



February 8, 2022

Powhatan Crossing Homeowners Association cordially invites you to the first quarter scheduled Board Meeting. The association meeting will be a hybrid meeting in person and via zoom.

In-Person:

**February 17, 2022**

**7:00pm**

Jamestown Presbyterian Church  
3287 Ironbound Road  
Williamsburg, VA 23188

*Homeowners are asked to comply with the church COVID policy posted on the door to the church requiring that unvaccinated persons wear mask.*

Via Zoom:

Join Zoom Meeting

<https://zoom.us/j/6683723070>

Meeting ID: 668 372 3070

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

*Michael Kwiatek*

Michael Kwiatek, ARM, CPM, CMCA, AMS

Community Association Manager

On Behalf of the Board of Directors

Powhatan Crossing Homeowners Association, Inc.

Activate your owner online portal and have immediate access to your account.  
Simply e-mail the community manager at [michaelk@brooks-re.com](mailto:michaelk@brooks-re.com) and request access to your account.

## BOARD MEETING AGENDA

Meeting Location: Jamestown Presbyterian Church & Zoom Meeting Technology

Date: Thursday, February 17, 2022

Time: 7:00pm

- I. Call to Order
- II. Roll Call
- III. Approval of Last Meeting's Minutes
- IV. Presentation of Reports
  - a. Treasurer's Report
  - b. Manager's Report
  - c. Committee Reports
    - i. Landscape Committee
    - ii. Architectural Committee
- V. Old Business
  - a. Stormwater Basin Work
  - b. Flooding – Common Area
  - c. Restricted Area
- VI. New Business
  - a. Pets, Waste and Leash Law
  - b. Annual Meeting Preparation
  - c. Digital File Transition
  - d. Website
  - e. Access to Resources
  - f. Community Inspections 2022
  - g. Homeowner Information Update Form
- VII. Homeowner Forum: Each resident present may express their concerns for up to five (5) minutes. A manager or member of the board may give a brief response. Speakers must observe proper behavior and rules of decorum. Speakers may not transfer their time to others.
- VIII. Executive Session (if needed)
  - a. Delinquencies
  - b. Compliance Violations
- IX. Adjourn

Your Community is Professionally Managed by:



**BROOKS  
REAL ESTATE**

4071 Ironbound Road, Suite 200  
Williamsburg, VA 23188  
757-229-1507

W: <https://brooks-re.com>  
E: [michaelk@brooks-re.com](mailto:michaelk@brooks-re.com)



Owner Comment Card

Please Fax or Email this form to the manager to ensure you will have an opportunity to be heard during the homeowner’s forum.

Owner Comment:

This is an opportunity to speak to any matter that is not related to the Board of Directors Agenda BUT does pertain to the work of the Board of Directors or the function of the Association. Each speaker will be allowed 5 minutes to speak.

*Note:  
The Board of Directors cannot assure resolution to your concern(s) at the Board Meeting. If your concern becomes an agenda item it will not be addressed until the first meeting of the Board of Directors after the meeting the topic was raised..*

I wish to speak during the Homeowner Forum

First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Response Email: \_\_\_\_\_

Area(s) of concern or comment

- Board of Directors Matters
- Architectural Approval Committee Matters
- General Association / Association Responsibility
  - Grounds / Maintenance
  - Fees
  - Assessments
  - Compliance
- Management Matters
  - Individual Owner Accounts
- Other

FURTHER DETAILS:

\_\_\_\_\_

**Sending Via US Mail** (Not Recommended)

Brooks Real Estate, Inc.  
Attention: Michael Kwiatek  
4071 Ironbound Road Suite 200  
Williamsburg, VA 23188

**Sending Via Fax or Email:** (Recommended)

Fax: 757-345-5108  
Email: [michaelk@brooks-re.com](mailto:michaelk@brooks-re.com)  
**Questions:**  
Office: 757-229-1507

For Internal Administrative Use Only

- Resolved
- Pending Resolution (Agenda Item)
- Deferred
- Board Action Item
- Committee Action Item
- Management Action Needed

Matter Assigned to: \_\_\_\_\_