

**Occoquan Landing Homeowners Association
Annual Meeting
November 17, 2009**

1. Call to Order: Steve Heath, President of the Occoquan Landing Homeowners Association (HOA), called the HOA annual meeting to order at 8:02 pm at the Occoquan, VA, Town Hall. He indicated that a quorum was present based upon the following: 17 households were present; 15 proxies (*i.e.*, 10 held by Steve Heath; 2 held by Tom Jessup; 1 held by Michele McQuigg; 1 held by Anna Longo; and 1 held by Sondra Williams); and 27 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 59 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 Michelle Bechtoldt. Motion carried. (Attachment)

3. Election of New Officers: Secretary Bechtoldt provided an overview of the officer's role on the Board of Directors, identified the positions up for election, and took nominations from the floor. This year the agenda name Steve Heath, Tom Jessup, and an "open seat." Residents Jean Burns and Caleb O'Kray also expressed interest in running for a seat on the Board. Upon further reflection, Mr. O'Kray withdrew his name before being nominated. Michelle Bechtoldt moved to nominate and elect Jean Burns. Accordingly, Michele McQuigg moved to nominate and elect Steve Heath and Tom Jessup. Norman Howard seconded the nominations of Jean Burns, Steve Heath, and Tom Jessup. Motion carried

Michele McQuigg moved that the nominations be closed and that those nominated, *i.e.*, Jean Burns, Steve Heath and Tom Jessup be elected to two-year terms. Seconded by Norman Howard. Motion carried.

4. Approval of Minutes:

President Heath moved that the minutes of the December 8, 2008, annual meeting be approved. Seconded by Norman Howard. Motion carried. (Attachment)

5. Treasurer's Report:

Bookkeeper Anna Longo distributed three reports, *i.e.*, "Budget vs. Actual" (January 1 through November 16, 2009), "Balance Sheet" (as of November 16, 2009), and "Customer Balance Summary" (November 15, 2009). (Attachments)

- "Budget vs. Actual report" – reflects overall accounts receivables and balances for 2009. Bookkeeper Longo discussed each line item and highlighted the increased expenses for

the “administration” and “collections” line items. She observed that overall the 2009 budget was in good shape.

- “Balance Sheet” – Bookkeeper Longo reported that “Total Checking/Savings” under “Assets” equals \$41,507.36. This includes the sinking fund at \$24,410.44 (see 2006 and 2008 CDs.), checking account at \$13,968.26, and a reserve account, which is used as an emergency fund, at \$3,128.66. 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 2009 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 are HOA dues that are overdue in the amount of \$8,849.47. This is an increase over the total of \$7,232.16 reflected in the 2008 annual meeting reports.

“Customer Balance Summary” – This report shows a total of \$8,849.47 in past due accounts, which is an increase of \$1,617.31. To address the overdue accounts issue, the Board implemented new procedures in 2008 to start the lien process after “one quarter plus 30 days” instead of after two quarters. In addition, Bookkeeper Longo also sends out late payment notices requesting individuals to either reconcile their accounts or to make arrangements with the Board to make partial payments if full reconciliation is not possible. She noted, however, that if a townhouse goes into foreclosure, it is unlikely for the HOA to obtain any back dues owed the association.

6. Budget:

President Heath provided an overview of next year’s budget and the basis for an HOA dues increase for 2010, as well as setting a new cap on dues in subsequent years. He distributed two documents, *i.e.*, the “Profit & Loss Budget Overview” report for 2010, which showed line items for income and expenses expected for 2010, and a “projected income and expenses” chart. See attachments.

The 2010 budget overview report was distributed to residents for information purposes as only the Board can approve the budget. President Heath indicated that the Board would consider the views of the community when it approves the 2010 budget. He mentioned that next year’s budget includes the same line items with one new line item, *i.e.*, hosting and maintenance of the community’s website.

President Heath raised the issue of increasing the HOA dues, which can only be done every three years. He requested that the residents look at the chart hand-out, which indicates that if dues are not increased next year, the association may not have sufficient revenue to pay its bills. He stated that it is estimated that 99.9% of the budget will be used this year. He noted that the average rate of inflation was 2.2% over the past ten years. In view of how tight the 2009 budget was, he indicated that the HOA dues should increase by at least \$30 next year from \$520 to \$550 annually (or \$137.50 quarterly). He further advised that the new HOA cap for the out-years (2011 and 2012) should be at least 2.2%, or even 3.3%. He concluded

by stating that his proposal consists of a dues increase of \$7.50 per quarter in 2010 with option to raise dues in the out-years if inflation increases.

Two Motions:

1. Michele McQuigg motioned to establish an HOA dues increase of \$7.50 per quarter to \$137.50, or \$30 per year to \$550 for 2010. Seconded by Norman Howard. Motion carried
2. Michele McQuigg motioned to establish a cap of no greater than \$580 over three years. Seconded by Norman Howard. Motion carried.

7. Architectural Control:

Director Reba provided an overview of the provisions of the revised AC guidelines, the process for obtaining approval for any external renovation of townhomes in the community, as well as how violations to the guidelines are to be handled.

He noted that everyone in the community received the revised AC guidelines via the August 2009 community newsletter. He requested homeowners to take a few minutes to evaluate the exterior appearance of their town homes in order to determine whether it is maintained, or needs to be repaired to bring it, in compliance with the AC guidelines. Possible items that may need repair, replacement, or improvement may be the fence, railings, shutters, exterior paint, bushes to be trimmed, weeds to be pulled, grass to be planted, or junk to be picked up and discarded or removed from the front yard, etc.

Since the guidelines have been published and distributed, he stated that several in the community have step up by coming forward with plans for renovating their townhomes and seeking approval before starting the work. This can be done by sending information by email or by mailing it to the community's mail box (P.O. Box 85, Occoquan, VA 22125).

He also noted that violations have generally been taken care of. Frequently, community residents will call potential violations to his attention, or he may see that a townhouse may not be in compliance with the AC guidelines. When this happens, a letter will be sent to the homeowner, which will identify the violation and corrective action, and require a written acknowledgement of when such action will be taken or if the resident wishes to meet with the Board on the matter. After a reasonable period of time, if the violation is not corrected satisfactorily, a fine may be imposed, *i.e.*, \$50 for a one time violation, or \$10 a day up to \$900 a year for an on-going violation.

8. Park – Use of the Park for Private Parties:

President Heath advised the residents that he has heard from residents near the Admiral Drive playground about private parties, loud noise, trash, and unruly behavior. He asked the residents whether there should be park polices in place that governs private parties. He asked the residents whether the park should be regulated by posting signs.

Two Motions:

Tom Jessup motioned that no large parties be permitted in our playgrounds without a party permit. No second.

Norman Howard motioned that Tom Jessup's motioned by tabled. Michelle Bechtoldt seconded. Motion carried.

9. Maintenance Grounds:

Director Howard reported on the landscaping, snow removal, and trash pick-up contracts for the community

- **Landscape** – The landscape contract with Kingstowne is negotiated for a two-year period and will cost no more in 2010 than the current 2009 contract. The contract includes: cutting grass (common grounds and front yards) every 10 to 14 days; fertilizing; edging/blow; applying weed killer; mulching trees in common ground areas only; trash pick-up in streets and community trash cans at the same time community is mowed; minor pruning; leaf removal at end of the season. This year Kingstowne will remove leaves after Christmas, which is costly and an added expense. He advised that if money becomes available, the large trees in the community will be pruned. He stated that the trees in the common grounds area are paid for by the HOA, but trees in front or back yards were the homeowners' responsibility. He concluded by saying that he is satisfied with this company, that they have been very responsive when he has called regarding work in the community.
- **Snow removal** – Director Howard has recently negotiated a snow removal contract with Scott Lindley of Cornerstone Construction, who gave the best offer. If services should be needed this winter, the cost will be considerably less than last year's contract with Kingstowne.
- **Trash pick-up** – Director Howard advised that a new contract with American Disposal Services will be negotiated this coming year. He does not know whether the contract cost will increase, or not increase. He noted that every resident at the meeting has a copy of the company's holiday schedule for trash pick up. Attachment.
- **Curb painting** – President Heath advised that the curbs would be painted throughout the community. He stated that weather permitting the schedule is as follows: November 18th Captains Cove; November 19th Admiral Drive and Lighthouse Lane; and November 20th Harborview Court and Flagship Drive. All vehicles must be moved from 8am until 7pm on the day each street is painted. The paint should be the same as that used by VDOT.
- **Exposed cable** – President Heath indicated that several residents have complained about exposed cable in the community. He advised residents to call the cable company responsible and let them know about the problem. Meanwhile, he will contact Mike May, County Supervisor, to see what can be done about this ongoing problem.

10. Parking:

Vice President Tom Jessup reported that parking problems still exist in the community and that the Board shares responsibility with the residents for monitoring parking violations. He also noted that the community had limited parking spaces. He emphasized that **cars parked in violation of community guidelines may be towed!** Parking problems highlighted included the following: (1) visitor space and Rivershore Drive policy that requires a community hang tag and 48 hour limit; (2) tow company's policy that requires a Board member's presence in order to tow a car illegally parked in a homeowner's parking space. President Heath stated that towing policy was the company's, not the community's, and he would call the tow company to see if that policy can be changed.

11. Newsletter and Website:

President Heath reported that the newsletter is generally distributed within the community about every two months. Residents may contact him or Michelle Bechtoldt if they wish to put something in the community newsletter.

Director McQuigg announced that the website was in the process of being updated. It can be accessed at www.occoquanlanding.org. She asked the residents why they moved to the community to obtain some ideas for the website itself. Reasons for moving to the community included convenient location, room and open layout of townhouse, charms of the town of Occoquan, price of townhouse, and transportation convenience.

12. Neighborhood Watch:

Director McQuigg asked for volunteers to be the "eyes and ears" of the community for appointed rounds, which would be once every six weeks. She also advised that if a resident sees a suspicious incident to call the police.

13. Resident Time:

- **Budget** – In response to President Heath's call to raise HOA dues, several residents expressed concerns about how monies were being spent. These concerns included, for example, the cost of the landscaping service contract and why residents can't mowed their own front yards to save money. Director Howard responded that the company has been very reliable and responsive to community needs, and one of the strong points of the community is the uniformity of its cut grass. It should be noted that the majority of residents voted in favor of the HOA dues increase for 2010 and the new cap level.
- **Community appearance** – Several residents challenged the quality of the landscaping service provided by Kingstowne by expressing the number of bare spots in yards and common grounds, weeds, and leaves everywhere. President Heath stated that front yards were the responsibility of the homeowner when it came to weed control and reseeding.

Leaves will be picked-up around the Christmas holiday to ensure that all have fallen as the leaf removal service is very expensive.

- **Playground equipment** – Several residents wanted to know when new playground equipment would be coming. President Heath advised that this matter is under review, but noted that the budget is tight for purchasing new equipment in 2010.
- **Security lighting** – Several residents indicated that more security lighting was needed in the community. President Heath indicated that the Board has made several attempts, but would continue to pursue this matter with Dominion Virginia Power.
- **Newsletter** – A resident requested that the newsletter provide a list of contractors that can provide services to the community. This will be looked into by the Board.
- **Timber Wall on Rivershore Drive** – A resident mentioned that the timber retaining wall on the Rivershore Drive slope had not been repaired. President Heath reported that the Board was well aware of the problem and would determine when it would be feasible to make such repairs.
- **Light on Rivershore Drive is out** – President Heath will check on this and make arrangements to have it repaired.
- **Community appearance** – A resident once again reminded everyone that the military is coming due to the Fort Belvoir Army Base Realignment and Closure (BRAC) development and that it would be for the community's benefit, not to mention home values, if every homeowner made a conscientious effort to take care of their property.
- **Conduct** – A resident expressed concerned about the conduct (underage drinking and smoking) of its neighbors in their back yard. President Heath said that he would talk to the owners, but that the only recourse may be to call the police.
- **Trash and dog debris** – Several residents expressed concern about the amount of trash and dog waste in the community. President Heath noted that residents can be fined for putting their trash out early or too late, and the county may fine dog owners who don't pick up after their dog. The newsletter also carries a notice on trash pick-up schedules.

14. Old Business: None

15. New Business: None

16. Adjourn: Steve Heath motioned to adjourn the meeting. Anna Longo seconded. Motion carried. Meeting adjourned at 10:20 PM.