

Occoquan Landing Homeowners Association
Annual Meeting
November 08, 2010

1. Call to Order: Steve Heath, President of the Occoquan Landing Homeowners Association (HOA), called the HOA annual meeting to order at 8:00pm at the Occoquan, VA, Town Hall. He indicated that a quorum was present based upon the following: 20 households were present; 10 proxies; and 33 non-resident absentee members (*i.e.*, rental units) who had not granted a proxy to another member were automatically granted to the President of the Board, Steven Heath. (See Section 5c of the Restrictive Covenants.) Altogether 63 votes were counted towards meeting the quorum requirement. Secretary Michelle Bechtoldt took minutes.

2. Approval of Agenda:

Michele McQuigg motioned that the proposed agenda be approved. Seconded by Norman Howard. Motion carried. (Attachment)

3. Approval of Minutes:

Michele McQuigg moved that the minutes of the November 17, 2009, annual meeting be approved. Seconded by Norman Howard. Motion carried. (Attachment)

4. Neighborhood Watch:

Director Michele McQuigg discussed the importance of Neighborhood Watch to the community and how easy it was to volunteer. Volunteers have appointed rounds once every five weeks, which may be during the day or night. Volunteers report suspicious activity to police without getting involved. She advised the meeting participants that a sign-up sheet was being distributed for interested residents to volunteer their services.

Resident Judy Smith (1425 Flagship Drive) talked about her favorable experience as a neighborhood watch volunteer and as block captain of her street.

During the course of the meeting, several residents expressed concerns with rowdy individuals on the Admiral Drive playground, young children playing in the streets unsupervised, underage drinking, and loud parties, etc. Residents also requested more police presence in the morning hours, particularly between 9:00 and 10:00am. Michele McQuigg reminded the residents that Neighborhood Watch can serve as a deterrent for many of these activities and would not require a lot of time. Steve Heath remarked that the community was also looking towards adding more outdoor security lighting in the community as money

becomes available and was going to contact the police to see if they could drive through the community in the morning and afternoon.

5. Election of New Officers:

Secretary Michelle Bechtoldt provided an overview of the officer's role on the Board of Directors, identified the six positions up for election with four of the positions for two-year terms and the remaining two positions for one-year terms, and took nominations from the floor. This year the agenda named Norman Howard, Michele McQuigg, Michelle Bechtoldt, and Jack Reba, and two "open seats." Resident Maria Kincaid expressed interest in running for a seat on the Board, but may need a couple of months before starting. Resident Anna Longo moved to nominate and elect Norman Howard, Michele McQuigg, Michelle Bechtoldt, Jack Reba, and Maria Kincaid. Accordingly, Judy Smith seconded the nominations of Norman Howard, Michele McQuigg, Michelle Bechtoldt, Jack Reba, and Maria Kincaid. Motion carried

Anna Longo moved that the nominations be closed and that those nominated, *i.e.*, Norman Howard, Michele McQuigg, Michelle Bechtoldt, and Jack Reba be elected to two-year terms, and Maria Kincaid be elected to a one-year term. Seconded by Judy Smith. Motion carried.

President Steve Heath was not up for re-election.

6. State of Community:

President Heath created and presented a slide show on the "State of Our Community." The slide show focused on five areas that needed to be addressed. These five areas were: (1) Accomplishments in 2010; (2) Foreclosures; (3) Infrastructure; (4) Sinking Fund, and; (5) Budget Priorities for 2011. (Attachment)

(1) Accomplishments in 2010 – President Heath noted that the costs of the winter storms of 2010, dead tree removal, and curb painting consumed all of the snow removal, capital improvements, and clean-up/repairs funds allocated in last year's budget.

(2) Foreclosures – President Heath provided a series of charts concerning the impact of foreclosures on the community's budget. He noted that once a homeowner is two quarters behind in the payment of the HOA dues, the account is sent to the lawyer to put a lien on the townhouse. He indicated, however, that in bankruptcy cases, the community loses dues accumulated up to the date of the bankruptcy. When a townhouse goes into foreclosure, the community loses in 99% of cases all of the dues in arrears.

(3) Infrastructure – President Heath provided pictures of needed capital improvements, including playground equipment in Admiral Drive park, cracks in community roads, stairs, timber wall on Rivershore Drive, and trash cans in common areas. Residents noted that the

community needed to do a better job in removing snow from public sidewalk where the school bus picks up children on Flagship Drive and Captains Cove. A suggestion was made to establish snow patrols in the event there is a snow storm that can remove snow from public sidewalk. Residents also noted that a townhouse on Flagship had a downspout that dumped water on the sidewalk and stairs on the Harborview Court side of the Admiral Drive park. Residents also noted that seams in the asphalt had opened up at the intersection of Flagship Drive and Lighthouse Lane as well as at Admiral Drive and Lighthouse Lane that needed to be taken care of. A resident also noted that several trees in the common areas in front of townhouses were overgrown and needed to be pruned.

(4) Sinking Fund – President Heath provided two charts that showed the amount of money that would be available in the sinking fund for major road repairs in 2025. The current contribution levels would provide an amount of approximately \$125,000 in 2025 to make major repairs to the community roads. He noted that the last time road repairs were made, it cost the community \$104,000. Because interest rates were low and the cost of asphalt and petroleum was increasing, President Heath recommended that the HOA dues be increased by a modest amount, *i.e.*, \$5.00 per quarter, or \$20.00 per year, that would be put entirely into the sinking fund for the next major road replacement in approximately 2025. If the contributions to the sinking fund are not increased and there is not enough money, the community would need to have a special assessment. **Action Item:**

Maria Kincaid motioned to increase the HOA dues by \$5.00 per quarter to \$142.50, or \$20.00 per year to \$570.00, to go entirely into the sinking fund. Seconded by Judy Smith. Motion carried.

(5) Budget Priorities – President Heath stated that 85% of the community budget was for fixed cost items, such as trash pick up, lawn care, and snow removal. He noted that the Board was looking to free up money and was requesting bids from several landscaping companies in order to obtain a more competitive price. He indicated that the Board had about \$7,000 to spend on maintenance/repair and capital improvements in 2011.

7. Treasurer's Report:

a. Current Year Budget to Date – Anna Longo distributed two reports, *i.e.*, “Profit & Loss Budget vs. Actual” (January 1 through November 08, 2010), and “Balance Sheet” (as of November 08, 2010). (Attachments)

- “Budget vs. Actual report” – reflects overall accounts receivables and balances for 2010. Bookkeeper Longo discussed each line item and noted that the first column showed amount spent and the second column showed amount budgeted for each line item. She observed that overall the 2010 budget was in good shape considering the increased costs for snow removal and clean-up/repair due to the

winter storms. She noted that it took approximately \$65,000 to run the community.

- “Balance Sheet” – Bookkeeper Longo reported that “Total Checking/Savings” under “Assets” equalled \$42,981.85. This included the sinking fund at \$25,381.85 (see 2006 and 2008 CDs.), checking account at \$12,325.02, and a reserve account, which is used as an emergency fund, at \$5,274.98. Accordingly, another \$5,000 will be transferred into the sinking fund at the end of the year. (See line item “Sinking Fund Contribution” on the 2010 Budget vs. Actual report.) She advised that monies from the sinking fund were used for major repairs to the community’s infrastructure, *e.g.*, road repairs, which have historically been the community’s biggest expense. Also reported under Assets were HOA dues that were overdue in the amount of \$11,308.58. This represented an increase over the total of \$8,849.47 reflected in the 2009 reports.
- b. 2011 Budget – President Heath provided an overview of next year’s budget and the basis for a modest HOA dues increase for 2011. The modest dues increase will go directly to the sinking fund. See the above mentioned Sinking Fund Projections for further details. He noted that the line items were the same and that most major costs were fixed. The Board, however, would look closely at the lawn care contract for potential savings. The 2011 budget overview report was distributed to residents for information purposes only as only the Board can approve the budget. President Heath indicated that the Board would consider the views of the community when it approved the 2011 budget. (Attachment)

8. Architectural Control (A/C):

Director Jack Reba provided an overview of the provisions of the AC guidelines. He noted that the A/C guidelines were on the community website. He requested that homeowners notify him if they are going to renovate the exterior of their homes, or if they notice a townhouse in the community that may be in violation of the A/C guidelines. He indicated that most violations were responded to in a timely manner, and those that were not may be fined, which must be paid.

9. Maintenance Grounds:

Director Norman Howard reported on the snow removal, lawn care, and trash contracts.

- a. Snow Removal Contract – Director Howard advised that a new contract with Cornerstone Construction was recently negotiated and signed with no significant change in price to that of the previous contract. He indicated that the contractor did a good job last year as the community roads were cleared on the same day that the snow storms ended.

- b. Lawn Care Rebid Underway – Director Howard noted that the current landscape contract with Kingstowne was due to expired in February 2011. He indicated that he was currently requesting quotes from four firms (including Kingstowne).
- c. Trash pick-up – Director Howard advised that the contract with American Disposal Services would be in effect for one more year at the same cost. He noted that a copy of the company’s holiday schedule for trash pick up was included in the hand outs. Attachment.

10. Old Business:

Resident Judy Smith thanked the Board for being responsive to her concerns over the year.

11. New Business:

Steve Heath requested that the residents take a look at the new community’s website that Michele McQuigg had spearheaded, and gave the website address. The website provides all kinds of information on community requirements and activities.

Tom Jessup requested the Board to look again at the community’s name, *i.e.*, Riverview Overlook Community Association d/b/a Occoquan Landing Community Association, to see if it could be made clearer.

12. Adjourn:

Norman Howard motioned to adjourn the meeting. Michelle Bechtoldt seconded. Motion carried. Meeting adjourned at 9:58pm.