

Occoquan Landing Homeowners Association
Annual Meeting
November 7, 2007

1. Call to Order: Steve Heath, President of the Occoquan Landing Homeowners Association (HOA), called the HOA annual meeting to order at 8:13 PM at the Occoquan, VA, Town Hall. A quorum was present based upon the following: 16 households were present; 11 proxies were held by Steven Heath; 1 proxy was held by Michele McQuigg; 4 proxies were held by Tom Jessup, and; four proxies were held by Paul Agosta. Director Michelle Bechtoldt, as Acting Secretary for the Board, took minutes.

2. Approval of Agenda: Michele McQuigg motioned that the proposed agenda be approved. Seconded by Paul Agosta. Motion carried. (Attachment)

3. Approval of Minutes: Michele McQuigg moved that the minutes of the November 13, 2006, annual meeting be approved with a correction. Seconded by Norman Howard. Motion carried. (Attachment)

4. Election of New Officers: Last year four directors were elected to a two-year term, *i.e.*, Norman Howard, Tom Jessup, Carol Crowe, and Michelle Bechtoldt. This year two Directors were elected to a two-year term and one Director was elected to complete the term for a departing Director. Nominations were the following:

- Norman Howard nominated Steve Heath. Seconded by Tom Jessup.
- Steve Heath nominated Charles Dawson. Seconded by Norman Howard.
- Libby Heath nominated Michele McQuigg to complete Carole Crowe's term of one year. Seconded by Michelle Bechtoldt.

Paul Agosta moved that the nominations be closed and that those nominated, *i.e.*, Heath, Dawson, and McQuigg, be approved as nominated. Seconded by Norman Howard. Motion carried.

5. Treasurer's Report:

a. **Reports** – Bookkeeper Anna Longo distributed three reports, *i.e.*, “Profit & Loss Budget vs. Actual” (January 1 through November 5, 2007), “Open Invoices” (as of November 5, 2007), and “Profit & Loss Budget Overview” (2008). (Attachments)

- Profit & Loss Budget vs. Actual report – reflects overall routine accounts receivables and balances for 2007. Bookkeeper Anna Longo reported that the “sinking fund” has a current balance of approximately \$15,500 with \$4,500 to be transferred into this account at end of year. The 2007 budget should reflect a positive balance of \$215 for the year at the close of the fourth quarter. Fines collected for trash violations, late payments, etc., are posted to the “Special” income account. Through November 2007, \$400 in fines have been collected.

b. **Past Due Accounts** – the “Open Invoices” report shows a total of \$6,874.47 in past due accounts. The two foreclosures on report are under review by the HOA lawyer. To address the overdue accounts issue, the Board has revised procedures to start the lien process after “one quarter plus 30 days” instead of after two quarters. In addition, President Heath reported that he has sent a letter to each homeowner listed on this report, and has personally spoken to several of them requesting their cooperation to reconcile their accounts.

c. **Budget** – the “Profit & Loss Budget Overview” report for 2008 shows line items for income and expenses that are expected for the new year. President Heath moved that the Board approve the 2008 budget as presented, which was seconded by Director Norman Howard. Motion carried.

6. Land Development Behind Admiral: President Heath reported that the developer did not submit a revised plan to the county by June 16, 2007, thus curtailing future development of this area. Other issues cited by President Heath that may negatively impact future development include the drive-way to houses not up to county standards if more houses are built and storm drainage. While the matter is currently “under control,” the Board will continue to work with County Supervisor Mike May to keep a careful eye on future activity in this area.

7. Architectural Control:

a. **Violation Letters** – President Heath reported that the Board approved a contract with an outside consultant to conduct architectural control inspection of the community. Letters citing violations will be sent shortly to homeowners.

b. **New Guidelines** – Director Agosta reported on the proposed changes to the architectural control guidelines that included both a summary of the proposed changes as well as a page-by-page review. (Attachment)

Two motions offered:

1. Because of the amount of time needed to review and discuss these proposed changes, Libby Heath moved that such discussion be tabled and a future meeting be scheduled to continue discussion on this matter. Seconded by Norman Howard.
2. A substitute motion was made from the floor, which agreed to a future meeting to discuss the proposed changes with two main points in mind, *i.e.*, the revised guidelines to be reviewed by the HOA lawyer and to re-evaluate the process for approving second level backyard decks in community. Seconded by Anna Longo. Counter motion carried.

8. Maintenance Grounds:

a. **Comcast** – President Heath reported that cable is still above ground in many locations throughout the community, and advised homeowners to send letters directly to Comcast in order to get the exposed cable buried. Michele McQuigg offered to coordinate these letters with Comcast, and suggested that homeowners send their letters to her or to President Heath, who will then forward them to Michele McQuigg for follow-up action. In the meantime, the recent 'Exposed Cabling' report by Paul Agosta will be forwarded to Michele McQuigg for consideration in any follow-up action taken.

b. **Corner of Captains Cove** – President Heath reported that RASco, Inc., an engineering firm, conducted an on-site review of the parking spot in front of 12762 Captains Cove as well as storm water erosion-related issues behind Captains Cove properties that parallel Occoquan Road. (Attachment)

Because of how the pavement and curb/gutter have settled, proper drainage has been impeded and this location is sinking due to inadequate storm drainage. Recommended course of action would be to repair the slope of the curb/gutter at this location. The board has obtained one proposal from a paving company for approximately \$3,000 to include excavating existing pavement, curb/gutter, etc., and to backfill, pave and replace concrete curb-gutter sections at correct slope. However, estimates to fully correct parking lot storm drainage issue may run anywhere from \$6,000 to \$30,000. Several residents suggested that maybe Prince William County or a local college can be of assistance and to see if the community would not qualify for a grant. President Heath assured the residents that every option will be explored.

- Rasco, Inc., reviewed the wooded area behind Captains Cove and observed that storm water issues were not of an immediate impact to the community.
- Resident Russell at 1435 Admiral Drive reported that there is also a storm drainage issue where Admiral Drive and Lighthouse lane converge.

c. **Park Bench and Playground Equipment** – President Heath reported that the 2008 budget had allocated money to replace the park benches. Because of the Corner of Captains Cove issue and the potential repair/replacement/pavement costs, there is no money in the 2008 budget to replace or improve playground equipment. As a stop-gap measure, the broken bench (Admiral Drive playground) will be removed.

d. **Community Lighting** – Bookkeeper Anna Longo reported that the Board has evaluated the security lighting in the community. This issue is important for safety and security reasons as the community is too dark. Currently the community has 15 Virginia Dominion pole lights and security lamps on a few end-unit houses. The Board has determined that six new pole lights and lens replacement for the existing pole lights would be adequate to address safety and security issues in the community. Further, the new pole lights would eliminate the need to repair the existing security lamps, which is

very expensive (up to \$1,000). The Board is currently working with VA Dominion to determine feasibility and costs.

- Resident Russell at 1435 Admiral Drive indicated that the light bulb on the security lamp affixed to his house needs replacement.

Contract Negotiations: In addition to the agenda items, Director Norman Howard reported on the following contract negotiations for 2008:

- **Landscape** – The new landscape contract with Kingstowne will cost no more in 2008 than the current 2007 contract and will include mulching, trash pick-up at the same time community is mowed, lawn reseeding and fertilization, minor pruning, and leaf removal at end of the season.
 - In addition, Director Howard has arranged for leaf removal after Christmas with the landscape company, which will be an added expense.
 - This added expense is a direct result of the cancellation of the community-wide leaf and trash pick up contract that was performed by the Association for Retarded Citizens (ARC).
- **Trash Removal** – New contract with American Disposal Services, Inc., will cost no more than the current 2007 contract for same services. Special reminders:
 - Company will not remove hazardous substances (*e.g.*, batteries, paint).
 - Major appliance can be removed, but resident **MUST CALL COMPANY IN ADVANCE** and make arrangements for removal and pay any associated costs for such a removal.
 - Residents are responsible for placing trash out in a timely manner for removal on scheduled days (currently Monday and Thursday), and for retrieving any of their trash if not removed by the company.
- **Snow Removal** – New contract is with Scott Lindley, who held the contract in 2007 and gave the best offer.

9. **Parking:** Director Paul Agosta reported that parking problems still exist in the community and that the Board shares responsibility with the residents for monitoring parking violations. Director Agosta emphasized that **cars parked in violation of community guidelines may be towed!** Parking problems highlighted included resident parking in parking spaces of vacant houses without owners' permission and double parking behind resident's parking spaces, which is prohibited.

10. **Neighborhood Watch:** Director Agosta reported that only 13 residents are involved in neighborhood watch. Although crime in the neighborhood is low, volunteers are

welcomed to be the “eyes and ears” of the community for appointed rounds about once every five weeks. Director Agosta advised that residents should keep their outdoor front and back lights on after dark as it is a major deterrent to crime with nominal costs. He also advised that if a resident sees a suspicious incident to call the police.

- Most noteworthy crime in 2007 is four stolen tires and graffiti on brick wall along Route 123 and wooden fences along Admiral Drive.
- Information on criminal activity comes from monthly crime reports from Prince William County.

11. Newsletter and Website: President Heath reported that the community newsletter is now online, including back copies to December 2004, and can be accessed through the community website at <http://www.occoquanlanding.org/>. Residents may contact him if they wish to put something in the community newsletter. See two reminders under Resident Time that will be included in the next newsletter

12. Resident Time (2 minute limit per resident):

- **Playground Conduct** – Several residents raised concerns about the conduct of children on the playground areas particularly in the late afternoons after school has been let out. Bad conduct cited by residents included pot smoking, beatings and bad language. Residents were reminded again that if they see suspicious activity or incident to call the police immediately.
 - President Heath indicated that this issue will be noted in the next edition of the newsletter.
 - A resident also suggested a “day-time watch” to be organized in the community with young adults volunteering their time after school.
- **Supervising Young Children** – Several residents raised concerns that the school bus for kindergarten drops off young children when a parent or designated older sibling is not around to pick them up.
 - President Heath indicated that a reminder will be included in the next newsletter that it is the responsibility of parents and/or designated older siblings to pay attention to young children getting on and off school busses and/or playing on the community playgrounds.
- **Riverview Lane** – Residents complained about tacky holiday decorations and tow truck parking by the Shell gas station that blocks the view of ongoing traffic on Route 123.

- President Heath advised that nothing could be done by the Board on the holiday decorations issue and suggested that interested parties talk to the gas station about the parking issue.

13. Old Business: None

14. New Business: None

15. Adjourn: On the motion of Norman Howard, and seconded by Anna Longo, meeting was adjourned at 10:30 PM.