

POTOMAC SHORES RESIDENTIAL ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

Wednesday, June 17, 2020 – 4:00 PM

**Location: Potomac Shores - The Shores Club Social Barn
1801 Potomac Shores Parkway, Dumfries, VA 22026**

AGENDA

- | | | | |
|--------------|---|--|----------------|
| I. | CALL TO ORDER | | 4:00 PM |
| II. | APPROVAL OF THE AGENDA | | |
| III. | APPROVAL OF MINUTES | TAB 1 | |
| IV. | RESIDENT OPEN FORUM (3 minutes per Owner) | | 4:05 PM |
| VI. | MATTERS FOR BOARD DECISION | | 4:20 PM |
| | <ul style="list-style-type: none">• Ratify Prior Architectural Approvals• Ratify E-mail Decisions:<ul style="list-style-type: none">○ Collection Decisions○ Tot Lot Replenishment○ Insurance Renewal○ Spring Annual Flowers Proposal○ Extend Garden Tier Steps○ Tree Ring Enlargement○ Home Based Business Requests○ Gym Equipment Request○ Late Fee Waivers○ COVID Hardship Directive○ Shores Club Closure○ Irrigation Repairs• Additional Dog Station Proposal• Canoe Launch Request• Pulte Townhome Parking Request• Recreation Committee Recommendation | TAB 2
TAB 3

TAB 4
TAB 5
TAB 6
TAB 7 | |
| VI. | MATTERS FOR BOARD REVIEW | | 4:50 PM |
| | Financial Report | TAB 8 | |
| | Management Report | TAB 9 | |
| VII. | NEW BUSINESS | | |
| VIII. | EXECUTIVE SESSION | TAB 10 | 4:50 PM |
| | <ul style="list-style-type: none">• Delinquency Reports | | |
| VIII. | ADJOURN | | 5:00 PM |

*Please note: These times are estimated and meant to provide a guideline.

POTOMAC SHORES RESIDENTIAL ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
The Shores Club Social Barn
1801 Potomac Shores Parkway
Dumfries, Virginia 22026
Wednesday, December 4, 2019
4:00 PM

BOARD MEMBERS PRESENT

Andrew Wagner
Brian English
Tyler Montgomery

BOARD MEMBERS ABSENT

None

MANAGEMENT PRESENT

Sara Cruz - General Manager
Taylor Wagner – Covenants Administrator

OTHERS PRESENT

Gary Hopkins
David Morris
Derek Gehelbardt

CALL TO ORDER

Mr. Wagner called the meeting to order at 4:03 PM.

APPROVAL OF THE AGENDA

MOTION: Mr. English MOVED to accept the December 4, 2019 agenda as presented. The motion was SECONDED by Mr. Montgomery and PASSED unanimously.

APPROVAL OF MINUTES

MOTION: Mr. English MOVED to approve the September 11, 2019 meeting minutes as written. The motion was SECONDED by Mr. Montgomery and PASSED unanimously.

RESIDENT OPEN FORUM

Homeowners asked questions/comments regarding the following:

- Architectural application rate
- Massage Room rental agreement

MATTERS FOR BOARD DECISION

Ratification of Prior Architectural Approvals

MOTION: Mr. English MOVED to ratify the following list of architectural application decisions having all been reviewed since the last Board Meeting on September 11, 2019. The motion was SECONDED by Mr. Montgomery and the motion PASSED unanimously.

App #19-155 Gazebo	Approved
App #19-138A Landscaping	Approved
App #19-153 Fence	Approved
App#19-116A Deck	Approved
App#19-149A Multiple Items	Approved with Stipulations
App#19-140A Patio	Approved
App#19-151 Patio	Approved
App#19-152 Patio	Approved with Stipulations
App#19-127 Door, Lights, Swing	Approved
App#19-150 Trees and Compost Bin	Approved
App#19-149 Patio and Landscaping	Incomplete
App#19-139A Deck	Approved with Stipulations
App#19-142 Deck	Approved with Stipulations
App#19-145 Deck	Approved
App#19-146 Deck	Approved with Stipulations
App#19-147 Solar Panels	Incomplete
App#19-148 Fence	Approved with Stipulations
App#19-141 Paint, rails, landscaping	Approved with Stipulations
App#19-133A Patio	Approved
App#19-136A Patio	Approved
App#19-140 Patio	Incomplete
App#19-144 Patio	Approved
App#19-135A Garden Wall	Approved with Stipulations

MOTION: Mr. English MOVED to ratify the electronic approvals of the following decisions:

- Approve the New Fitness Equipment proposal from Matrix Fitness for an amount of \$5,752.62 to be funded from GL#9912-Operating Contingency.
- Approve the account #00444-0226 payment plan proposal of \$490 in October and November and \$490.10 in December. Additionally, privileges will be restored only if the homeowners remain current on their payment plan and after October's payment has been made."
- Accept the FY 2018 Draft Audit as presented.
- Approve the FY 2020 Budget as presented.
- Appoint Bret Coulson, Andy Cabral, Kurt Bodiford, Gary Hopkins, Edward Eng, Ben Scavone, Kristin Scheaffer, Emilio Rovira and Cullen Malone to the Town Center Committee."
- Approve the contract with Escape Massage Therapy for use of one of the Fitness Barn offices for two years at a room rental fee of \$100/month with that agreement that the current rates be fixed for the two-year term.

The motion was SECONDED by Mr. Montgomery and PASSED unanimously.

MOTION: Mr. English MOVED to appoint Karen Bennett, George Preston, Shanna Preston and Derek Gebelhardt to the Communications Committee. Appoint Meghan Corbett, Roger Foley and Tanner Fain to the Garden Committee and appoint Yenny Alvarez, Sharron Duncan and Traci Taffee to the Social Committee. The motion was SECONDED by Mr. Montgomery and PASSED unanimously.

MOTION: Mr. English MOVED to approve the 2020 irrigation maintenance contract with KT Irrigation for an annual amount of \$17,784 to be funded from GL#9884 – Irrigation Contract. The motion was SECONDED by Mr. Montgomery and PASSED unanimously.

MOTION: Mr. English MOVED to table the motion regarding the request for home day care business.

The motion was SECONDED by Mr. Montgomery and PASSED unanimously.

MATTERS FOR BOARD REVIEW / DISCUSSION

The October 2019 financial report was presented to the Board.

Mrs. Cruz presented the December Management Report. A copy of the report was provided to the Board in the Board Package.

NEW BUSINESS

None

EXECUTIVE SESSION

Mr. English MOVED to enter executive session at 4:20 PM for the purpose of reviewing architectural violations, collections and legal counsel correspondence. The motion was SECONDED by Mr. Montgomery and PASSED unanimously.

Mr. English MOVED to exit out of executive session at 4:42 PM. The motion was SECONDED by Mr. Montgomery and PASSED unanimously.

MOTION: Mr. Montgomery MOVED to approve \$10/per day charge, up to the maximum amount of \$900 for account #00432-4452 for installing speakers on the front porch without an approved application on file. The motion was SECONDED by Mr. English and PASSED unanimously.

MOTION: Mr. Montgomery MOVED to approve the suspension of privileges on the following accounts: 00432-8700, 00450-8935, 00443-6531, 00443-5202, 00438-0603, 00433-7232, 00434-0054, 00397-5624, 00450-2643, 00438-0674, 00439-8129, 00439-8080, 00407-6069 and 00434-1707 due to the accounts being 60 days or more past due in their assessments, and once accounts are brought current the privileges will be reinstated. The motion was SECONDED by Mr. English and PASSED unanimously.

ADJOURNMENT

MOTION: Mr. Wagner MOVED to adjourn the Board of Directors meeting at 4:47 p.m. The motion was SECONDED by Mr. English and PASSED unanimously.

Potomac Shores Residential Association, Inc.
Board Decision Request
June 17, 2020

Suggested Motion:

"I MOVE to RATIFY the following list of architectural application decisions having all been reviewed since the last Board Meeting on December 4, 2019.

Summary:

Architectural applications are reviewed regularly by the Board outside of normal meetings and applicants are notified of approval or denial by CMC upon receipt of the Board's decision. Enclosed is a report of all the reviewed applications.

CMC Recommendation:

Management recommends that the Board ratify the applications, so they are appropriately documented in the Association's records.

Vote:

	In Favor	Opposed	Abstained	Absent
Andrew Wagner				
Brian English				

Potomac Shores Residential Association, Inc.
Board Decision Request
June 17, 2020

Suggested Motion:

"I MOVE to RATIFY the electronic approval of the following decisions:

- Approve acceleration of 2020 assessments and proceeding with a lawsuit against the owners to secure the unpaid 2019 and accelerated 2020 assessments with a judgment for account #00423-8700 and #00450-8935.
- Deny the settlement offer from account #00439-9953 and proceeding with seeking entry of a default judgement and aware of attorney fees.
- Approve sending the letter of opposition to gaming expansion to the VA Senate Committee on behalf of the Potomac Shores Residential Association.
- Approve the proposal from Hadsell Sun and Shade for an amount not to exceed \$20,790 to be funded from GL#6700 – Pool Supplies.
- Appoint Patrick Gustafson and Scott Malin to the Garden Committee.
- Approve the Spring Cress Drive and Potomac River Blvd tot lot playground wood mulch replenishment proposal from HLS for a total amount of \$2,104 to be funded from GL#3280-General Reserves Expenditures.
- Approve the April 1, 2020 – April 1, 2021 insurance renewal proposal from Cascade/Erie Insurance for an annual amount of \$23,014 to be funded from GL#5400 Insurance Premium.
- Approve the spring annual flowers proposal from HLS for an amount of \$21,442 to be funded from GL#6150-Seasonal Color/Plantings.
- Approve the garden stairs extension proposal from USA Contractors for an amount of \$3,620 to be funded from GL#6199-Landscape Other.
- Approve the tree ring extension proposal from HLS for a total amount of \$12,780 to be funded from GL#6110- Landscape Repair and Maintenance.
- Approve the home day care business request for 17154 Sea Skiff Way and the painting conservator business request for 2089 Alder Lane.
- Deny the request to replace the current Smith Machine with a free weight bench.
- Approve accelerating the 2020 assessments and filing lawsuit against account #00413-1551 and #00413-1577 and approve preparing a garnishment against the Owner's bank account to collect on amounts owed to association on the 2019 judgment on account #00413-1577.
- Deny the request to release the lien placed on account #00412-0070 for reduced judgment amount owed.
- Approve the temporary COVID-19 Emergency Collections Directive that takes into account hardships suffered by unit owners during the pandemic.
- Close the Social Barn and Fitness Barn in accordance with Governor Northam Executive Order.

- Approve the Potomac Shores Parkway two-wire path repairs with KT Irrigation for a total amount of \$4,166 to be funded from GL#6200- Irrigation Repair and Maintenance.

Summary:

The Board approved several decisions via e-mail and will now need to ratify those decisions so that they are appropriately documented in the meeting minutes.

CMC Recommendation:

Management recommends that the Board ratify the approvals.

Budget Consideration:

N/A.

Vote:

	In Favor	Opposed	Abstained	Absent
Andrew Wagner				
Brian English				

Prepared by: Sara Cruz, CMCA, AMS, PCAM – General Manager

Potomac Shores Residential Association, Inc.
Board Decision Request
June 17, 2020

Suggested Motion:

"I MOVE to APPROVE the additional dog station proposal from Doody Calls for an amount of \$2,440 to be funded from GL#6495-Other Contracted Services."

Motion:
2nd:

Summary:

Enclosed is a proposal from Doody Calls to install eight additional dog stations throughout the community. The proposal includes a link to google map which shows the proposed locations they feel would benefit from new stations.

The service unit cost per week remains the same at \$9/unit/week.

CMC Recommendation:

We've received numerous requests for additional dog stations, especially from the Pulte townhome section and near Spotted Oak Road in the Ryan Homes section. Management recommends the Board approve purchasing additional stations. The 2020 budget allocates funds for four new stations in 2020.

Budget Consideration:

In the 2020 budget, GL #6495 is budgeted for \$8,340. This is based off the current 12 stations (\$120/week) plus the estimated cost of bags. The budget also includes adding four new dog stations in 2020.

To date, we have expensed \$2,600 from this line item leaving \$5,740 remaining for the year. The cost to purchase eight new stations is \$2,440 and the additional monthly service of those stations would be about \$325/month for the remainder of the year.

If approved, this line item will likely run over budget about \$2,000 at year end.

Vote:

	In Favor	Opposed	Abstained	Absent
Andrew Wagner				
Brian English				

Prepared by: Sara Cruz, CMCA, AMS – General Manager



Thursday, June 04, 2020

Potomac Shores Residential As
c/o Community Mgmt Corp

4840 Westfields Blvd, Ste.300
Chantilly,VA 20153-0821

Service Address

Proposed additional 8 Pet Waste Stations throughout
Potomac Shores

Dear Potomac Shores :

Thank you for allowing DoodyCalls to prepare a pet waste management proposal for your beautiful community.

DoodyCalls is the nation's trusted leader in pet waste management for homeowners and their communities and we look forward to helping you to manage pet waste on your property. Having walked the grounds during our site survey, we understand exactly why you want to keep them clean for residents and their guests. As you will see with the attached proposal, I believe we can help you do just that.

If you have any questions about the proposal or would like to go over it together, just let me know. I'm here to help and you can reach me anytime.

Thanks again for your time. Our team is looking forward to providing Potomac Shores with the absolute best in pet waste management services.

Respectfully,

Ron Cooper Jr
Franchise Owner-DoodyCalls
Stafford
staffordva@doodycalls.com
703-304-4906 cell

DoodyCalls is the best money our Association has ever spent! Complaints about smelly, overflowing dog waste receptacles went from at least 5 a week to zero immediately upon bringing them on board. As a manager, this service is invaluable." Tracy P., CMCA, AMS

Five Reasons Why Communities Love DoodyCalls

Communities across America keep pet waste at bay with the help of DoodyCalls. Here's why:

Unmatched Expertise

With more than a decade of experience helping communities, homeowner associations, apartment complexes, local governments and municipalities successfully manage pet waste, DoodyCalls is the definitive subject matter expert on all things related to the "fecal" matter.

Comprehensive Pet Waste Management Plans

Eliminating pet waste takes a well-rounded approach. When you work with DoodyCalls, you get a comprehensive pet waste management plan that is tailored to meet the specific needs and budget of your community.

A Flexible Approach

As our technicians service your community, we keep a close eye on station usage, monitoring fluctuations as seasons and other factors change, and making recommendations to keep your service levels optimized for efficiency and cost effectiveness.

We Go Beyond Pet Waste Pickup

At DoodyCalls, we openly share our expertise by making available an extensive library of professionally written newsletter articles designed to educate residents about the importance of keeping pet waste off the ground. We also have a Pet Waste Management Handbook, which helps community managers like yourself design and implement comprehensive pet waste management plans.

Caring For The Community at Large

DoodyCalls is dedicated to making the world a better place to live, one scoop at a time. With our environmentally friendly pet waste management practices, we not only keep your community clean and safe for families and pets to enjoy, but we work to improve the local environment as well.



Pet Waste Health and Environmental Impact

DoodyCalls is dedicated to keeping the residents in your community healthy and easing the impact of the community's pet waste and trash on the environment. Studies have shown that one gram of pet waste contains 23 million Fecal Coliform Bacteria which are known to cause cramps, diarrhea, intestinal illness, and serious kidney disorders in humans. Leaving pet waste on the ground allows it to wash in to storm drains and contaminate the region's water supply. In addition, the waste that enters the water supply causes rapid algae growth that cuts the oxygen in the water and kills plant life and fish.

Services Overview

Pet Waste Station Service

DoodyCalls pet waste station service includes:

1. Removing the existing waste can liner and replacing it with a new liner.
2. Restocking the litter bag dispenser as needed.
3. Inspecting the station for functionality and defects that may cause a service, aesthetic or safety concern to the community.
4. Communicating any issues to the community manager.
5. Removing waste left on the ground within a 6 foot radius of the pet waste station.
6. All waste and trash collected will be removed from community's property and disposed of according to state and local codes and guidelines.

Common Area Cleaning Service

DoodyCalls common area cleaning service includes picking up and removing dog waste and/or small light trash from the designated area.

Site Survey

Findings

After a lengthy site audit, we located several locations in need of pet waste stations. We found 8 locations to help ease the pet waste issues throughout the community.

Scope of Work

Order, assemble and install DoodyCalls Commander pet waste stations in approved locations. Make ready for use. Service weekly with other 12 existing locations.

Type of Pet Waste Stations Recommended

Commander - Roll - Green (8)

Recommended Locations for Pet Waste Stations:

Please see the map at: <https://www.google.com/maps/d/drive?state=%7B%22ids%22%3A%5B%221-1C71eRqW3bIO5SOSwqGZnic3bU%22%5D%2C%22action%22%3A%22open%22%2C%22userId%22%3A%22102983973727079258979%22%7D&usp=sharing>

DoodyCalls has installed pet stations at every common green in my community and it is making a big difference. I have had several homeowners tell me the service is a great idea. The service personnel are prompt and courteous and do a great job of keeping the areas clean and the stations loaded with bags. I would recommend DoodyCalls to any community manager. Christie S., CMCA, AMS

Equipment

Option #1-Commander Pet Waste Stations identical to existing stations in community

Item	Unit Cost	Qty	Installation	S&H	Total
Commander - Roll - Green	\$225.00	8.00	\$80.00	FREE	
				Total:	\$2,440.00

We select option # _____.

Prepayment Term	Term Service Cost	Discount	Prepaid Term Service Cost
		na	
		na	

Community Map

see google map

<https://www.google.com/maps/d/drive?state=%7B%22ids%22%3A%5B%221-1C71eRqW3bIO5SOSwqGZnic3bU%22%5D%2C%22action%22%3A%22open%22%2C%22userId%22%3A%22102983973727079258979%22%7D&usp=sharing>

Approval

Installation (If Applicable)

Please initial next to one of the following:

_____ We approve station installation locations as marked on the map contained in this proposal.

_____ We do not approve station installation locations as marked on the map contained in this proposal. We would like to discuss station locations further before installation.

Acknowledged and Agreed

Potomac Shores

Name: _____ Title: _____ Signature: _____ Date: _____

DoodyCalls

Name: _____ Title: _____ Signature: _____ Date: _____

Contact information for Potomac Shores

Title: _____ Phone: _____

Email: _____ Name: _____

Pet waste bag usage is estimated and actual usage in the community may vary.

DoodyCalls requires the approval of pet waste station locations before they can be installed.

We believe the estimate for common area cleaning allows sufficient time to clean all designated common areas. If some areas have so much trash or waste that we can not complete all areas as noted above we will clean the remaining areas on subsequent scheduled visits. If the cleaning is scheduled for one time only, we will obtain approval before continuing.

Prepayment discounts apply to standard service costs only and do not apply to equipment or product purchases.

Equipment prices do not include state and local sales tax.

This proposal does not have an expiration and DoodyCalls will provide the described work until notified by the community to stop providing service.

DoodyCalls will provide the community with 60 days notice of any price changes. Either party may cancel the work with 60 days written notice.

This proposal is valid for 90 days.

Please sign and return the proposal to us via fax or email

Potomac Shores Residential Association, Inc.
Board Decision Request
June 17, 2020

Suggested Motion:

"I MOVE to APPROVE increasing the day time security patrol monitoring hours by 10 hours per week beginning June 1st – September 30th to be funded from GL#6440 – Safety and Security."

Motion:
2nd:

Summary:

Enclosed is an e-mail correspondence with a Potomac Shores homeowner who is requesting the Board look into solutions to limit non-resident access to the canoe launch. Management has received several complaints about the number of non-residents and teenagers hanging out at the canoe launch area, especially during Covid-19 and with the warmer weather. This particular homeowner is recommending the Board install a gate with an access card system so only residents can access the amenity.

CMC Recommendation:

Due the unique location of the canoe launch, we do not believe adding a fence or gate will help the situation. Teenagers will likely vandalize it. Also, there is not electricity at the river to add a keypad access.

Our recommendation to deal with the increase in non-resident access and/or loitering is to consider having increased security patrols during the summer and fall months when the weather is warmer. Currently, the security guard patrols 6-hour evening shifts Friday & Saturday (7PM – 1AM) and Sundays (6PM – 12AM). We recommend adding day time patrol hours since that seems to be when most teenagers are hanging out there.

Budget Consideration:

In the 2020 budget, GL #6440 budgets \$575.10/week for security patrols. We did not budget for an increase in the security patrol hours.

The contracted security guard rate is \$31.95/hour.

If we added an additional 10 hours per week, it would be an additional \$1,278/month.

Vote:

	In Favor	Opposed	Abstained	Absent
Andrew Wagner				
Brian English				

Prepared by: Sara Cruz, CMCA, AMS – General Manager

Daiane Studzinski

From:

Sent: Friday, May 29, 2020 4:29 PM
To: Daiane Studzinski
Cc:
Subject: Re: Canoe Club

[EXTERNAL EMAIL] This email originated from outside of Associa.

Daiane, I'm writing to ensure you're aware of the assault on a Potomac Shores resident at the Canoe Club on Memorial Day this past week. I've been writing to you for the last several weeks to let you know that there are safety and sanitary issues at the Canoe Club and now we have residents being assaulted there in broad daylight.

My wife and I and our daughter witnessed the assault when we were paddleboarding at the Canoe Club this past Monday (Memorial Day) in the late afternoon. The Prince William County Police showed up and kicked about 25-30 people off the private grounds after they asked whether or not they were residents of Potomac Shores. This led to a verbal altercation between a resident and a non-resident about the non-resident's right to use the canoe club. Another person who observed the altercation and supported the non-resident's right to be on the Potomac Shores property assaulted the resident in front of his wife and child. The police had left but returned in time to intervene and prevent further and more serious harm.

Approximately 30 min after the police left, the Canoe Club was filled with another 30 people who clearly were not residents of Potomac Shores.

This is not acceptable and the HOA must take swift action to ensure Potomac Shores residents are able to use the amenity without our safety being threatened.

On Mon, May 18, 2020 at 5:54 PM > wrote:
Thanks Daiane. Look forward to hearing the decision.

On Mon, May 18, 2020, 5:20 PM Daiane Studzinski <DStudzinski@cmc-management.com> wrote:

Hi,

I'm sorry that was the sight at the Canoe Club this past weekend. It really is unfortunate that we have teenagers/nonresidents leaving the Canoe Launch trespassing. We can definitely take your suggestion of adding a gate with a key pad to the Board for consideration. Their next meeting is in June 17th so we can let you know of their decision after.

We will have our maintenance person continue to continue to monitor the trash.

Thank you,

Daiane Studzinski

Assistant Manager/Activities Director, Potomac Shores Residential Association, Inc.

Community Management Corporation, an Associa Company

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From:
Sent: Saturday, May 16, 2020 5:18 PM
To: Daiane Studzinski <DStudzinski@cmc-management.com>
Cc:
Subject: Re: Canoe Club

[EXTERNAL EMAIL] This email originated from outside of Associa.

Hi Daiane, thanks for checking into this. I'm at the canoe club again today with my family and there are at least 15 teenagers/20 something year olds who do not appear to be residents of Potomac Shores. Additionally there is a group smoking a bong. My wife called the non-emergency number and they had no clue where the Potomac shores canoe club was. And frankly, I don't want to spend my time policing the canoe club.

As far as trash, the place is being littered by by non-residents who dont care and dont pay for this amenity.

The only solution is to put a gate around the canoe club with swipe access much like the pool and the gym. Otherwise, this will continue to be an unsafe and unsanitary amenity for Potomac Shores residents.

On Tue, May 12, 2020, 5:36 PM Daiane Studzinski <DStudzinski@cmc-management.com> wrote:

Hi,

I spoke with my manager regarding this and she stated that the HOA has an agreement with Prince William County Police regarding the Canoe Launch and loitering. Although sometimes it's not easy to tell who is a resident or not, we encourage residents to call the nonemergency police to help with this problem. The more calls PWCPD receive, the more likely it is that they'll have a police officer patrolling the area often. Our Security patrol also monitors the area. The security officer works Friday, Saturday and Sunday evenings (6 hour shifts) and patrols the amenities, which include the Shores Club, overlook and canoe launch. His primary job is to make sure that non-residents are not loitering anywhere. If he sees someone at the canoe area, he asks for their badge or if they are residents. If they are not or if it's suspicious activity, he asks them to leave. Most times they do, or he'll call the PWCPD. The patrols are also a deterrent, just by driving around with the lights on.

We are looking into better trash containers with lids in hopes that it will help the trash situation. Unfortunately with more people at home due to COVID-19, trash has become a big issue. Please know that we are doing our best to try to resolve this. If you have any suggestions/ideas on what we can do keep the area cleaner and safer, we would gladly take them to the Board for consideration. I do apologize for not better explaining everything the first time I replied.

Thank you,

Daiane Studzinski

Assistant Manager/Activities Director, Potomac Shores Residential Association, Inc.

Community Management Corporation, an Associa Company

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From:
Sent: Tuesday, May 12, 2020 8:21 AM
To: Daiane Studzinski <DStudzinski@cmc-management.com>
Cc:
Subject: Re: Canoe Club

[EXTERNAL EMAIL] This email originated from outside of Associa.

Hi Daiane, The canoe club is a private amenity that we pay for and should be a safe and sanitary place. Right now it is an unattended public space that is unsafe. Simply telling me to call the police is NOT the answer. If you cannot address this, please put me in contact with someone who can.

Thanks.

On Mon, May 11, 2020 at 4:56 PM Daiane Studzinski <DStudzinski@cmc-management.com> wrote:

Hi,

Thanks for your email! Unfortunately with more people at home we have noticed a lot more gatherings and trash at the Canoe Launch too. Our maintenance guy regularly checks the Canoe Launch for trash but it usually overfills over the weekend. We will look into adding more trash cans there and hopefully that can fix the trash problem. Thank you for taking the time and picking it up. I wish everyone cared more about keeping the place clean and wouldn't throw trash everywhere.

Regarding the homeless people and loitering, I recommend calling the non-emergency police number at (703) 221-1111. Hopefully with police presence, this can stop. I've also spoken with our security company to keep a special eye out on that area. Let me know if you notice anything else.

Thank you,

Daiane Studzinski

Assistant Manager/Activities Director, Potomac Shores Residential Association, Inc.

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From:
Sent: Monday, May 11, 2020 11:31 AM
To: Daiane Studzinski <DStudzinski@cmc-management.com>
Cc:
Subject: Canoe Club

[EXTERNAL EMAIL] This email originated from outside of Associa.

Hi Daiane, I was at the canoe club yesterday to paddleboard with my family and was shocked by what an unsanitary and unsafe amenity this is. There was garbage everywhere and at least two homeless people squatting on the Potomac shores property. Furthermore, it appears that it's a local Dumfries area high school hangout. I did not feel safe having my family there.

My wife and I went home for garbage bags and returned to pick up garbage for an hour.

Can you please let me know what the plan is to remedy this situation? It should be a safe and clean amenity for Potomac shores residents only.

Thank-you.

Potomac Shores Residential Association, Inc.
Board Decision Request
June 17, 2020

Suggested Motion:

Motion:
2nd:

Summary:

We've received two complaints from Pulte townhome owners about their neighbors using the open common area parking spaces to park their vehicles vs. parking in their garage or driveway. Management explained that there is no language in the current parking policy which prohibits residents from parking in the open spaces. These homeowners recommend the Board adopt a stricter policy that permits only guests to park in the open spaces and require homeowners to park their vehicles in their driveway and/or garage.

Enclosed is a copy of the current parking policy for your review.

CMC Recommendation:

Since we have only received these two complaints regarding parking in the townhome section, we do not recommend a change in policy at this time. We feel that a majority of the townhome owners are satisfied with the current parking policy, so there is no need to enforce a stricter policy. In the future, if parking spaces become limited, we may need to adjust policy by adding guest passes, etc. At this time, we recommend that the Board not make a motion to change the parking policy.

Budget Consideration:

N/A.

Vote:

	In Favor	Opposed	Abstained	Absent
Andrew Wagner				
Brian English				

Prepared by: Sara Cruz, CMCA, AMS, PCAM – General Manager

Daiane Studzinski

From:

Sent: Sunday, May 17, 2020 7:02 PM

To: Sara Cruz; Daiane Studzinski

Subject: HOA and number of vehicles per household

[EXTERNAL EMAIL] This email originated from outside of Associa.

Good evening,

Is there anything in the HOA regarding number of vehicles per household or parking vehicles permanently off your property? We have people up in the Pulte townhomes that are permanently parking "extra vehicles" in the guest parking spots around the perimeter rather than store them in their garage or driveway. Is there anything that says residents have to use their property for permanent vehicle parking? It looks trashy when people have vehicles just sitting. If there is something regarding the parking can it be communicated to residents as some of them either don't know or don't care.

Best,

Sent from my iPhone

POTOMAC SHORES RESIDENTIAL ASSOCIATION, INC.

POLICY RESOLUTION NO. 2018-1

(Resolution Relating to Parking and Towing of Vehicles)

WHEREAS, Article III, Section 3.15 of the Potomac Shores Residential Association's (the "Association") Bylaws states that "The Board of Directors shall have the power to administer the Residential Association's affairs, perform the Residential Association's responsibilities, and exercise the Residential Association's rights as set forth in the Governing Documents and as provided by law"; and

WHEREAS, Section 2 of the Initial Rules filed as Exhibit C to the Community Charter for the Association, contains extensive restrictions on parking automobiles and empowers the Board to enact further rules regarding the same; and

WHEREAS, the Board believes it to be in the best interest of the Association to impose rules and regulations relating to parking and towing of vehicles on the common areas.

NOW THEREFORE, the Board hereby adopts the following rules and regulations relating to the parking and towing of vehicles, which supersede and replace all prior policies and rules and regulations relating to the same subject.

I. PARKING RULES

1. Subject to the other restrictions set forth herein, parking within the community is reserved exclusively for the use of its Owners and their tenants or guests.
2. No motor vehicle shall be parked in violation of any posted sign. No more than one vehicle shall be parked in any designated space.
3. No motor vehicle shall be parked on any area designated for pedestrian use.
4. No motor vehicle shall park in such a manner as to interfere with access to or along, or encroaches upon, the private streets, the sidewalks or the pedestrian walkways or emergency vehicle access easements, ingress/egress easements, or garage driveways.
5. Only vehicles displaying a handicapped license or permit shall park in a space reserved for handicapped parking.
6. No motor vehicle shall be parked in such a manner or area that obstructs the safe, free flow of vehicular traffic or obstructs the movement of other vehicles into and out of the parking areas or driveways.

7. Any vehicle parked in a fire lane is subject to immediate towing at the vehicle owner's risk and expense.

8. Any vehicle parked within the community that does not display a valid license plate and registration will be considered abandoned and is subject to towing at the vehicle owner's risk and expense.

9. No Commercial Vehicles shall be parked on the Property. "Commercial Vehicle" is defined as any motor vehicle, trailer, semitrailer, and/or combination thereof that (a) has a registered gross weight in excess of 10,000 lbs., (b) is carrying commercial equipment (such as ladders, tools, machinery, etc.); (c) cannot be parked entirely within a parking space designed to accommodate a standard automobile, (d) is a special purpose vehicle including, but not limited to, limousines and taxicabs, tow trucks, tractors, ambulances, or construction vehicles, unless these vehicles are performing services on the Property; and/or (e) meets the definition of a "Commercial Vehicle" as defined in the laws and regulations of the Commonwealth of Virginia and/or Prince William County.

10. No Recreational Vehicles shall be parked on the Property. "Recreational Vehicles" is defined to include the following types of vehicles: motor homes, self-contained campers, mobile homes, boats, all-terrain vehicles, snowmobiles, dune buggies, trailers, boat trailers, pop-up camper/tent trailers, horse trailers, any trailers or semitrailers used for transporting; wave runners, jet skis, snowmobiles, motorcycles, all-terrain vehicles, whether or not such trailer or semitrailer is attached to another vehicle, and any other type of vehicle primarily designed for recreational use, as opposed to conventional passenger use.

11. No junk, inoperable or derelict vehicle shall be parked on the Property at any time. Any motor vehicle, trailer or semi-trailer that cannot be operated in its existing condition because the parts necessary for operation, such as, but not limited to, tires, wheels, windshield, engine, drive train, driver's seat, steering wheel or column, gas or brake pedals, are removed, damaged, or destroyed, or has a deteriorated body condition, shall be deemed to be a junk or derelict vehicle, regardless of the display of valid state license/registration or inspection sticker.

12. No vehicles that are a hazard or nuisance by reason of noise, exhaust emission, fluid emission, appearance or otherwise, or are operated in a manner that disturbs residents, shall be parked on the Property.

13. Except for bona fide emergencies, and except for ordinary light maintenance and normal cleaning, the repairing of vehicles, including the painting thereof, is not permitted at any time on the Property. The intentional drainage of any motor vehicle fluids is prohibited.

14. No individual may erect signs or place initials, numbers, or storage containers, or make any other additions or alterations to any Property parking spaces without the prior written consent of the Board.

15. Owners whose residents and/or guests violate this policy shall be held liable for any damages to the community caused directly or indirectly by the violation, to include the cost of enforcement which shall also include legal fees and costs.

II. ENFORCEMENT

A. Authority. The Board of Directors authorizes Management to enforce all provisions and restrictions of this Parking Policy and promulgates the enforcement procedures herein to accomplish such enforcement in a manner that is consistent and equitable to all Owners, residents, guests and visitors.

B. Indemnity. If any vehicle owned or operated by an Owner, any member of such Owner's family, or by such Owner's tenants, guests, invitees or licensees shall be parked, operated or abandoned in such a manner as to violate the Association's Governing Documents, Rules and Regulations or Resolutions of the Board of Directors, the Association shall be held harmless by such Owner for any and all damages or losses that may ensue, and any and all rights in connection therewith that the Owner or driver may have under the provisions of state or local laws and ordinances are hereby expressly waived. The Owner shall indemnify the Association against any liability which may be imposed on the Association as a result of such parking, operation or abandonment and any consequences thereof.

C. Enforcement Procedures.

(1) Notification of Violation.

(a) Step 1. Management shall issue a written notice of violation to any vehicle parked in violation of the Association's Governing Documents or Rules and Regulations as set forth in this Policy Resolution. The notice shall (1) contain the time and date of violation, (2) generally advise the member of the nature of the offense, cite the specific provision within the Association's Governing Documents or Rules and Regulations that the member has allegedly violated, (3) specify the remedy required, and, if applicable, state the time frame within which the member has to complete corrective action and (4) contain descriptive vehicle data as to make (including year if known), model, state license number, and resident, guest or visitor information. The notice shall also contain a specific warning that the vehicle is subject to removal by towing.

(b) Step 2. Upon issuing and placing the notice on the vehicle in violation, Management shall make a reasonable effort to identify and locate the owner or operator of the vehicle to personally notify such owner/operator by telephone or otherwise, that the vehicle is parked in violation and to request immediate compliance with the terms of the Association's Governing Documents and Rules and Regulations or the vehicle will be towed and stored off the premises at such owner/operator's expense and risk. Such notification and request is to be made a record of fact. If the owner/operator cannot be identified and/or located for this notification, all efforts to do so shall also be made a record of fact. If additional effort to identify and locate the owner/operator of the vehicle is unsuccessful and the vehicle has not been moved within twenty-four hours, Management shall have the vehicle removed by towing.

(2) Towing. When notification has been made pursuant to Section II of this Resolution and the violation has not been corrected within twenty-four (24) hours from the time such notification was made, Management may have the vehicle removed from the Common Area by towing.

D. Violations Subject to Immediate Towing. Any vehicle: (a) parked in a Fire Lanes or in other No Parking Areas (e.g. pedestrian areas, crosswalks, fire hydrants, etc.), (b) parked in a handicapped parking space (except those vehicles displaying valid disabled windshield placards, permits or licenses plates), (c) obstructing the flow of traffic through the Common Area, in and out of the Common Area or Lots, and/or the use of the sidewalks, (e.g. vehicle not parked completely within the confines of the parking space) (d) that meets the definition of "Commercial Vehicles," "Recreational Vehicles," or a vehicle described in Section I, Paragraphs 11 or 12 of this Resolution and is parked on the Common Area, (e) parked in a way which impedes a resident's use of his/her driveway, (f) parked in a parking space assigned to another, and/or (g) posing a safety hazard shall be subject to immediate towing without notice to the owner of said vehicle.

E. Notification of Towing. When a vehicle is removed from the property by towing, Management shall notify the appropriate officer of the Prince William County Police and/or Sheriff's Department that the vehicle has been towed from the property.

F. Imposition of Charges and Suspension of Privileges and Voting Rights. In addition to any possible towing of the vehicle, violations of this Resolution may result in the matter being referred to the Board of Directors for their action. The Board of Directors may assess charges and suspend privileges for infractions and violations of the Association's Governing Documents and the rules contained in this Resolution in accordance with Section 55-513 of the Virginia Property Owners' Association Act and the Association's Documents.

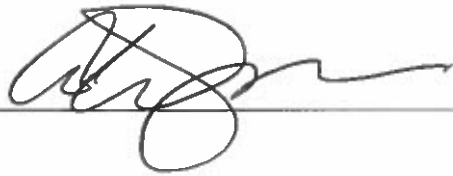
G. Other Enforcement Procedures. Notwithstanding the procedures described herein above, nothing is to be construed as preventing or discouraging the Association, Management or any resident from reporting any violation of this Policy Resolution to the Prince William County Police and/or Sheriff's Department, the Commonwealth of

Virginia Division of Motor Vehicles, or any other appropriate agency of the Commonwealth of Virginia (or an appropriate political subdivision) where such violation may likewise constitute a violation of the laws or ordinances of the Commonwealth of Virginia or those of an appropriate political subdivision. In addition, the Board reserves all rights to pursue legal action for failure to comply with the Association's Governing Documents or these regulations.

I hereby certify that the foregoing was adopted on the 5 day of DEC, 2018, at a meeting of the Board of Directors in which a quorum was present.

The effective date of this Resolution shall be December 5, 2018.

**POTOMAC SHORES RESIDENTIAL
ASSOCIATION, INC.**

By: 
Name:
Title: President

POTOMAC SHORES RESIDENTIAL ASSOCIATION, INC.

RESOLUTIONS ACTION RECORD

Resolution Type: Policy Resolution

No. 2018-1

Pertaining to: Resolution Relating to Parking and Towing of Vehicles

Duly adopted at a meeting of the Board of Directors of the Potomac Shores Residential Association, held on December 5 2018.

Motion by: Brian English

Seconded by Tyler Montgomery

OFFICER	TITLE	YES	NO	ABSTAIN	ABSENT
Andrew Wagner	President	x			
Brian English	Vice President	x			
Tyler Montgomery	Sec / Treasurer	x			

ATTEST:

Name:
Title: Secretary

Date

Resolution Effective: Dec. 5, 2018

Potomac Shores Residential Association, Inc.
Board Decision Request
June 17, 2020

Suggested Motion:

"I MOVE to APPROVE the Recreation Committee's recommendation to move forward with planning and seeking proposals for a multi-purpose court for an amount not to exceed the \$150,000.00 budget"

Motion:
2nd:

Summary:

The ad-hoc Recreation Committee conducted two community resident surveys last year to determine how the majority of the community would like to use the \$150,000 recreation improvement funds.

The number one choice from the community was to build multi-purpose courts. Enclosed are two proposals/designs from the Recreation Committee on options for the multi-purpose courts.

Proposal #1: Sport Court of Washington DC

\$116,552.00

60'x120' Multi-Sport Tennis Court

Includes installation of a 4" steel-reinforced concrete pad

Sport Court features includes (4) PRO adjustable basketball system with full padding, multi-sport net adjustment system, ten-foot chain link fence, game-line painting for Tennis, Pop tennis, Pickleball and basketball.

Proposal #2: Tour Greens Mid-Atlantic

\$65,205.06

Versacourt system that covers basketball, tennis, pickleball and volleyball courts with 4 goals, 4 lights, tennis net system, tiles and lines for the above court areas. The estimate includes the Versacourt system, tax and labor to install. Any concrete or electrical work is not included in this estimate. The Versacourt tiles will include a lifetime warranty for replacement should they break or become damaged.

The putting green (\$50,065.00), and bocce court (\$17,550.00) are listed as a line item, but not included in invoice total and would be separate.

Recreation Committee Recommendation:

Kyle Dawson, Chair of the ad-hoc Recreation Committee, recommends that the Board decide to move forward with planning to install a multi-purpose court and then seek volunteers for a new Recreation Committee to further plan/design the multi-purpose court.

Budget Consideration:

According to the proposals from the Recreation Committee, a multi-purpose court would be within the \$150,000 budget. We would then need to add it to the Association's Reserve Study.

Vote:

	In Favor	Opposed	Abstained	Absent
Andrew Wagner				
Brian English				

Prepared by: Sara Cruz, CMCA, AMS, PCAM – General Manager



SPORT COURT of WASHINGTON, DC

CUSTOMER INFO:	NAME:	Kyle Dawson	DIMENSIONS:	60x120
	ADDRESS:	Potomac Shores	SQ. FT. AREA:	7,200
	CITY-ST-ZIP:	Dumfries VA 22026	CONTACT:	Robert Kidd
	PHONE:	703 585 5846	PHONE:	571-212-0864
	EMAIL:	kyled0121@aol.com	DATE:	11/22/2019

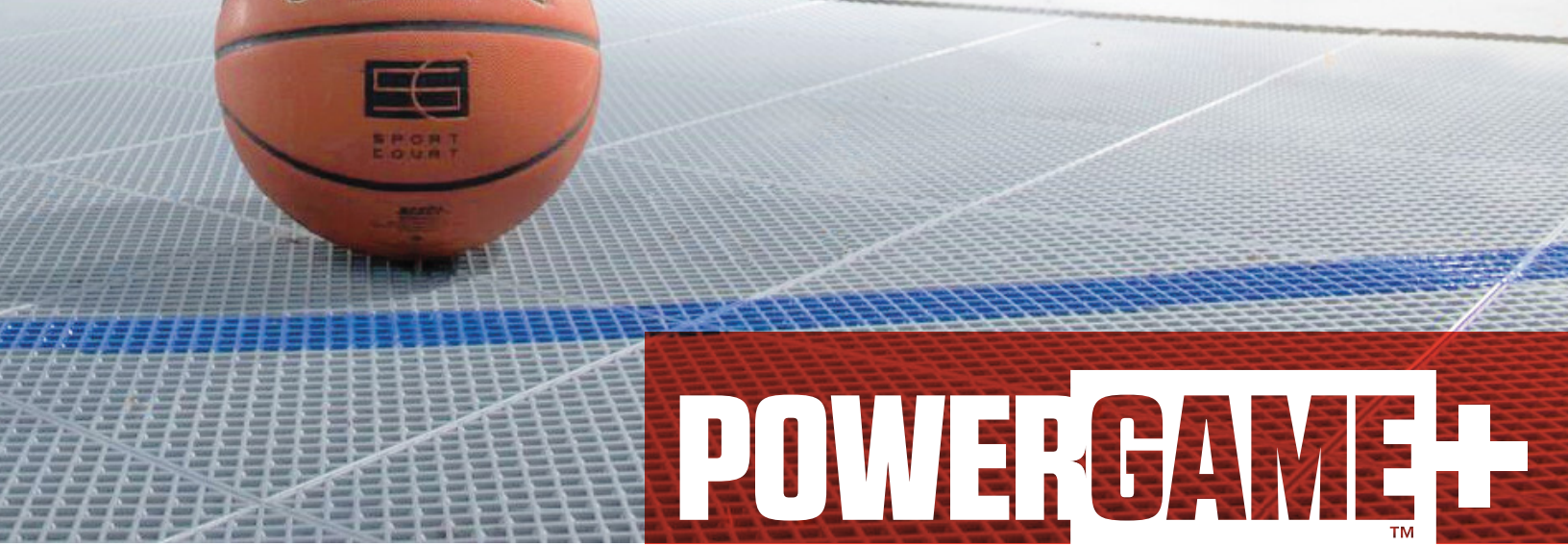


60'x120' Multi-Sport Tennis Court

Project includes the installation of a 4" steel-reinforced concrete pad:

Sport Court features Include: (4) PRO adjustable basketball basketball system with full padding and PowerGame Plus high-performance modular athletic surface, multi-sport net adjustment system, ten-foot chain link fence, game-line painting for Tennis, Pop tennis & Pickleball, basketball

COMPONENTS:	44,350.00		PROJECT GRAND TOTAL: \$116,552.00		
INSTALLATION:	6,150.00		PAYMENT TERMS		
FREIGHT:	6,551.00		CONTRACT DEPOSIT	30%	34,965.60
SALES TAX:	2,661.00		CONCRETE INSTALLED	30%	34,965.60
COMPONENTS SUBTOTAL:		59,712.00	SC COMPONENTS RECEIVED	30%	34,965.60
CONSTRUCTION:	34,320.00		INSTALLATION COMPLETE	10%	11,655.20
FENCING:	19,120.00		All Sport Court® flooring backed by a 15-year limited warranty.		
CUSTOM PAINTING:	3,400.00				
NON-TAXABLE SUBTOTAL:		56,840.00			



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PowerGame+ delivers the same dribbling response as a hardwood floor unmatched by the industry.



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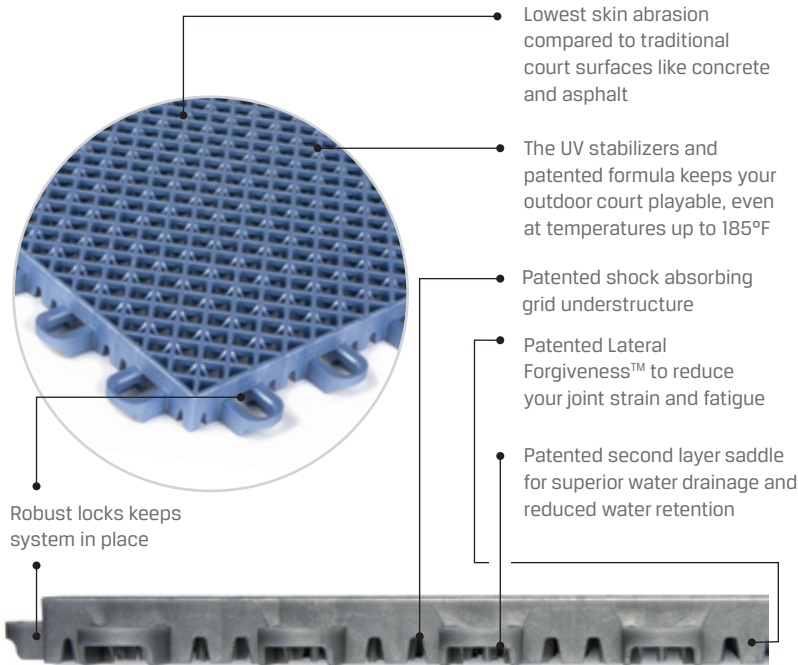
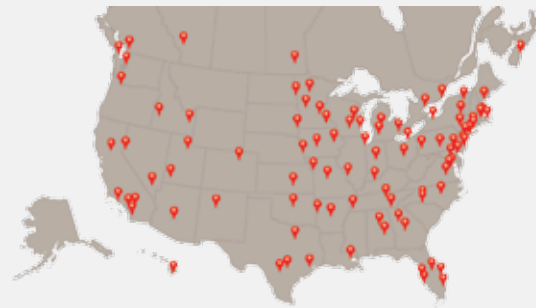
*NCAA is a registered trademark of the National Collegiate Athletic Association.



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Size	12" x 12" x 3/4"	<input checked="" type="checkbox"/>
Weight	.73 lbs.	<input checked="" type="checkbox"/>
Head Impact ASTM 1292	37" drop height pass	<input checked="" type="checkbox"/>
Traction ASTM E303	.65 coefficient of friction	<input checked="" type="checkbox"/>
Ball Rebound DIN 18032	100% ball bounce	<input checked="" type="checkbox"/>
Material	High Impact Polypropylene Copolymer	<input checked="" type="checkbox"/>
Quality	ISO 9001 / ISO 14001	<input checked="" type="checkbox"/>
Recycling	100% recyclable	<input checked="" type="checkbox"/>
Country	USA made	<input checked="" type="checkbox"/>
Warranty	15 year limited	<input checked="" type="checkbox"/>

Available Colors



TOUR GREENS VIRGINIA & DC
VERSACOURT VIRGINIA & DC

TourGreensVirginia.com

VERSACOURT.COM

Paul.Johnson@tourgreensvirginia.com

9702 Gayton Rd

Richmond Va 23238

804.909.0084



Potomac Shores

Description	Quantity	Unit Price	Cost
Out door tile sq ft	7230	\$ 3.50	\$ 25,305.00
Elite tile (lane)			\$ -
Elite tile border			\$ -
Ramp hook tile	83	\$ 1.99	\$ 165.17
Ramp Receiver	83	\$ 1.99	\$ 165.17
Versa court Outdoor corner		\$ 5.99	\$ -
Pre painted game lines Basketball, pickle ball, tennis. volley ball	1	\$ 2,400.00	\$ 2,400.00
all aluminum 2 pole tennis net assembly adjustable (net not included)	1	\$ 2,995.83	\$ 2,995.83
Standard Tennis Net, Poles and Net Included, 42' x 3'-6"	1	\$ 832.49	\$ 832.49
Custom containment netting			\$ -
Versa court dual light LED system	4	\$ 1,844.63	\$ 7,378.52

MVP 42" x 72" Glass Backboard	4	\$ 2,265.89	\$	9,063.56
Goals shipped directly by vendors	1	\$ 1,400.00	\$	1,400.00
Shipping on court and accessories	1	\$ 2,600.00	\$	2,600.00
labor	1	\$ 9,500.00	\$	9,500.00
Bocce court build 4x6 wood box, tiles, turf, infill. rebar spike, with drainage. (built on concrete slab concrete not included. 17,550.00 plus tax			\$	-
			\$	-
Putting Green, all materials and labor. 2945 sq.ft. White turf bunker, putting surface, first cut luxury rec, second cut st augustine. 2945@ \$17.00 per sq ft. = \$50,065.00 plus tax.			\$	-
Putting green, bocce, versacourt. All three projects combined \$139,421.06tax included.			\$	-
Does not include concrete or electrical.We can sub out both if needed.				
		Subtotal	\$	61,805.74
	Tax	5.50%	\$	3,399.32
		Total	\$	65,205.06
		deposit		
		Amount Due	\$	65,205.06

All projects require a materials deposit in order for project to begin. All credit card purchases are subject to a 3.75% processing fee

Thank you for your business. It's a pleasure to work with you on your project.

MEMORANDUM

DATE: May 22, 2020
 TO: Board of Directors
 Potomac Shores Residential Association, Inc.
 FROM: Ashley Gonzalez, CMCA[®], AMS[®]
 Portfolio Manager, Potomac Shores Residential Association, Inc.
 REFERENCE: April 2020 Financial Statement and Variance Report

This summary reflects the unaudited financials through April 30, 2020.

	<u>Actual</u>
Total Cash and Investments:	\$ 818,059.53
Year to Date Income:	\$ 834,512.68
Year to Date Expenses:	\$ 588,086.04
Year to Date Net Income/ (Loss):	\$ 246,426.64

CASH INVESTMENT STATEMENT

The Cash and Investment Statement reflects that as of April 30, 2020 there was a total \$422,798.18 in the Pacific Premier Bank (PPB) operating account, \$15,173.44 in PPB Square Merchant account, \$153,912.01 in the Congressional Bank Money Market account and \$226,175.90 in the Atlantic Union Bank Money Market account.

The operating funds at PPB bank do not earn interest; however, are fully FDIC insured up to a \$250,000 balance. To further protect operating cash, the account is enrolled into the sweep banking program where funds in the account exceeding \$250,000 are swept into the Federal Reserve Bank overnight and re-deposited into the operating account the next business day. There is no charge for this added protection offered by PPB.

BALANCE SHEET

The Balance Sheet provides a summary of all current/fixed assets and liabilities. As of April 30, 2020, Residential Accounts Receivables was \$31,673.23 with an Allowance of Doubtful Accounts balance of \$21,666.17. The Association has a delinquency rate of 1.32% of the total annual assessments (\$2,399,220.00) Auditors have indicated that the industry standard for Accounts Receivable is 5% of total annual assessments, so the Association is within the standard delinquency rate at this time.

The Balance Sheet shows that as of April 30, 2020 the Reserve and Replacement balances were not fully supported by cash and investments:

Total Cash and Investments	\$818,059.53
Less Current Liabilities	(\$775,378.84)
<u>Less Current Reserves</u>	<u>(\$412,404.67)</u>
Net Funded Surplus/ (Loss) in Cash	(\$369,723.98)

There is negative Unappropriated Prior Year Owner's Equity of (\$532,771.63). This number is a cumulative total of year-end deficits and surpluses over the life of the Association. Auditors recommend that the Prior Year Owner's Equity balance should be equivalent to 10-20% of the total annual assessment income at any given time. Based on the FY20 assessment income of \$2,399,220.00, the equity balance should be targeted at an amount between \$239,922.00 and \$479,844.00.

Auditors recommend that an Association have between two to three months of expenses in their operating accounts. For Potomac Shores, this range would be \$288,000 - \$432,000.

The total income year to date is \$834,512.68 which is \$23,562.68 more than the budgeted income. The developer's funding is reflected on the Balance Sheet under GL#2035.

The total expenses year to date are \$588,086.04 which is \$204,300.38 less than budgeted.

The Association has a year to date net surplus of \$246,426.64.

INCOME STATEMENT REPORT

The following is a summary of significant variances OVER budget year to date:

- Collection Charges (\$1,190.00): This is due to more 1st Delinquency Notice/Friendly Reminder and 3rd Delinquency notices being issued than budgeted. It's not over budget for the year and will even out as the budget spreads.
- Annual Account Maintenance (\$1,142.40): This is due to more new account set ups for new settlements than what was budgeted through April. It's not over budget for the year and will even out as the budget spreads.
- Pool Supplies (\$15,623.67): This is due to the Board approved purchasing of new pool furniture. It is not over budget for the year and will even out as the budget spreads.
- Collections (\$10,759.00): These are collection charges through 12/31/2019 and will need to be reclassified by the auditor to 2019. This is higher than normal as there are two delinquent accounts who contested their balance and the attorney had to prepare and attend court dates.
- Legal Services (\$9,439.00): This is due to additional legal counsel consultation(s) that were need than budgeted through the first three months of the budget.

We will continue to closely monitor the monthly expenses for the Association and will advise the Board of any specific issues that may have an impact to the budget. Please let me know if you have any questions regarding this information.

Potomac Shores

April 2020 Financial Report

Statement prepared by: Abzamzam Miakhel



Investment Listing Report Potomac Shores Residential As of Thu Apr 30, 2020

GI Account \ Institution	Bank Account	Investment Type	Current Balance	Rate	Purchase Date	Term	Maturity Date
Cash & Investments							
1013 - PPB Operating 2593 Pacific Premier Bank	****2593 Signers: Carcel Hermogenes John Tsitos	Other	422,798.18	0.000%	09/30/2013	0	
1024 - PPB Square Merchant Acct Pacific Premier Bank	****3245 Signers: Carcel Hermogenes John Tsitos	Other	15,173.44	0.000%	06/01/2016	0	
1105 - Congressional Bank MM Congressional Bank	****6137 Signers: Carcel Hermogenes John Tsitos	Money Market	153,912.01	1.750%	09/12/2018	0	
1106 - Atlantic Union Bank MM Atlantic Union Bank	****6249 Signers: Carcel Hermogenes John Tsitos	Money Market	226,175.90	1.100%	07/09/2019	0	
Total Cash Investments:			<u><u>818,059.53</u></u>				
Total Potomac Shores Residential:			<u><u>818,059.53</u></u>				

Abzamzam

Balance Sheet Report Potomac Shores Residential

As of April 30, 2020

	<u>Balance Apr 30, 2020</u>	<u>Balance Mar 31, 2020</u>	<u>Change</u>
<u>Assets</u>			
Cash & Investments			
1013 - PPB Operating 2593	422,798.18	273,726.54	149,071.64
1024 - PPB Square Merchant Acct	15,173.44	15,173.44	0.00
1105 - Congressional Bank MM	153,912.01	153,774.56	137.45
1106 - Atlantic Union Bank MM	226,175.90	350,912.70	(124,736.80)
Total Cash & Investments	818,059.53	793,587.24	24,472.29
Current Assets			
1490 - A/R One Time Assessments	525.00	525.00	0.00
1500 - Residential Assessments Receivable	31,673.23	31,965.92	(292.69)
1530 - Allowance for Doubtful accounts	(21,666.17)	(21,666.17)	0.00
1600 - Prepaid Insurance	10,071.90	8,183.75	1,888.15
1640 - Other Prepaid Expenses	57,953.03	15,998.55	41,954.48
1654 - Developer Broadband Receivable	1,420.00	1,420.00	0.00
1700 - Refundable Deposits	3,402.00	3,402.00	0.00
Total Current Assets	83,378.99	39,829.05	43,549.94
Fixed Assets			
1910 - Fitness Equipment Machine	49,941.74	54,328.99	(4,387.25)
Total Fixed Assets	49,941.74	54,328.99	(4,387.25)
Total Assets	951,380.26	887,745.28	63,634.98
<u>Liabilities</u>			
Current Liabilities			
2025 - Transfer Fee Payable	(7,279.31)	(4,403.72)	(2,875.59)
2035 - Due to Declarant/Developer	638,930.60	639,430.60	(500.00)
2050 - Resident Refunds	1,625.00	1,265.00	360.00
2300 - Accrued Expenses	24,341.39	25,192.78	(851.39)

Balance Sheet Report Potomac Shores Residential

As of April 30, 2020

	<u>Balance Apr 30, 2020</u>	<u>Balance Mar 31, 2020</u>	<u>Change</u>
<u>Liabilities</u>			
Current Liabilities			
2400 - Accrued Payroll Payable	4,303.00	8,732.00	(4,429.00)
2550 - Prepaid Assessments	113,458.16	116,736.38	(3,278.22)
Total Current Liabilities	775,378.84	786,953.04	(11,574.20)
Notes Payable - Long term			
2805 - Fitness Equipment Lease Payable	49,941.74	54,328.99	(4,387.25)
Total Notes Payable - Long term	49,941.74	54,328.99	(4,387.25)
Total Liabilities	825,320.58	841,282.03	(15,961.45)
<u>Owners' Equity</u>			
Unappropriated Owners' Equity			
3000 - Owners Equity - Prior Years	(532,771.63)	(532,771.63)	0.00
Total Unappropriated Owners' Equity	(532,771.63)	(532,771.63)	0.00
Reserves			
3102 - Repair & Replacement Reserve - Prior Yrs	237,297.13	237,297.13	0.00
3104 - Recreational Improvement Fund	150,000.00	150,000.00	0.00
3276 - Reserve Contributions Curr Yr	29,666.50	22,250.00	7,416.50
3280 - Reserve Expenditures	(5,225.46)	(1,980.46)	(3,245.00)
3434 - Shared Driveway Reserves	666.50	500.00	166.50
Total Reserves	412,404.67	408,066.67	4,338.00
Total Owners' Equity	(120,366.96)	(124,704.96)	4,338.00
Net Income / (Loss)	246,426.64	171,168.21	75,258.43
Total Liabilities and Equity	951,380.26	887,745.28	63,634.98

Income Statement Report Potomac Shores Residential Consolidated

April 01, 2020 thru April 30, 2020

	Current Period			Year to Date (4 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Income								
Assessment Income								
4001 - Residential Assessments	188,606.98	187,560.00	1,046.98	732,486.87	730,440.00	2,046.87	2,399,220.00	1,666,733.13
4002 - Residential Assessments 3	1,900.00	1,880.00	20.00	7,547.92	7,520.00	27.92	22,560.00	15,012.08
4014 - Townhome Assessments	6,858.25	6,580.00	278.25	25,644.19	24,280.00	1,364.19	89,300.00	63,655.81
4065 - Shared Driveway LCA Income	190.00	190.00	0.00	760.00	760.00	0.00	2,280.00	1,520.00
4120 - Owner One-Time Assessments	10,260.00	11,880.00	(1,620.00)	39,420.00	32,400.00	7,020.00	139,860.00	100,440.00
4135 - Resale Capital Contribution	2,160.00	0.00	2,160.00	7,620.00	0.00	7,620.00	5,400.00	(2,220.00)
Total Assessment Income	209,975.23	208,090.00	1,885.23	813,478.98	795,400.00	18,078.98	2,658,620.00	1,845,141.02
Other Income								
4205 - Application Fees	805.00	375.00	430.00	1,575.00	1,500.00	75.00	4,500.00	2,925.00
4220 - Access Card Fees	0.00	0.00	0.00	0.00	50.00	(50.00)	150.00	150.00
4275 - Social/Recreation/Activity Fees	1,075.00	2,083.50	(1,008.50)	8,534.01	8,333.50	200.51	25,000.00	16,465.99
4295 - Other Income	500.00	500.00	0.00	3,200.94	2,000.00	1,200.94	6,000.00	2,799.06
4710 - Late Fees & Interest	1,675.00	750.00	925.00	6,150.00	3,000.00	3,150.00	9,000.00	2,850.00
4720 - Legal Reimbursements	0.00	41.50	(41.50)	0.00	166.50	(166.50)	500.00	500.00
4810 - Compliance Fines	0.00	0.00	0.00	200.00	0.00	200.00	0.00	(200.00)
4900 - Interest Income	400.65	125.00	275.65	1,373.75	500.00	873.75	1,500.00	126.25
Total Other Income	4,455.65	3,875.00	580.65	21,033.70	15,550.00	5,483.70	46,650.00	25,616.30
Total Income	214,430.88	211,965.00	2,465.88	834,512.68	810,950.00	23,562.68	2,705,270.00	1,870,757.32
Expense								
Administrative								
5010 - Bad Debt	0.00	416.50	(416.50)	0.00	1,666.50	(1,666.50)	5,000.00	5,000.00
5015 - Bank Charges	(20.00)	0.00	(20.00)	(90.00)	0.00	(90.00)	0.00	90.00
5020 - Board Expenses	0.00	83.50	(83.50)	110.00	333.50	(223.50)	1,000.00	890.00
5025 - Collection Charges	1,065.00	750.00	315.00	4,190.00	3,000.00	1,190.00	9,000.00	4,810.00
5030 - Annual Account Maintenance	3,505.40	1,298.00	2,207.40	4,682.40	3,540.00	1,142.40	26,279.00	21,596.60
5035 - Decorations	0.00	0.00	0.00	222.58	700.00	(477.42)	3,500.00	3,277.42
5080 - Annual Meeting Expenses	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00

Income Statement Report Potomac Shores Residential Consolidated

April 01, 2020 thru April 30, 2020

	Current Period			Year to Date (4 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Administrative								
5085 - Office Equipment Lease	587.96	666.50	(78.54)	2,427.58	2,666.50	(238.92)	8,000.00	5,572.42
5090 - Office Expenses	116.14	666.50	(550.36)	955.19	2,666.50	(1,711.31)	8,000.00	7,044.81
5205 - Activity Charges	845.18	3,208.50	(2,363.32)	2,096.77	12,833.50	(10,736.73)	38,500.00	36,403.23
5210 - Printing & Copying	122.50	833.50	(711.00)	654.00	3,333.50	(2,679.50)	10,000.00	9,346.00
5215 - Postage	603.30	500.00	103.30	1,719.54	2,000.00	(280.46)	6,000.00	4,280.46
5225 - Newsletter Postage	0.00	0.00	0.00	891.20	800.00	91.20	3,200.00	2,308.80
6300 - Permits & Licenses	550.00	0.00	550.00	575.00	600.00	(25.00)	1,200.00	625.00
Total Administrative	7,375.48	8,423.00	(1,047.52)	18,434.26	34,140.00	(15,705.74)	120,179.00	101,744.74
Communications								
5200 - Event Monitors	0.00	450.00	(450.00)	624.18	1,800.00	(1,175.82)	5,400.00	4,775.82
5220 - Courier Service	0.00	0.00	0.00	0.00	25.00	(25.00)	100.00	100.00
Total Communications	0.00	450.00	(450.00)	624.18	1,825.00	(1,200.82)	5,500.00	4,875.82
Payroll & Benefits								
5302 - Administrative Salaries	3,736.62	8,583.50	(4,846.88)	28,090.79	34,333.50	(6,242.71)	103,000.00	74,909.21
5306 - Manager/Assistant Manager Salaries	11,785.27	17,278.50	(5,493.23)	63,566.34	69,114.50	(5,548.16)	207,343.00	143,776.66
5322 - Casual Labor	255.94	833.50	(577.56)	2,566.43	3,333.50	(767.07)	10,000.00	7,433.57
Total Payroll & Benefits	15,777.83	26,695.50	(10,917.67)	94,223.56	106,781.50	(12,557.94)	320,343.00	226,119.44
Utilities								
6000 - Electric Service/Streetlights/Common	1,314.14	2,500.00	(1,185.86)	8,147.45	10,000.00	(1,852.55)	30,000.00	21,852.55
6005 - Gas Service	15.06	500.00	(484.94)	1,832.72	2,000.00	(167.28)	6,000.00	4,167.28
6030 - Irrigation Water	285.76	13,333.50	(13,047.74)	1,331.63	13,333.50	(12,001.87)	80,000.00	78,668.37
6035 - Trash and Recycling Service	12,365.33	12,504.00	(138.67)	48,866.88	48,696.00	170.88	159,948.00	111,081.12
6045 - Broadband Services - Bulk	37,884.21	45,837.58	(7,953.37)	142,726.12	178,511.42	(35,785.30)	586,342.71	443,616.59
6050 - Telephone Service	1,028.30	1,083.50	(55.20)	3,196.54	4,333.50	(1,136.96)	13,000.00	9,803.46

Income Statement Report Potomac Shores Residential Consolidated

April 01, 2020 thru April 30, 2020

	Current Period			Year to Date (4 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Utilities								
6075 - Fitness Center- Television	316.03	300.00	16.03	1,261.01	1,200.00	61.01	3,600.00	2,338.99
Total Utilities	53,208.83	76,058.58	(22,849.75)	207,362.35	258,074.42	(50,712.07)	878,890.71	671,528.36
Landscaping								
6100 - Grounds & Landscaping - Contract	18,456.00	25,250.00	(6,794.00)	73,824.00	101,000.00	(27,176.00)	303,000.00	229,176.00
6110 - Landscape Repair & Maintenance	0.00	3,750.00	(3,750.00)	0.00	3,750.00	(3,750.00)	30,000.00	30,000.00
6150 - Seasonal Color/Plantings	0.00	0.00	0.00	0.00	0.00	0.00	37,700.00	37,700.00
6165 - Tree Maintenance	(774.78)	4,375.00	(5,149.78)	0.00	8,750.00	(8,750.00)	35,000.00	35,000.00
6199 - Landscape Other	451.83	416.50	35.33	5,465.49	1,666.50	3,798.99	5,000.00	(465.49)
6200 - Irrigation Repair & Maintenance	0.00	3,571.50	(3,571.50)	300.00	3,571.50	(3,271.50)	25,000.00	24,700.00
Total Landscaping	18,133.05	37,363.00	(19,229.95)	79,589.49	118,738.00	(39,148.51)	435,700.00	356,110.51
Operations								
6310 - Backflow Device Inspection	0.00	1,000.00	(1,000.00)	0.00	1,000.00	(1,000.00)	1,000.00	1,000.00
6315 - Uniforms Facilities	0.00	250.00	(250.00)	352.01	1,000.00	(647.99)	3,000.00	2,647.99
Total Operations	0.00	1,250.00	(1,250.00)	352.01	2,000.00	(1,647.99)	4,000.00	3,647.99
Contracted Services								
6416 - Fitness Equipment	0.00	4,697.00	(4,697.00)	14,091.00	18,788.00	(4,697.00)	56,364.00	42,273.00
6430 - Janitorial Services	1,800.00	1,800.00	0.00	7,200.00	7,200.00	0.00	21,600.00	14,400.00
6434 - Pest Control	150.00	250.00	(100.00)	600.00	1,000.00	(400.00)	3,000.00	2,400.00
6438 - Pool Management	8,650.00	8,650.00	0.00	17,300.00	17,300.00	0.00	86,500.00	69,200.00
6440 - Safety & Security	2,009.15	3,333.50	(1,324.35)	12,676.65	13,333.50	(656.85)	40,000.00	27,323.35
6442 - Snow Removal Services	0.00	0.00	0.00	1,350.00	5,625.00	(4,275.00)	7,500.00	6,150.00
6495 - Other Contracted Services	0.00	695.00	(695.00)	1,217.33	2,780.00	(1,562.67)	8,340.00	7,122.67
Total Contracted Services	12,609.15	19,425.50	(6,816.35)	54,434.98	66,026.50	(11,591.52)	223,304.00	168,869.02
Repair & Maintenance								
6625 - HVAC Supplies/Repair & Maintenance	51.08	375.00	(323.92)	1,859.79	1,500.00	359.79	4,500.00	2,640.21

Income Statement Report Potomac Shores Residential Consolidated

April 01, 2020 thru April 30, 2020

	Current Period			Year to Date (4 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Repair & Maintenance								
6635 - Janitorial Supplies	688.66	666.50	22.16	2,463.09	2,666.50	(203.41)	8,000.00	5,536.91
6700 - Pool Supplies	31.17	0.00	31.17	15,623.67	0.00	15,623.67	25,000.00	9,376.33
Total Repair & Maintenance	770.91	1,041.50	(270.59)	19,946.55	4,166.50	15,780.05	37,500.00	17,553.45
Pool/Community Center Expenses								
6525 - Clubhouse Repair & Maintenance	0.00	416.50	(416.50)	1,069.31	1,666.50	(597.19)	5,000.00	3,930.69
9924 - Clubhouse/Pool Utilities	1,378.23	2,500.00	(1,121.77)	2,339.66	10,000.00	(7,660.34)	30,000.00	27,660.34
9938 - Security Systems Expenses	0.00	291.50	(291.50)	0.00	1,166.50	(1,166.50)	3,500.00	3,500.00
Total Pool/Community Center Expenses	1,378.23	3,208.00	(1,829.77)	3,408.97	12,833.00	(9,424.03)	38,500.00	35,091.03
Professional Services								
7000 - Audit & Tax Services	0.00	0.00	0.00	0.00	0.00	0.00	4,600.00	4,600.00
7010 - Engineering	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00
7015 - Management Reimbursements	(2,298.01)	291.50	(2,589.51)	(28.04)	1,166.50	(1,194.54)	3,500.00	3,528.04
7025 - Legal Services - Collections	4,252.37	1,500.00	2,752.37	16,759.00	6,000.00	10,759.00	18,000.00	1,241.00
7030 - Legal Services - General Counsel	7,655.26	666.50	6,988.76	12,105.50	2,666.50	9,439.00	8,000.00	(4,105.50)
7040 - Management Fees	9,671.00	9,899.00	(228.00)	38,000.00	38,551.00	(551.00)	126,625.50	88,625.50
Total Professional Services	19,280.62	12,357.00	6,923.62	66,836.46	48,384.00	18,452.46	164,725.50	97,889.04
Taxes & Insurance								
5400 - Insurance Premiums	1,917.85	2,083.50	(165.65)	4,453.50	8,333.50	(3,880.00)	25,000.00	20,546.50
9000 - Income Tax	0.00	166.50	(166.50)	0.00	666.50	(666.50)	2,000.00	2,000.00
9005 - State Income Tax	0.00	833.50	(833.50)	0.00	3,333.50	(3,333.50)	10,000.00	10,000.00
9015 - Property/Real Estate Tax	(651.17)	125.00	(776.17)	294.38	500.00	(205.62)	1,500.00	1,205.62
Total Taxes & Insurance	1,266.68	3,208.50	(1,941.82)	4,747.88	12,833.50	(8,085.62)	38,500.00	33,752.12
Other Expenses								
9105 - Reserve Contribution Expense	7,416.50	7,416.50	0.00	29,666.50	29,666.50	0.00	89,000.00	59,333.50
9884 - Irrigation Expenses	1,482.00	1,696.00	(214.00)	5,928.00	6,783.50	(855.50)	20,350.00	14,422.00

Income Statement Report Potomac Shores Residential Consolidated

April 01, 2020 thru April 30, 2020

	Current Period			Year to Date (4 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Expense								
Other Expenses								
9912 - Operating Contingency Expenses	0.00	21,273.00	(21,273.00)	0.00	85,092.50	(85,092.50)	255,277.79	255,277.79
9946 - Signs Expenses	306.67	166.50	140.17	306.67	666.50	(359.83)	2,000.00	1,693.33
9960 - Trails & Paths Expenses	0.00	1,875.00	(1,875.00)	0.00	1,875.00	(1,875.00)	15,000.00	15,000.00
9964 - General Expenses	0.00	375.00	(375.00)	1,557.68	1,500.00	57.68	4,500.00	2,942.32
Total Other Expenses	9,205.17	32,802.00	(23,596.83)	37,458.85	125,584.00	(88,125.15)	386,127.79	348,668.94
Shared Driveway LCE								
8105 - Shared Snow Removal	0.00	83.50	(83.50)	0.00	333.50	(333.50)	1,000.00	1,000.00
8150 - Shared Reserve Contributions	166.50	166.50	0.00	666.50	666.50	0.00	2,000.00	1,333.50
Total Shared Driveway LCE	166.50	250.00	(83.50)	666.50	1,000.00	(333.50)	3,000.00	2,333.50
Total Expense	139,172.45	222,532.58	(83,360.13)	588,086.04	792,386.42	(204,300.38)	2,656,270.00	2,068,183.96
Net Income / (Loss)	75,258.43	(10,567.58)	85,826.01	246,426.64	18,563.58	227,863.06	49,000.00	(197,426.64)

MEMORANDUM

TO: Board of Directors, Potomac Shores Residential Association, Inc.

FROM: Sara Cruz, CMCA, AMS, PCAM – General Manager
Daiane Studzinski – Assistant Manager/Activities Director

DATE: June 17, 2020

RE: Management Report

Contract Spreadsheet:

Enclosed is a current contract spreadsheet for your information. The trash and recycling contract is set to expire later this fall and the landscape maintenance contract at the end of 2020.

Architectural Update:

So far, we've processed 99 applications in 2020 and Taylor is conducting routine inspections of the community.

Landscape Update:

HLS has been busy with summer among us. They installed the summer annuals throughout the community. They also completed the ring extension project on Potomac Shores Pkwy.

Irrigation Update:

KT Irrigation completed the necessary repairs in April and the irrigation system is up and running.

Maintenance:

Commercial Express completed their quarterly inspection. They changed the filters, checked the belts, bearing and sheaves. They inspected the electrical controls and connections and blew out the drains. The motor for the A/C unit in the Social Barn failed and was replaced. The A/C is working now.

Pool Update:

Premier has prepped the pool for Memorial Day weekend opening but due to COVID-19, the pools have remained closed. Premier has presented us with an addendum to the contract to change to Service Only.

Communications Committee:

The Summer edition of the newsletter was mailed on June 8th.

Social Committee:

The Social Committee has had to cancel all events up until June. They are waiting on the ban on gatherings to be lifted to continue to plan events. Adult Dance & Casino Night is currently rescheduled for Saturday, August 1st.

Garden Committee:

All 60 Garden Plots have been assigned! The Gardeners have used this time stuck at home to really focus and work on their garden plots. The Garden Committee has a Summer Harvest Party scheduled for Sunday, July 12th.

Shores Club:

Enclosed are copies of the June-September 2020 Shores Club event calendars for your information.

June – Shores Club Activities



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
		Social Committee Meeting 6:30pm	PSRA Board Meeting 4pm			Father's Day Pancake Breakfast 9-11am @ Social Barn
21	22	23	24	25	26	27
	Communication Committee Meeting 7pm			New Resident Orientation 7pm		Star Spangled Banner Celebration 5-10pm
28	29	30				

CONTACT/RSVP INFO

Art Classes/ Sip & Paint

Donna Merchant
 donnamerchant.dm@gmail.com
 703-203-0443

Cooking Class

Jennifer Logan
 jenniferlauralogan@gmail.com

Music Lessons

Offered by appointment only
 Travis Alexander
 travialexa1@hotmail.com
 703-595-3394

For more information about events and activities, please visit www.potomacshoresresidents.com
 Email: potomacshoresdesk@gmail.com
 Call: 703-640-3970

July – Shores Club Activities



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 HOA Office Closed	4
5	6	7 Neighborhood Watch Meeting 7pm @ Social Barn	8 Children's Art Classes 5-6:30pm Ages 5 to 12 RSVP	9 <i>Ladies Who Lunch</i> 11:45am RSVP Posho Business Networking 7-9PM Social Barn	10	11
12 Garden Summer Harvest Party 5pm	13	14	15 Children's Art Classes 5-6:30pm Ages 5 to 12 RSVP Communication Committee Meeting 7pm @ Social Barn	16 New Resident Orientation 7pm	17	18 Potomac Shores Summer Bash/Music on the Lawn 5-10pm
19	20	21 Social Committee Meeting 6:30pm @ Social Barn	22 Children's Art Classes 5-6:30pm Ages 5 to 12 RSVP	23	24	25
26	27	28	29 Children's Art Classes 5-6:30pm Ages 5 to 12 RSVP	30	31	

CONTACT/RSVP INFO

Art Classes/ Sip & Paint

Donna Merchant
donnamerchant.dm@gmail.com
703-203-0443

Cooking Class

Jennifer Logan
jenniferlauralogan@gmail.com

Music Lessons

Offered by appointment only
Travis Alexander
travialexa1@hotmail.com
703-595-3394

For more information about events and activities, please visit www.potomacshoresresidents.com
Email: potomacshoresdesk@gmail.com
Call: 703-640-3970

August – Shores Club Activities



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Adult Dance & Casino Night 7pm
2	3	4 Neighborhood Watch Meeting 7pm @ Social Barn	5 Children's Art Classes 5-6:30pm Ages 5 to 12 RSVP	6	7	8
9	10	11	12 Children's Art Classes 5-6:30pm Ages 5 to 12 RSVP	13 <i>Ladies Who Lunch</i> 11:45am RSVP Posho Business Networking 7-9PM Social Barn	14	15
16	17	18	19 Children's Art Classes 5-6:30pm Ages 5 to 12 RSVP Communication Committee Meeting 7pm @ Social Barn	20 New Resident Orientation 7pm	21	22
23	24	25	26 Children's Art Classes 5-6:30pm Ages 5 to 12 RSVP	27	28	29

CONTACT/RSVP INFO

Art Classes/ Sip & Paint

Donna Merchant
donnamerchant.dm@gmail.com
703-203-0443

Cooking Class

Jennifer Logan
jenniferlauralogan@gmail.com

Music Lessons

Offered by appointment only
Travis Alexander
travialexa1@hotmail.com
703-595-3394

For more information about events and activities, please visit www.potomacshoresresidents.com
Email: potomacshoresdesk@gmail.com
Call: 703-640-3970

September – Shores Club



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Children's Art Classes 5-6:30pm Ages 5 to 12 RSVP	3	4	5 Kentucky Derby 4-8pm
6	7 Labor Day HOA OFFICE CLOSED	8 Neighborhood Watch Meeting 7pm @ Social Barn	9 Children's Art Classes 5-6:30pm Ages 5 to 12 RSVP	10 <i>Ladies Who Lunch</i> 11:45am RSVP Posho Business Networking 7-9PM Social Barn	11	12
13	14	15 Social Committee Meeting 6:30pm @ Social Barn	16 Children's Art Classes 5-6:30pm Ages 5 to 12 RSVP PSRA Board Meeting 4pm Developer Update 6pm	17 New Resident Orientation 7pm	18	19 Music on Lawn 5-10pm
20	21	22	23 Children's Art Classes 5-6:30pm Ages 5 to 12 RSVP	24	25	26 Community Yard Sale 8am-1pm
27	28	29	30 Children's Art Classes 5-6:30pm Ages 5 to 12 RSVP			

CONTACT/RSVP INFO

Art Classes/ Sip & Paint

Donna Merchant
donnamerchant.dm@gmail.com
703-203-0443

Cooking Class

Jennifer Logan
jenniferlauralogan@gmail.com

Music Lessons

Offered by appointment only
Travis Alexander
travialexa1@hotmail.com
703-595-3394

For more information about events and activities, please visit www.potomacshoresresidents.com
Email: potomacshoresdesk@gmail.com
Call: 703-640-3970