

Potomac Bay Estates Property Owners' Association
Board of Directors Special Meeting
April 17, 2020

The PBE POA Board of Directors met in special meeting at 1:00 PM, Friday, April 17, 2020, to consider (1) emergency repairs and protection for the bulkhead located in the picnic area common area at the west end of Potomac Drive, between lots 30 and 52; and, (2) other business.

Electronic meeting was held via Skype.

Meeting called to order by President Dave Williams at 1:00 PM.

Present via Skype:

Dave Williams
Frank Goyette
Martha Hulse
Joe Schlatter
Jon Wergin
Jim Burns
Tony Polizzi
Sue McKee

Not present:

Dave Houser

Dave Williams opened with summary of bulkhead condition.

Frank submitted modification request to VMRC to our permit to allow gabion basket scour protection in front of bulkhead.

We deleted scour protection from our original permit. Now experiencing riverbed scouring at base of west end of bulkhead that is removing riverbed from foot of bulkhead. This action can lead to bulkhead collapse if not remediated.

Andy Cockrell (who installed breakwater and spurs in 2017) suggested install gabion baskets at foot of bulkhead in affected area.

Frank provided detailed description of problem and suggested solution.

First part of problem.

Frank provided background to current threat to bulkhead: He observed soil collapse and bulging in bulkhead wall. Called Andy Cockrell to inspect.

Inspection showed that bottom of wall in riverbed has "kicked out" toward the river, causing ground to collapse behind wall.

8-foot long vertical members have 7 feet 6 inches exposed, leaving only 6 inches secured in riverbed.

Frank proposed using gabion baskets; prepared request to modify our permit using gabion baskets.

Andy Cockrell estimated approximately \$5,000 for 36 feet of coverage; additional 12 feet will add \$1,500 to estimate.

Dave, Sam Fisher and Frank discussed matter further. Have not yet received estimate from Fisher to dig a toe 6 feet in front of the bulkhead, place filter cloth, rubble rock and armor stone on top of rubble.

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Andy Cockrell estimated: dig out 60 feet of bulkhead toe; cover with cloth, rubble rock and armor stone: \$6,500. Can be done in next two weeks. This sounds like better approach.

Second part of problem.

Major reason for scouring is water enters bulkhead area from upstream, flows downstream and exits in gap between breakwater and northeast spur at end of deck. All concerned agreed that closing this gap will greatly reduce current flow that scours riverbed.

Andy suggested two gabion baskets that will plug the gap; estimate \$5,000.

We will have to come back at later date to place armor stone over these gabions.

At some point between now and 2022, we will have to install armor stone on all gabion baskets.

If we take Andy Cockrell's bid, cost would be under \$12,000 and he can start work in two weeks.

Question for POA Treasurer Martha Hulse: Status of funds in Capital Reserve?

Martha's answer: \$17,500 in Capital Reserve; to add \$2,500 in April; total of \$20,000.

Question for Frank Goyette: Are we prohibited from working in Potomac between February and July?

Frank's answer: Not exactly certain, however, this is a matter for the Army Corps of Engineers. Have asked ACofE to modify permit so we can do work now; no response yet.

Question for Frank: Your recommendation is that we go ahead with decision pending ACofE approval?

Frank's answer: Yes.

Question for Frank: When we did this work, our theory was that sand would flow in and build up. Seems as though this is not happening. Why?

Frank's answer: Assumptions we made in 2017 were based on fact that before the 2006 storms there was substantial beach, which we thought could be restored naturally. This did not happen, possibly because of upstream armoring interfering with current and sand flow. Our estimates of quantity of sand flowing in and impact of stone structures was not completely correct. We did have sand accumulation over winter one year ago that washed away the following spring.

Question for Frank: Our Capital Improvement plan contains estimated \$35,000 expense this year on bulkhead protection. Is the project we are talking about now part of that project?

Frank's answer: No, this is not part of that plan. We do not have to complete the full project this year. Also, we need to replace the dead men tiebacks; they appear to be holding but need to be replaced at some point, probably in several years, not an immediate concern.

Question for Frank: Is this expense over and above the \$35,000 plan?

Frank's answer: Yes, this is in addition to the original plan, however, it is needed. Also, the work we are considering may reduce the scope of the \$35,000 project.

Question for Frank: Do we plan to dig toe-in at end of bulkhead near boundary with lot 52 (Rowe property)?

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Frank's answer: Yes, the plan is to toe in as much as possible beginning at end adjoining lot 52. If we cannot get full toe-in, we can add extra armor stone. This is a one-time permanent fix.

No further questions.

MOTION: *The PBE POA Board of Directors approves an expenditure not to exceed \$12,000 to (1) repair common area picnic area bulkhead, and, (2) to install gabion baskets for flow control between the breakwater and the Northeast spur adjacent to the pier. The Board appoints Frank Goyette as project manager. The Project Manager will make, at a minimum, weekly progress reports to the Board. The Board will consider requests from the Project Manager to increase the appropriation if needed.*

Motion was seconded.

Vote: AYE – 8; NAY – 0. Motion approved

Dave Williams asked if other business needs to be considered; two items were raised: (1) date of annual meeting; and, (2) Board election.

Date of annual meeting.

Annual meeting scheduled for April 18 was tentatively moved to May 23. Do we need to move meeting to as late as July?

Jon Wergin reported latest information from State is that COVID-19 not expected to crest until August.

Board agreed we not set a date at this time; inform all members of this decision. The Board also agreed that because the annual meeting will be delayed for 3 months at best or more; reports and information that would normally be presented at the annual meeting (Treasurer's report, Water system report and Ongoing projects status) will be provided to the members electronically in May.

Election of Board members

Three Board member terms expire in April 2020: Martha Hulse (Treasurer); Frank Goyette (Director); Joe Schlatter (Secretary). By-Laws require an election at the April 2020 meeting to replace or re-elect Board members whose terms expire.

MOTION: *Postpone Board member election until annual meeting. If in-person annual meeting is impossible, use electronic or by-mail voting for Board members with expiring term.*

Motion was seconded.

Vote: AYE – 8; NAY – 0. Motion approved

Secretary will notify all property owners of these decisions as well as posting on POA website:

- Bulkhead project
- Date of annual meeting
- Board member election

There being no further business, meeting adjourned at 2:15 PM.