

This is a **DRAFT**. Vote to approve these minutes will take place at the next annual meeting.

**Occoquan Landing Community Association  
Annual Meeting  
January 04, 2012**

**Agenda**

**1. Call to Order:**

Steve Heath, President of the Occoquan Landing Community Association (OLCA), called the annual meeting to order at 8:07 PM at the Occoquan, VA, Town Hall as a quorum was present. Secretary Michelle Bechtoldt took minutes. Steve Heath requested that Board members (Steve Heath, Michele McQuigg, Michelle Bechtoldt, Oumar Keita, Norman Howard, Jack Reba, and Maria Kincaid [absent]) and residents provide brief introductions.

Quorum: Because the annual meeting scheduled for November 30, 2011, did not produce a quorum (60 votes), the subsequent annual meeting of January 04, 2012, required only 50% or 30 votes to constitute a quorum. A quorum was present at this meeting based upon the following: 14 owners were present; 15 proxies were held by Steven Heath; one proxy was held by Michele McQuigg; one proxy was held by Michelle Bechtoldt, and; 28 non-resident owners, who had not granted a proxy to another member, were automatically granted to the President of the Board, Steve Heath. (See Section 5c of the Restrictive Covenants.) Altogether 59 votes were counted toward meeting the quorum requirement. (Attachments)

**2. Approval of Agenda:**

Norman Howard motioned to approve the agenda. Seconded by Michele McQuigg. Motion carried. (Attachment)

**3. Approval of Minutes:**

Norman Howard motioned to approve the minutes of the November 08, 2010, annual meeting. Seconded by Michele McQuigg. Motion carried. (Attachment)

**4. Neighborhood Watch:**

Michele McQuigg made a brief pitch for volunteers. She stated that it was important for the community to have this program and noted volunteers had appointed rounds that may be during the day or night about once every five weeks.

## **5. Treasurer's Report:**

- a. New Book Keeper - Steve Heath announced that the community had a new bookkeeper, Ivan Suarez, and that the transfer was going smoothly. He thanked Anna Longo for her years of community service as the bookkeeper of the association.
- b. Monthly Report - Two reports were handed out, the "Profit & Loss Budget vs. Actual" (January 1 through December 20, 2011) and the "Balance Sheet" (as of December 20, 2011). Steve Heath advised that the budget vs. actual report reflected overall accounts receivables and balances for 2011. He noted that the budget was in good shape with approximately \$14,000 to be carried over into the 2012 budget. He reported that the balance sheet showed \$58,594.82 in the community's checking and savings accounts and total liabilities and equity equalling \$126,596.57. (Attachments)
- c. Budget Review - Steve Heath presented the proposed 2012 budget. He noted that the 2012 budget reflected a roll over of \$14,000 from the 2011 budget. He indicated that the 2011 cost for the lawn care contract at \$19,950.00 would be the same in 2012, while the trash pick-up contract, budgeted at \$13,551.00, reflected a modest increase due to fuel cost. Other budget items highlighted included \$8,000 for capital improvements, \$5,000 for clean-up/repairs, \$10,000 for the sinking fund for asphalt projects, an increase of \$2,750 over the 2011 contribution, and \$10,000 for a new sinking fund for playground equipment. The 2012 budget report was distributed to residents for information purposes only as the board approves the budget.

## **6. Architectural Control (A/C):**

- a. Pre-existing violations - Jack Reba stated that A/C enforcement was an on-going process whereby the board conducts periodic reviews to determine compliance with the A/C guidelines, and residents may and often do report potential violations. He indicated that changes to the exterior of the townhouse should come to the board for approval before the work begins. He noted that policy for pre-existing violations (violations that existed at the time the properties were sold without any A/C documentation identifying the violations) was currently under review by the board and handled on a case-by-case basis.

## 7. Maintenance/Grounds:

- a. Completed Improvements - Norman Howard reported on the various projects completed in 2011. These included the yellow curb painting project (\$3,535), playground refurbishment (\$1,432), timber retaining wall on Rivershore Drive (\$1,377), basketball court refurbishment and new bench (\$655), and tropical storm clean-up (\$1,000). Mr. Howard noted that new community signs were also purchased and installed in 2011.
- b. Proposed Improvements – Community to Vote on Priorities - Steve Heath provided an overview of new projects and their respective costs for the residents to consider and to provide a sense of the community's priorities for 2012. The list of new projects included trash receptacles (\$2,101), split rail fences (\$4,075), asphalt repair (\$15,821), and playground equipment (Admiral Drive @ \$28,753 and Captains Cove @ \$27,295). The residents were asked to identify their first and second priorities. First priority projects included eight votes for asphalt repair and two votes for playground equipment. Second priority projects included three votes each for split rail fences and lighting, two votes for trash receptacles, and one vote each for playground equipment and tree trimming.

Several residents raised concerns. These included when would overgrown trees be trimmed, when would bushes be weeded, particularly along Route 123, and would the asphalt repair contract cover the sidewalks in bad shape. Steve Heath indicated that he would look into the tree and bush issues, but noted that the property line for the community along Route 123 ended at the sidewalk immediately behind the fences. He advised that the proposed asphalt repair contract covered only the community roads. Another resident wanted to know where dogs could be walked in the community and suggested a dog park for Captains Cove, and offered to provide a proposal. Several residents expressed concerns about investing in playground equipment in light of vandalism of the playground slide that had to be taken down and removed. It was noted that the slide was 40 years old and well past its prime.

Norman Howard reported that the landscape contract was negotiated for three years, and 2012 was the second year of the contract with no increase in cost. He also indicated that there should be no increase in the cost of the basic contract for trash pick-up, but may see an increase *via* fuel surcharge if fuel costs go up. He also stated that the snow removal

contract had also been negotiated. He observed that these three contracts were the largest for the community.

**8. Election of Officers:**

Michele McQuigg stated that three positions were up for election to two-year terms and took nominations from the floor. This year the agenda named Steve Heath, Maria Kincaid, and Oumar Kieta. Norman Howard moved to nominate and elect Steve Heath, Maria Kincaid, and Oumar Keita. Seconded by Michelle Bechtoldt. Motion carried

Sondra Williams, a resident, moved that the nominations be closed and that those nominated, *i.e.*, Steve Heath, Maria Kincaid, and Oumar Keita, be elected to two-year terms. Seconded by Minna Pehkonen, a resident. Motion carried.

**9. Safety and Security:**

- a. Lighting - Michelle Bechtoldt noted that the Board appreciated the community's concerns for more security light at night. She indicated that Dominion Virginia power had been contacted about installing new pole lights in the community and replacing the mercury vapor lamps with high pressure sodium vapor lamps that would broadcast more light (lumens) and use less electricity. She advised that the cost of installing the pole lights would be high (\$2000 - \$5000 each) and that the community could do only one or two lights. She named two locations (one in the Admiral Drive Park and the other at the end of Lighthouse Lane near the woods) that were particularly dark and in need of light, which residents agreed. She also noted that residents could provide additional light by turning on their front and back outdoor house lights at night.

**10. Old Business:** N/A

**11. New Business:**

Steve Heath recommended that the HOA dues be increased by \$2.50 a quarter to \$145.00. Michele McQuigg motioned to increase the HOA dues by \$2.50 a quarter to \$145.00. Seconded by Norman Howard. Motioned carried.

**12. Adjourn:**

Michele McQuigg moved to adjourn the meeting. Seconded by Michelle Bechtoldt. Motion carried. Meeting adjourned at 9:30pm.