



IN THE KNOLLS NEWSLETTER

October 2017

Welcome New Homeowners – Twenty-Nine (29) Homes were sold, or titles transferred, in the Potomac Knolls Community between January 1st and October 1, 2017. On behalf of the Board of Directors and Potomac Knolls Homeowners Association we extend to you a hardy “Welcome” to the Community. We are confident that your decision to become Homeowners in Potomac Knolls will prove to be a very rewarding experience.

Snow Removal – In an effort to improve Homeowner awareness, it is imperative to know that all calls regarding snow removal from streets in the Potomac Knolls Community should be made to the Prince Georges County Department of Public Works and Transportation (DPW&T) at 3-1-1 from 7:00 a. m. to 7:00 p. m., and 301 350-0500 after 7:00 p. m. Also, go to <http://www.princegeorgescountymd.gov/sites/publicworks> to visit their website for immediate updates on the status of snow removal or other concerns that you may have.

HOA Fees – Homeowners are asked to ensure that your monthly HOA fee of \$43.60 is received by BB&T Bank by the 1st of the month in order to avoid having to pay late charges, interest, and the cost of collection. To those Homeowners whose accounts are current or paid in advance, we Thank You for being fiscally responsible, and for understanding the impact that the timely payment of monthly HOA fees has on services provided to the Potomac Knolls Community.

Make your check/MO payable to the **Potomac Knolls Homeowners Association** and mail payments to **BB&T, P. O. Box 628207, Orlando, Florida 32862-8207**.

Payment will be accepted at any BB&T Bank, with your BB&T Association Services Payment Coupon. If you are currently using ACH payments please refer to the instructions in your coupon booklet.

Monthly HOA Meetings – The Potomac Knolls Homeowners Association meets every third Thursday of the month at 7:00 pm in the Community Center. These meetings involve discussions on important matters directly affecting every member of the Potomac Knolls Community. Become involved by attending the meetings and let your voice be heard. Also, visit our website at www.potomacknollshoa.com.

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POTOMAC KNOLLS HOMEOWNERS ASSOCIATION

Board of Directors

President – Donald Leak
Vice President – Darlene Warren
Secretary – Karen Franklin
Treasurer – Charles Robinson
Member-at-Large – Geri Jones

Deborah Proctor, GM
1101 Aragona Blvd
Fort Washington, MD 20744
Phone: (301) 203-0546

Office Hours

Tuesday – Friday
10:00 AM – 7:00 PM
Saturday
8:00 AM – 1:00 PM

Newsletter Committee

Donald Leak

2017

Potomac Knolls Board of Directors



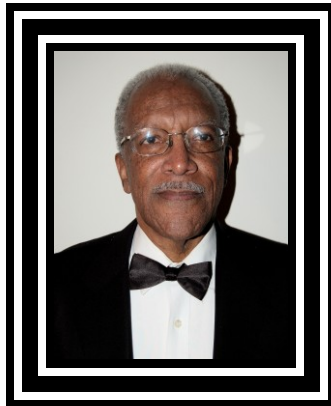
Geri Jones
Member-at-Large



Donald Leak
President



Darlene Warren
Vice President



Charles Robinson
Treasurer



Karen Franklin
Secretary

This Board's primary goal is "Service" to the Potomac Knolls Community. We are committed to making decisions that are fair, equitable, and to the benefit of All Homeowners, while excluding decisions that adversely affect or work to the detriment of a single Homeowner in the peaceful enjoyment of your Property.

Potomac Knolls Homeowners Association, Inc.

1101 Dragona Boulevard . Fort Washington, MD 20744

301 203-0546 . Fax 301 203-0758

October 10, 2017

Dear Homeowner:

The Potomac Knolls Homeowners Association has scheduled the Annual Meeting for Thursday, December 7, 2017. The meeting will begin promptly at 7:00 pm in the Potomac Knolls Community Center.

During the Annual Meeting, an election will be held to fill two (2) positions on the Board of Directors. Board member duties include making decisions that are in compliance with the Controlling Documents (Declaration of Covenants, By-Laws, Articles of Incorporation, Architectural Control Guidelines) of the Association, setting policy, establishing procedures, monitoring contracts, and the administration of community affairs. A more detailed description of the duties of Board members, or elected officers, can be found in the By-Laws of the Association. Please note that candidates are running only for the Board, not for a particular office on the Board. It is the responsibility of the Board of Directors to elect Board officers.

Qualifications for serving on the Board include an interest in serving the community, and a willingness to participate in community events or activities. Members of the Board of Directors Board must be available to participate in monthly Homeowner Association meetings and events, and vote on the minutes and various issues or concerns affecting the Potomac Knolls Community.

Individuals interested in serving on the Board of Directors are encouraged to submit the attached nomination form. Floor nominations will also be accepted at the Annual Meeting. Nominees may be asked to make a brief statement about themselves and their thoughts regarding various points of interest affecting the community.

Please return your nomination form to the Potomac Knolls Homeowners Association no later than Thursday, November 23, 2017.

Respectfully,

Donald Leak

Donald Leak – President

**2017 BOARD OF DIRECTORS NOMINATION FORM
FOR THE
POTOMAC KNOLLS HOMEOWNERS ASSOCIATION, INC.**

PLEASE PRINT CLEARLY

CANDIDATE'S NAME: _____

STREET ADDRESS: _____

BIOGRAPHICAL INFORMATION:

REASON FOR WANTING TO SERVE ON THE BOARD:

ISSUES OF PARTICULAR INTEREST:

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

PLEASE SUBMIT NOMINATION FORM NO LATER THAN THURSDAY, NOVEMBER 23, 2017
TO THE ADDRESS OR FAX LISTED BELOW:

**Potomac Knolls Homeowners Association, Inc.
1101 Aragona Boulevard
Fort Washington, MD 20744
Fax: 301 203-0758**

Dumpster – Homeowners, Do Not place items in the small dumpster located in the Community Center parking lot because it is strictly for “Private Use Only” by the Daycare and Community Center.

Architectural Control – As a reminder, an Exterior Modification Application must be submitted to the Architectural Control Committee (ACC) for approval **before** commencing work on exterior projects (i. e., entrance doors, painting, mailbox changes, decks or sunroom additions, driveway and landscape bricks and pavers, fences, dog kennels, etc.).

Special Note: Homeowners that fail to submit an Exterior Modification Application to the Architectural Control Committee and gain approval prior to starting or commencing work on projects will be fined One Hundred Fifty Dollars (\$150.00). In addition, the Homeowner will be held liable for all charges and legal fees incurred by the Potomac Knolls Homeowners Association in removing or abating any violation that is not in compliance with the Association’s Controlling Documents or approved by the Board of Directors/Architectural Control Committee.

Website – The Potomac Knolls Website provides a platform for the immediate dissemination of information and increased communication between the Board of Directors and the Community. On average there are over 3,000 visits to our website monthly. The website address is www.potomacknollshoa.com.

Block Captains – Block Captains are needed to serve on the Neighborhood Watch Committee. The role of the Block Captain is to assume responsibility for keeping 10-15 homes informed about criminal incidents in the Community, and to provide them with information on how to secure their homes. Block Captains are vital to the success of offsetting criminal activity in the Potomac Knolls Community because residents joining neighbors to build community spirit and unity is the first line of defense against crime. Research shows that when neighbors know and look out for each other criminal incidents in the community decrease. Homeowners interested in becoming Block Captains for your street should contact General Manager Deborah Proctor at 301 203-0546.

National Night Out - The Potomac Knolls Homeowners Association held its annual National Night Out Block Party on August 1, 2017. Homeowners and their families embraced the opportunity to meet and greet their neighbors and build neighborhood unity. The Potomac Knolls Family enjoyed great food, music, swimming, a moon bounce, and a Clown that thoroughly entertained the children. Research shows that when neighbors know and look out for each other, crime goes down.

On behalf of the Potomac Knolls Homeowners Association we extend a huge Thank You to Neighborhood Watch Chairman Charles Robinson, General Manager Deborah Proctor, and Vice President Darlene Warren for their efforts in ensuring the success of this event.

National Night Out 2017



**Prince Georges County Department of Public Works and Transportation
(DPW&T)
And
Office of Property Standards**

The following numbers are provided to Homeowners for you to report problems that you may encounter with the manner that neighboring properties are being maintained. An inspector will investigate within five (5) days of your call, place a notice of violation on the door of the home advising Owners that the violation must be resolved within ten (10) days, and follow-up to re-inspect the property upon conclusion of the time allotted.

General Information – 301 883-6100
Property Standards Inspection – 301 883-6100

<http://www.princegeorgescountymd.gov/sites/publicworks>

County Click 311

3-1-1 from 7:00 a. m. to 7:00 p. m.

County Click 3-1-1 is a one-stop call center that residents may call to get answers to questions and resolve non-emergency issues. Homeowners may submit a service request or research a question online at www.CountyClick311.com 24 hours a day, 7 days a week.

IMPORTANT NUMBERS

Abandoned Vehicles 301 952-1873

Bulk Trash Pickup 301 883-4748

Leaf Collection 301 499-8576

Animal Control 301 780-7200

Loud Party Problems 301 352-1200