

**Powhatan Place Community Association**  
**ANNUAL GENERAL MEMBERSHIP MEETING MINUTES**  
**Powhatan Secondary Clubhouse**  
**Charter House Lane**  
**6:30 p.m. Tuesday, September 27, 2016**

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, Niels Favre.  
Also in attendance: Berkeley Property Manager, Ed Robbins.

A quorum was established.

**Annual Meeting Proof of Notice**

- Notice of the 2016 Powhatan Place General Membership Annual Meeting was mailed to all members September 6, 2016.
- Notification of the meeting was also sent to all members via the following:
  - Communication Chain – August 17, 2016 and September 21, 2016.
  - Posted at mailbox clusters – September 21, 2016

**Introductions – Larry Mounts**

- **Board Members**
- **New Residents (since Oct. 2015)**
- **Property Manager.**

**Meeting Minutes from 2015 Annual Meeting**

- A motion was made to approve the minutes of the 2015 Annual Meeting. The motion was seconded and passed.

**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:
  - Amy Pickett
  - Clyde Masengale
  - Glenn Rother
- 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
  - No nominations from the floor

**“What do my monthly dues pay for?”** – Larry Mounts

**2016 Accomplishments** – Larry Mounts

- See Attachment I

**2017 Goals** – Larry Mounts

- See Attachment II

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

**2017 Budget** – Details presented by Glenn Rother

- Budget spread sheet was distributed.
- Association Fees – past and present method presented
- Monthly assessment for 2017:
  - Remained at \$259.00 effective January 1, 2017.
- Provided explanation of Replacement Reserves and Maintenance Reserves.
- 2017 Budget
  - A motion was made to approve the 2017 Budget as presented. The motion was seconded and passed.
  - Copy of 2017 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 2016, shall be applied against the subsequent tax year member assessments.

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

**Election Results Announced by Nominating Committee**

- The three nominees elected by acclamation:  
Amy Pickett, Clyde Masengale, Glenn Rother

**Powhatan Place 2016-2017 Board of Directors**

- Niels Favre
- Mary Lorenzen
- Clyde Masengale
- Amy Pickett
- Glenn Rother

Adjourned 7:30 p.m.

Recorded by Mary Lorenzen

## Attachment I

# **Powhatan Place Homeowners Association**

## **2016 Year in Review**

### **Oct. 2015 – Sept. 2016**

#### **Maintenance/Replacement Projects Accomplished**

- Power washing of all vinyl siding and pergolas.
- Painting of 84 exterior window shutters.
- Semi-annual cleaning of gutters and downspouts.
- Annual termite inspection by National Exterminating Co.
- Installation of LED street lighting.
- Irrigation system assessment.

#### **Financial**

- Tracking of income/expenses to current budget.
- Monthly analysis and presentation of Treasurer's report.
- Analysis of past income/expenses for development of the 2017 Budget.

#### **Architectural Review Board Activity**

- 3 Architectural Review requests researched and processed.

#### **Communications**

- 27 messages were sent out to the community via the Communication Chain and posted at the mailbox clusters.
- Quarterly Powhatan Place Newsletter published by Louise Pearson with article contributions by residents.

#### **Landscaping/Grounds Management**

- Landscaping Contract
  - Weekly mowing and edging of all lawns.
  - Mulching of all beds (homeowner and common areas).
  - 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.
- Phase 2 plantings for erosion/water control on slope behind Acoma homes completed.
- Systemic insecticide treatment for 19 Willow Oaks in common areas completed
- Removal of diseased Leyland Cypress trees in common areas behind Wind River Run homes and Acoma homes bordering News Road and planting of five (5) holly trees to replace removed trees.
- Trimming of vegetation along lake on Powhatan Place side.

## Attachment II

### **2017 Goals/Projects**

**Oct. 2016 – Sept. 2017**

#### **Maintenance/Replacement Projects**

- Replacement of Timber Walkway railing.
- Re-evaluation of the irrigation system.
- Inspection and repair as needed of 2<sup>nd</sup> floor front balconies on interior units.
- Roof inspection and repairs as needed.
- Semi-annual gutter cleaning.
- Annual termite inspection.

#### **Landscaping/Grounds Management**

- Trimming of vegetation 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.