

Powhatan Place Community Association
ANNUAL GENERAL MEMBERSHIP MEETING MINUTES
Powhatan Secondary Clubhouse
Charter House Lane
6:30 p.m. Tuesday, September 25, 2018

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, Clyde Masengale, Niels Favre, Mike Carney and Amy Pickett.

Absent: Berkeley Property Manager, Ed Robbins.

A quorum was established.

Annual Meeting Proof of Notice

- Notice of the 2018 Powhatan Place General Membership Annual Meeting was mailed to all members September 5, 2018.
- Notification of the meeting was also sent to all members via the following:
 - Communication Chain – August 19, 2018 and September 22, 2018.
 - Posted at mailbox clusters – September 22, 2018.

Introductions – Niels Favre

- Board Members
- New Residents (since Oct. 2017)

Meeting Minutes from 2017 Annual Meeting

- A motion was made to approve the minutes of the 2017 Annual Meeting. The motion was seconded and passed.

Nominating Committee Report – Louise Pearson and Beth Anderson

- 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:
 - Rich Bundy
 - Mike Carney
 - Dottie Julio
- Brief summaries of candidates' backgrounds were 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
- A motion was made to elect the three candidates by acclamation.
- The motion was seconded and passed.

“What do my monthly dues pay for?” – Information for residents to read.

2018 Accomplishments – Niels Favre

- See Attachment I

2019 Goals – Niels Favre

- See Attachment II

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

2019 Budget – Mike Carney

- Budget spread sheet was distributed.
- Association Fees – past and present method presented
- Monthly assessment for 2019
 - Remained at \$259.00 effective January 1, 2019.
- Provided explanation of Replacement Reserves and Maintenance Reserves.
- 2019 Budget
 - A motion was made to approve the 2019 Budget as presented. The motion was seconded and passed.
 - Copy of 2019 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 2018, 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:
Rich Bundy Mike Carney Dottie Julio

Powhatan Place 2018-2019 Board of Directors

- Niels Favre
- Mary Lorenzen
- Rich Bundy
- Mike Carney
- Dottie Julio

Adjourned 7:40 p.m.

Recorded by Mary Lorenzen

Attachment I

2018 Year in Review **Oct. 2017 – Sept. 2018**

Maintenance/Replacement Projects Accomplished

- Replaced 10 deteriorated wood back decks with PVC decking.
- Replaced 1 deteriorated wood front porch with PVC decking.
- Power washing:
 - All buildings, front porches, rear decks, stairs, and privacy fences.
 - All concrete patios front and back.
- Staining/repair:
 - Wooden decks, front porches, privacy fences and crawl space doors.
 - Retainment walls around parking spaces.
- Power washing and staining of timber walkway.
- Fall and Spring gutter cleaning.
- Annual termite inspection.
- Refurbishing of bulletin boards at mailbox clusters by neighbors George King and Clyde Masengale.

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 2019 Budget.

Architectural Review Board Activity

- 5 Architectural Review requests researched and processed.

Communications

- 21 messages were sent out to the community via the Communication Chain.
- Postings at 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.
- Extensive trimming of vegetation along lake on Powhatan Place side.
- Trimming of all trees throughout community.

Beautification Committee Projects

- 3 holly trees planted in common area between Acoma homes and News Road.
- 2 dead trees removed.
- Spring walk-around and project list updated.

**THANK YOU to EVERYONE
who contributed their time to committees and other projects.**

**Special Thank You to our Property Manager, Ed Robbins, for
coordinating our many major projects this year.**

Attachment II

2019 Goals/Projects

Oct. 2018 – Sept. 2019

Maintenance/Replacement Projects

- Asphalt patching.
- Asphalt sealcoating of all streets and parking areas.
- Asphalt sealcoating of walkway along News Road.
- Semi-annual gutter cleaning (end of Dec & late Spring)
- Annual termite inspection (Feb).

Landscaping/Grounds Management

- Trimming of vegetation along lake on Powhatan Place side (Jan/Feb).