

Riverview Overlook (a/k/a Occoquan Landing) Community Association Board Meeting

Date: January 10, 2012

Time: 8:00PM

Location: 1415 Admiral Drive

Attendees: Board – Steve Heath, Michelle Bechtoldt, Jack Reba, Maria Kincaid, Oumar Keita, and Michele McQuigg;

Residents – None

Outsider – Chuck Toutloff, Vice President of Sales, Asphalt Restoration Technologies, Inc.

Agenda

1. **Call to Order** – 8:04pm by meeting chair, Steve Heath.
2. **Resident Time** – None
3. **Approval of Agenda** – Steve Heath presented the agenda to the board. Michelle Bechtoldt motioned, and Maria Kincaid seconded, to approve the agenda. This motion was unanimously approved by the board members in attendance.
4. **Maintenance/Grounds:**
 - a. **Asphalt** – Steve Heath introduced Chuck Toutloff, who provided an overview of the process that his company was proposing for restoring pavement in the community and distributed handouts that provided more detailed information on the work. Board members raised several concerns over the amount of time (within three days) it took to restore the pavement and to perform work in phases, which would allow some, but not all, resident vehicles to park in the community before and after the completion of each phase.

After Mr. Toutloff departed, the board expressed reservations about the proposal. Jack Reba indicated that he had a friend, who did paving and repair work, and would have his friend evaluate the pavement in the community and provide a quote for services.
 - b. **Tree on Lighthouse** – As noted in the minutes of the November 17, 2011, meeting, Michele McQuigg obtained a bid from Tree Bark to remove the tree at the corner of Lighthouse Lane and Rivershore Drive and to remove surface roots. Michelle Bechtoldt indicated that a second tree in the common ground area not far from the corner tree was damaging the sidewalk and should also be considered for removal. Steve Heath indicated that he would obtain a second bid that would include the removal of the two trees, their surface roots, and repair of the sidewalk. He will present the bid at the next meeting for consideration and action.
5. **Approval of Minutes** – Michelle Bechtoldt presented the minutes of the November 17 and 30, 2011, meetings. Michele McQuigg motioned, and Maria Kincaid seconded, to approve the minutes of the November 17th meeting as presented and the minutes of the November 30th meeting as amended. This motion was unanimously approved by the board members in attendance.

6. Treasurer's Report:

- a. Budget Review – Steve Heath indicated that he would present the final proposal of the 2012 budget at the next board meeting. Under consideration would be to establish a second sinking fund for the Admiral Drive park playground equipment along with the sinking fund for paving.
- b. New Book Keeping Arrangements – Steve Heath reported that Ivan Suarez had signed the bookkeeping contract and was ready to take over the book keeping responsibilities for the community.

Also discussed was the possibility of having two signatures on community checks, and to add Oumar Keita as a third check signer. Currently, only one signature (either Steve Heath or Michelle Bechtoldt) was required. Because Oumar Keita is the new treasurer, he should also be able to sign checks. Steve Heath will make the arrangements with Cardinal Bank.

- 7. **Bonding Issue** – Steve Heath advised that he was still working on this matter and would report on his findings at the next meeting.
- 8. **Parking** – Steve Heath reported that Road Runners had called him with a proposal to tow illegally parked cars in the community without first having a call from a board member or resident. Following a discussion, the board identified the following issues:
 - (i) How are drivers compensated, *e.g.*, are they paid on commission?
 - (ii) Parking policies will need to be exceedingly clear on what constitutes a violation.
 - (iii) Parking policies must be consistently enforced.
- 9. **Old Business** – Status of the resident/owner address information was raised at the meeting. Maria Kincaid indicated that she had loaded the information received so far into the community website, but the program was not retaining all information. Michele McQuigg indicated that she would look into this.

10. **New Business** – The board agreed to the following organization for 2012:

President.....	Steve Heath
Vice President/Neighborhood Watch/Website.....	Michele McQuigg
Secretary.....	Michelle Bechtoldt
Treasurer.....	Oumar Keita
Grounds/Maintenance.....	Norman Howard
Architectural Control.....	Jack Reba
Newsletter.....	Maria Kincaid

11. **Adjourn** – Meeting adjourned at 9:50pm.