

**Occoquan Landing Homeowners Association  
Annual Meeting  
December 8, 2008**

**1. Call to Order:**

Steve Heath, President of the Occoquan Landing Homeowners Association (HOA), called the HOA annual meeting to order at 8:00 PM at the Occoquan, VA, Town Hall as a quorum was present.

Quorum: Because the annual meeting scheduled for November 17, 2008, did not produce a quorum (60 votes), the subsequent annual meeting of December 8, 2008, required only 50% or 30 votes to constitute a quorum. A quorum was present at the December 8<sup>th</sup> meeting based upon the following: 13 owners were present; 11 proxies were held by Steven Heath; 1 proxy was held by Michele McQuigg; 2 proxies were held by Tom Jessup; 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 54 votes were counted toward meeting the quorum requirement. Secretary Michelle Bechtoldt took minutes.

**2. Approval of Agenda:**

Director Michele McQuigg motioned that the proposed agenda be approved with one amendment, *i.e.*, to add brick steps under Architectural Control. Seconded by Director Norman Howard. Motion carried. (Attachment)

**3. Election of New Officers:**

Last year two directors were elected to a two-year term, *i.e.*, Steve Heath and Charles Dawson, and one director, Michele McQuigg, was elected to complete the term for a departing director. This year, four directors are to be elected to a two-year term. The agenda named Norman Howard, Michelle Bechtoldt, Michele McQuigg, and an "open seat."

Anna Longo moved to nominate the three named individuals listed on the agenda as well as Tom Jessup to fill the open seat. Seconded by Maureen Paige. Motion carried.

Anna Longo moved that the nominations be closed and that those nominated, *i.e.*, Howard, Bechtoldt, McQuigg, and Jessup be approved as nominated. Seconded by Sondra Williams. Motion carried.

**5. Approval of Minutes:** Director Michele McQuigg moved that the minutes of the November 7, 2007, annual meeting be approved. Seconded by Maureen Paige. Motion carried. (Attachment)

## 6. Treasurer's Report:

Bookkeeper Anna Longo distributed four reports, *i.e.*, "Profit & Loss Budget vs. Actual" (January 1 through December 4, 2008), "Balance Sheet" (as of December 4, 2008), "Expenses by Vendor Summary (January 1 through December 5, 2008) and "Profit & Loss Budget Overview" (2009). (Attachments)

- 2008 Profit & Loss Budget vs. Actual report – reflects overall routine accounts receivables and balances for 2008. The 2008 budget should reflect a positive balance of over \$5,000 due to increased income from homeowners' dues.
- 2008 "Balance Sheet" report - Bookkeeper Anna Longo reported that "Total Checking/Savings" under "Assets" equals \$34,672.02. This includes the sinking fund at \$23,428.71 (see 2006 and 2008 CDs.), checking account at \$8,165.57 and a reserve account, which is used as an emergency fund, at \$3,077.74. 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 2008 Profit & Loss Budget vs. Actual report.) It was noted that monies from the sinking fund are used for major repairs to the community 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 \$7,232.16. This is an increase over the total of \$6,874.47 reflected in the 2007 annual meeting reports. In addition to the lien process procedures implemented this past year, Bookkeeper Longo will send 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.

- 2008 "Expense by Vendor Summary" report reflects costs to keep the community viable with total expenses of \$53,539.48 reported through December 5, 2008.
- 2009 "Profit & Loss Budget Overview" report shows line items for income and expenses that are expected for the new year. Residents were advised of increase expenses for cost of collections and trash pick-up.

## 7. Budget

As noted above, the 2009 budget overview report was distributed to residents for information purposes and to obtain some feedback for community projects that would fall under "capital improvements." Residents identified three possible projects, *i.e.*, to purchase and install new playground equipment, to paint curbs, assigned parking spaces and visitor spots to make them clearly identifiable, and to improve/upgrade security lighting in the community. The Board indicated that it would consider the views of the community when it approves the 2009 budget.

## 8. Architectural Control (A/C)

Director McQuigg provided an Architectural Control Committee (ACC) report that gave an overview of activity in 2008, as well as pointers for maintaining and improving home values in the community. In addition, she advised that any change in the colors used to paint the outside of the townhouse must be cleared by the ACC ahead of time.

Attachment

### A. Brick Steps

Director McQuigg also advised that some individuals in the community mentioned a desired to replace the concrete stoop, steps and walkway in front of their townhouses with brick and requested feedback from the residents. Concerns were raised about whether the “brick” would take away the uniformed look of the community, which is now all concrete versus having a mixture of concrete and brick. There was no consensus reached and the matter was tabled.

## 9. Parking – Definition of “Resident Vehicle

President Steve Heath reported that parking problems still exist in the community and that the Board was monitoring the situation and taking steps to stop violations. In addition, the Board is undertaking a complete review of the community’s parking regulations and wanted feedback from the community in defining the term “**resident vehicle**” to be incorporated into these regulations. **Should the definition include all vehicles parked in the community for at least 30 days (need not be consecutive days) in a six months or 12 months period?**

Following discussion, the sense of the community was to define “**resident vehicle**” as **any vehicle parked in the community for at least 30 days (need not be consecutive days) in a six-month period.**

## 10. Newsletter and Website:

President Heath reported that the newsletter is generally distributed within the community every two months and that back copies of the newsletter to December 2004 are accessible from the community website at <http://www.occoquanlanding.org/>. Residents may contact him or Michelle Bechtoldt if they wish to put something in the community newsletter. President Heath also reported that the website was out-of-date and that the Board was working on updating the website as well as redesigning it.

## 11. Resident Time:

- **Conduct of Children** – A number of residents raised concerns about the conduct of children on the playgrounds and community streets particularly in the afternoons after school has been let out. Bad conduct cited by residents included beatings, bad

language, etc. The Board responded by advising residents to contact the police immediately if they see suspicious activity or incident.

The Board also noted that it was seeking additional volunteers for the community-wide Neighborhood Watch program and that recently Director McQuigg had distributed a flyer in the community for volunteers for day and evening watches. Daytime volunteers might curb some of the cited bad conduct. Attachment

- **Painting Parking Spaces** – As already noted in community feedback on the 2009 budget allocation of monies for capital improvement projects, several residents complained that they cannot see the numbers on assigned parking spaces nor identify the spaces designated as visitor spaces. The Board responded that these concerns would be given serious consideration.
- **Trash** – A resident observed that the newsletter provides notice of trash pick-up requirements yet it is ignored by some residents. Another resident noted that trash bags broken into by animals will not be picked-up by the contractor. In response, the Board asked residents to let it know who the violators are so that the Board can contact them about the problem and to fine them for violations if they do not comply.
- **Trimming Bushes** – Several residents stated that the bushes around the community signs needed to be trimmed. The Board responded by stating that it would look into this and make appropriate arrangements.
- **Uniform Theme** – Several residents commented that “continuity” within the community may become an issue as residents are painting their homes in colors that do not follow the “Williamsburg Theme” identified in the A/C guidelines. Director McQuigg responded by stating that any change in the colors used to paint the outside of the townhouse must be cleared by the ACC ahead of time. See also her comments to this effect under A/C. Accordingly, a resident observed that the military is coming our way due to the Fort Belvoir Army Base Realignment and Closure (BRAC) development and that it would be for the benefit of the community and home values if every homeowner makes a conscientious effort to take care of their property.
- **Timber Wall on Rivershore Drive** – A resident mentioned that the timber retaining wall on the Rivershore Drive slope needed repair. President Heath reported that the Board was well aware of the problem and is reviewing documents to identify the boundary lines of the community to determine who owns the wall. If it is owned by Occoquan Landing, then the community will make the necessary repairs. If owned by the adjoining townhouse development, they will be requested to make repairs.

- **Security Lighting** – Several residents indicated that more security lighting was needed in the community. President Heath responded by saying that the Board has surveyed the community to determine what outdoor lights needed repair/replacement and where new security lights may be installed. He further stated that several attempts have been made to contact Dominion Virginia Power to provide an evaluation and potential cost assessment, but that these attempts have not been successful to date. He indicated that the Board will continue to pursue this matter.

**13. Old Business:** None

**14. New Business:**

Director Norman Howard advised that the leaves will be picked up in mid-December by Kingstowne. He further indicated that contracts were in place for snow removal, lawn care and trash pick-up in 2009.

**15. Adjourn:**

On the motion of Norman Howard, and seconded by Michelle Bechtoldt, meeting was adjourned at 9:30 PM.