



IN THE KNOLLS NEWSLETTER

October 2018

Sidewalks and Curbs – As many Homeowners have noticed, the Prince Georges County Department of Public Works has replaced and repaired many of the sidewalks and curbs in the Potomac Knolls Community. Such repairs are completed as funds become available. To report a potential hazard regarding sidewalks, curb and gutters, or uneven pavement surfaces, please call 301-883-4748, or Prince Georges County Click 311 to submit a service request electronically.

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. For Homeowners that are delinquent in the payment of your monthly HOA fees, please be advised that the Potomac Knolls Homeowners Association will be very proactive in ensuring the collection thereof.

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 the County’s website for immediate updates on the status of snow removal or other concerns that you may have regarding snow storm hazards.

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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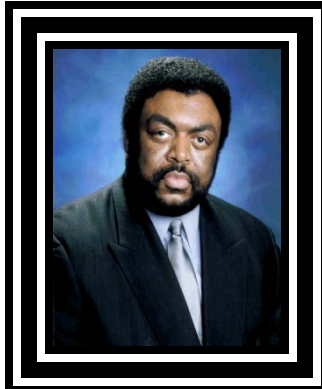
POTOMAC KNOLLS HOMEOWNERS ASSOCIATION	
<p><u>Board of Directors</u></p> <p>President – Donald Leak Vice President – Darlene Warren Secretary – Karen Franklin Treasurer – Charles Robinson Member-at-Large – Geri Jones</p>	<p>Deborah Proctor, GM 1101 Aragona Blvd Fort Washington, MD 20744 Phone: (301) 203-0546</p> <p>Office Hours Tuesday – Friday 10:00 AM – 7:00 PM Saturday 8:00 AM – 1:00 PM</p> <p><u>Newsletter Committee</u> Donald Leak</p>

2018

Potomac Knolls Board of Directors



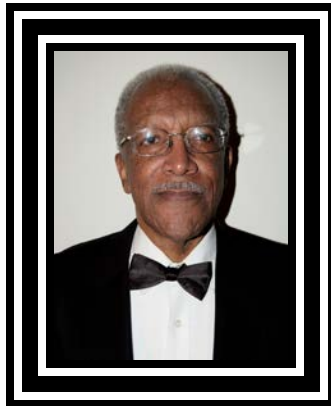
Geri Jones
Member-at-Large



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 Aragona Boulevard . Fort Washington, MD 20744

301 203-0546 . Fax 301 203-0758

October 10, 2018

Dear Homeowner:

The Potomac Knolls Homeowners Association has scheduled the Annual Meeting for Thursday, December 6, 2018. 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 one (1) position 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 Friday, November 23, 2018.

Respectfully,

Donald Leak

Donald Leak – President

**2018 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 FRIDAY, NOVEMBER 23, 2018
TO THE ADDRESS OR FAX LISTED BELOW:

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

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 3,000 to 5,000 visits to our website monthly. The website address is www.potomacknollshoa.com.

Roaming Dogs - Prince George's County Law prohibits Owners from allowing dogs to run "at large" without a leash. Any animal found roaming "at large" without a leash may be impounded by the Police or an Animal Control Officer. Also, it is illegal to own Pit Bulls born after February 3, 1997. Violations of the Pit Bull Law will result in fines up to \$1,000 or a sentence of not more than six months imprisonment. If you are experiencing issues with roaming dogs call the Prince George's County Animal Management Division at 301 780-7200 (or 7251).

Trash Bins / Containers - All trash containers must be removed from the front of your home and stored completely "out of sight" at all times, except on the day of trash pickup. Trash containers should not be stored in front of or on the side of your house.

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.

Bulk Pickup - The Prince Georges County Bulk Pickup Program is ideal for Homeowners that have large bulky items such as old floor model TVs, furniture, etc. that most charitable organizations will not pick up. Simply call Prince Georges County Bulk Pickup at 301 833-4748 and put the items out at the entrance of your driveway the night before the scheduled pickup date. Note that the County has a limit on the number of items that it will pickup per visit. Items may not remain in front of your home beyond pickup date.

Street Light Repairs - Street lights in the Potomac Knolls Community are maintained by the utility company. As a result, burned-out or damaged street lights should be reported to Potomac Electric Power Company (PEPCO) at 877 737-2662. Most repairs are performed within 5 days of notifying the utility company.

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.

**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>

Visit the Maryland Department of Transportation State Highway Administration's (MHA) website at <http://www.roads.maryland.gov> for specific updates on work being done on Indian Head Highway.

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

Power Outage 877 737-2662

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