

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

Date: January 12, 2010 **Time:** 8:00 pm **Location:** 1415 Admiral Drive

Attendees: Board: Steve Heath, Michelle Bechtoldt, Norman Howard, Michele McQuigg, Jack Reba, and Tom Jessup

Resident: Anna Longo

Agenda

1. **Call to Order:** At 8:05 pm by meeting chair, Steve Heath.

2. **Approval of Agenda:**

Norman Howard motioned, and Michele McQuigg seconded, that the agenda be approved with four amendments. The first amendment is to add to the agenda the Resignation of Jean Burns. The second amendment is to remove the approval of the revised November 8, 2009, minutes as these minutes were already approved as amended. The third amendment is to remove the approval of the Annual Meeting (November 17, 2009) minutes as they are to be approved at the 2010 annual meeting. The fourth amendment is to add a new entry item "Review of Annual Meeting (11-17-09) Minutes for Comment." This motion was unanimously approved by the Board members in attendance.

3. **Approval of Minutes:**

Michele McQuigg motioned, and Norman Howard seconded, that the minutes of the December 15, 2009, meeting be approved as amended. This amendment consists of restating the action item regarding the "Selection of Officers to "Norman Howard motioned, and Michele McQuigg seconded, that the selection of officers **for all Board members** be approved." This motion was unanimously approved by the Board members in attendance.

4. **Review of Annual Meeting (11-17-09) Minutes for Comment:**

At the December 15, 2009, meeting, the Board members agreed to review the annual meeting notes carefully in order to provide comment by the next meeting. One comment was made to clarify the motion concerning the election of officers to read "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.**"

5. **Resignation of Jean Burns:**

It was announced at the meeting that Jean Burns at tendered her resignation via email. **Action Item:**

Michele McQuigg motioned, and Tom Jessup seconded, to accept Jean Burns resignation. This motion was unanimously approved by the Board members in attendance.

6. **Treasurer's Report:**

a. Report

Bookkeeper Anna Longo prepared and presented to Board members five reports for 2009, *i.e.*, "Profit & Loss Budget vs. Actual" (January - December 2009), "Balance Sheet" (as of Dec. 31, 2009), "Expenses by Vendor Summary" (January – December 2009) and two "Expenses by Vendor Detail" reports for Kingstowne and American Disposal Services. She also provided a report titled "Customer Balance Summary" (All Transactions as of January 12, 2010).

Overall, the 2009 close out reports reflected routine accounts receivables and balances. Bookkeeper Longo stated that \$5,000 as budgeted was transferred to the community's sinking fund, and the \$2,500 left over from the aborted curb painting contract was used to pay for snow removal services stemming from the December snowstorm requiring the 2010 budget to be amended.

Action Item:

Michele McQuigg motioned, and Norman Howard seconded, that the 2010 budget be amended to delete the line item titled "Curb Painting Reserve" at \$2,500, as it was used to pay the snow removal bill for the December snowstorm. This motion was unanimously approved by the Board members in attendance.

Bookkeeper Longo stated that overdue accounts as of January 12, 2010, totaled \$11,794.21 for an increase of \$2,246.50 over the previous balance of \$9,547.71 in the December 15, 2009, report. The report further disclosed that five accounts had balances that ranged from nearly \$1,000 to \$1700, which means that these homeowners had not pay dues for up to three years even though liens were placed on their townhomes. As noted in the minutes of the December 15, 2009, meeting, the total amount of overdue accounts raised concerns and requests for a five-year historical overview of these accounts. See below for further discussion on this issue

b. Budget

As noted above, the 2010 budget was amended in order to transfer funds from the Curb Painting Reserve to pay for snow removal services connected with the December 2009 snow storm. Because of that expenditure, the bookkeeper will rebalance the 2010 budget to determine if there is a possibility for a negative balance for the year. This will be presented at the next meeting.

c. Review of Past Due Accounts over the Last 5 Years

As previously mentioned, the historic high total of overdue accounts triggered concerns and requests for a five-year review of these accounts. Bookkeeper Longo provided the information to Steve Heath, who presented the information in a series of graphs that showed total amount due, number of past due accounts, and average amount due per account based on December 31, 2005 through December 31, 2009, information. The graphs showed that the total amounts due collectively (\$9,369) and per individual (\$493) were at five-year highs in 2009, while the number of past due accounts in 2009 (19) was less than those reported in 2007 (23) and 2008 (27). (See attached graph document presented and distributed at the meeting by Steve Heath.)

d. Actions to Take Against Delinquent Accounts

Steve Heath led the discussion on what options were available to the Association to collect this money. These options included limiting parking privileges and seizing assets of those homeowners with significant overdue accounts who refuse to pay up or to participate in a payment plan. How to limit parking in the community to one assigned parking space (with no visitor parking privileges) triggered comments from various board members that included painting the space, placing a concrete barrier or stop blocks in the space in order to block parking. Of further concern was how to communicate to the homeowner and community that the seized parking space cannot be used for parking by anyone and that any vehicle so parked in the spot may be towed without warning. Comments included posting a "No Parking/Tow Zone" sign or painting the parking space with that message or something comparable.

Steve Heath indicated that he will discuss these options with the community lawyer, Don E. Coulter, Esq., while Tom Jessup agreed to check on the cost of stop blocks, which may be used to block parking in assigned parking spaces of those town homes associated with significant delinquent accounts.

Steve Heath reported that he talked to two individuals with delinquent accounts to try to set up a payment plan, and advised that one resident was going to court to contest the amount owed.

7. Architectural Control (AC):

a. Dawson

Steve Heath and Jack Reba reported on the status of the AC violations, *i.e.*, excessive mulch and top soil in his front yard and Captains Cove's playground area. Members of the Board were encouraged to view his front yard if they had not done so. So far, Steve Heath and Tom Jessup had talked to Charles Dawson to explore options on how he may comply with the AC guidelines as it relates to his front yard. Tom Jessup reported that Mr. Dawson agreed to remove the mulch and topsoil from the playground area with Tom Jessup's assistance.

b. Brick Fence on Harborview

As noted in the minutes of the December 15, 2009, meeting, Steve Heath expressed concern about the brick fence on Harborview Court facing Route 123 that is in a weakened state and could fall at any time, and requested status of whether the AC violation letters were sent to both owners and when. Jack Reba reported that he had investigated the matter further and indicated that he was working on letters to be sent to both owners.

c. Franco's Fence

As noted in the minutes of the December 15, 2009, meeting, Steve Heath noted that Franco's fence needed to be repaired or replaced, and requested status of whether an AC violation letter had been sent to Mr. Franco. Jack Reba indicated that he was working on the letter.

d. 1419 Flagship

Jack Reba noted that a fine of \$290 was owed by the homeowner for AC violations. Letters were sent to the homeowner in late summer and winter and the violations had not yet been corrected. The assessed fine is for an ongoing violation of \$10 a day times 29 days. The ongoing fine cannot exceed 90 days or \$900 in a one year timeframe per state law.

8. Maintenance/Grounds:

a. Interaction Between Contractors and Residents

Norman Howard mentioned that some residents were rude to the snow removal contractor and also wanted the contractor to remove snow from their assigned parking spaces. Steve Heath reported that he personally talked to the

contractor and advised the contractor to perform only the work called for by the contract and to refer any resident with issues to him.

b. Future Snow Removal Plan

Based on a discussion of issues regarding snow removal, Steve Heath agreed to include information on snow removal protocol in the community newsletter.

9. Parking:

Tom Jessup reported that the car with four flat tires on Flagship Drive was ticketed and removed from the community.

10. Old Business:

N/A

11. New Business:

Resident Anna Longo stated that she had received a proposal from Scott Lindley of Cornerstone Construction to provide landscape services for the community. Norman Howard indicated that the contract for Kingstowne covered 2010.

Bookkeeper Longo advised that ADC included a fuel surcharge of \$76.00 in the monthly bill statement. If this continues, it will add \$912 annually to the 2010 budget.

Meeting Schedule through April -

Date	Location
2-09-10 (Tuesday)	Michelle Bechtoldt at 12717 Harborview Ct.
3-09-10 (Tuesday)	Norman Howard at 12788 Captains Cove
4-13-10 (Tuesday)	Michele McQuigg at 1415 Admiral Drive

12. Adjourn:

Steve Heath motioned, and Norman Howard seconded, to adjourn the meeting at 9:35 pm. This motion was approved unanimously by the Board members in attendance.

Attachment