community – Mary Lorenzen

2016 Budget – Details presented by Glenn Rother

- Budget spread sheet was distributed.
- Association Fees – past and present method presented
- Monthly assessment:
 - Increased to \$259.00 effective January 1, 2016.
- Provided explanation of Replacement Reserves and Maintenance Reserves.
- 2016 Budget
 - A motion was made to approve the 2016 Budget as presented. The motion was seconded and passed.
 - Copy of 2016 Budget will be sent to PCSA Board of Directors.

Association Resolution for Revenue Ruling 70-604 - Resolves that any excess membership income over membership expenses for the year ending 2015, shall be applied against the subsequent tax year member assessments.

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

Adjourned 7:50 p.m.

Recorded by Mary Lorenzen

Attachment I

Powhatan Place Homeowners Association

2015 Year In Review

Oct. 2014 – Sept. 2015

Maintenance/Replacement Projects Accomplished

- Roof Inspections of all homes and repairs completed.
- Inspection of all caulk joints and re-caulking as necessary.
- Semi-annual cleaning of gutters and downspouts.
- Termite yearly inspection and report to homeowners.
- Installation of an aggregate swale to resolve poor drainage behind Acoma homes.

Financial

- 2015 Reserve Study Analysis.
- Track income/expenses to current budget.
- Develop and present monthly Treasurer's Report.
- Analyze past income/expenses to develop a 2016 Budget.

Architectural Review Board Activity

- 4 Architectural Review Requests researched and processed.

Communications

- 47 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.

Landscaping/Grounds Management

- Landscaping Contract
 - Weekly mowing and edging of all lawns.
 - Mulching of all beds (homeowner and common area) twice a year.
 - Shrub pruning twice a year.
 - Lawn aeration and over-seeding in fall.
 - Planting of seasonal flowers at entrance twice a year.
 - Maintenance of irrigation system.
- Landscaping design and plantings for erosion/water control on Section 1 of the slope behind Acoma homes.
- Pest management treatment for trees.
- Removal of diseased Leyland Cypress in common area.
- Trimming and limbing up of all trees in common areas.

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Other

- 97% response from our homeowners voting on the Amended and Restating of Powhatan Secondary Services (PCSA) documents. *(Thank you, Louise!)*

Attachment II

Powhatan Place Homeowners Association

2016 Goals/Projects

Oct. 2015 – Sept. 2016

Construction/Maintenance

- Power Washing
- Irrigation System Assessment and Upgrade/Repair

Lawn and Landscape

- Plant section 2 of erosion/water control ground cover on steep slope behind homes on Acoma (4400 – 4412). HOA was awarded “Good Neighbor Environment Matching Grant” funding of \$500.00 from James City County to assist with this project.
- Trim along lake on Powhatan Place side.
- Develop a landscaping plan and begin plantings along the stone wall in the common area between homes on Acoma and Chickasaw.
- On-going assessment of all common areas to identify problems that need to be addressed.