

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

Date: February 13, 2012 **Time:** 8:00PM **Location:** 1415 Admiral Drive

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

Agenda

1. Call to Order – At 8:00pm by meeting chair, Steve Heath.
2. Resident Time – N/A
3. Approval of Minutes – Secretary Michelle Bechtoldt presented the minutes of the January 10, 2012, board meeting. Michele McQuigg motioned, and Norman Howard seconded, to approve the minutes as amended. This motion was unanimously approved by the board members in attendance.
4. Approval of Agenda – Michele McQuigg motioned, and Norman Howard seconded, to approve the agenda as amended to change the date of meeting from February 7 to February 14, 2012. This motion was unanimously approved by the board members in attendance.
5. Treasurer's Report:
 - a. Budget Review – Steve Heath presented the 2012 budget for review and approval. He noted that the 2012 budget reflected a roll over of \$14,000 from the previous year. He indicated that the 2012 budget included \$8,000 for capital improvements, \$5,000 for clean-up/repairs, \$10,000 for the sinking fund for asphalt projects, and \$10,000 for a new sinking fund for playground equipment. Norman Howard motioned, and Michele McQuigg seconded, to approve the 2012 budget as presented. This motion was unanimously approved by the board members in attendance.
 - b. Bonding/Insurance – Steve Heath reported that when the current insurance policy is up for renewal, a rider can be added to the policy for \$150 to insure against employee theft. This action would be the cheapest and most practical way to protect the community from theft, but noted that the bookkeeper would be considered an employee of the community for income tax purposes.

Oumar Keita presented several reports as prepared by Bookkeeper Ivan Suarez. These reports included the Balance Sheet (as of Feb. 3, 2012), Profit & Loss Budget vs. Actual (Jan. 1 - Feb. 12, 2012), Customer Balance Summary (Feb. 3, 2012), Deposit Detail (Jan. 1 - Feb. 3, 2012), Accounts Receivable Aging Summary (Feb. 12, 2012), and Company Snapshot (Feb. 3, 2012).

The balance sheet showed \$25,281.14 in checking and \$44,355.61 in savings for a total of \$69,636.75, and \$141,471.00 in total liabilities and equity. Profit and Loss showed a net income total of \$15,274.50 as of Feb. 12, 2012. The customer balance summary showed a total of \$8,213.77 in overdue accounts as of February 3, 2012, while the A/R aging summary as of February 12, 2012, showed a total of \$7,242.52.

Steve Heath advised that the bookkeeper would issue 30-day follow-up notices.

6. Maintenance/Grounds: The board identified that the tree removal project on Lighthouse Lane and Rivershore Drive and the community-wide asphalt repair projects must be taken care of, with fences and outdoor security pole lighting projects as top priorities next in line.
 - a. Asphalt: Crack Seal - Steve Heath opened the discussion of how to proceed with the asphalt repair work and noted that Jack Reba indicated at the last board meeting that he would have a friend, who is in the asphalt business, conduct an evaluation of the asphalt pavement and provide a quote for services to be performed.
 - i. Asphalt Restoration Tech Bid - In the minutes of the January 10, 2012, meeting, concerns were raised about the amount of time the company needed to complete the pavement restoration work.
 - ii. Advantage Asphalt, LLC - Jack Reba forwarded via email, the bid from this company that conducted an evaluation of the community's asphalt roads. The company proposed a "hot pour" crack filling for all cracks in excess of "1/4 of inch" in width using a banding machine. Work will be guaranteed for one year. Board members requested Jack Reba to obtain references and to find out how long it will take to complete the work.
 - b. Tree on Lighthouse - Steve Heath led the discussion of how to proceed with the removal of tree(s) and surface roots and sidewalk repair work at

the corner of Lighthouse Lane and Rivershore Drive, and noted that two bids had been received so far.

- i. Tree Bark (Chico Resche) Bid - This bid provided costs for removal on one silver maple tree and surface roots. The bid was not nearly as extensive as the bid provided by Mitchell Tree Service. Steve Heath agreed to contact the company to obtain another bid to remove two silver maple trees and surface roots.
- ii. Mitchell Tree Service Bid - This bid was comprehensive and included the removal of two silver maple trees and surface roots, plant an 8 to 12 foot post oak tree, and to breakup and replace sidewalk in front of townhouses at 12738 to 12742 Lighthouse Lane. Steve Heath will contact firm after discussion with Tree Bark to see if they wish to revise their bid.

- c. Fences – Jack Reba reported that Omar Alvarado’s bid to remove and replace all the split rail fences in the community was \$4,199.56. **Motions:**

First motion was made by Norman Howard, and seconded by Michelle Bechtoldt, to appropriate funds in the amount of \$4,199.56 from capital improvements to remove and replace split rail fences. This motion carried with affirmative votes from Norman Howard, Michelle Bechtoldt, Steve Heath, Maria Kincaid, and Oumar Keita. Michele McQuigg voted against the motion.

Upon further reflection, a second motion was made by Norman Howard, and seconded by Michelle Bechtoldt, to rescind the above (first) motion because of tree removal and paving expenses. This motion carried unanimously.

- d. Trash Cans – Jack Reba forwarded to all the board members prior to the meeting a quote to replace three trash receptacles with shields plus shipping for a price of \$2,019.00. It was noted that a fourth trash receptacle was needed to be placed in Admiral Drive park. This matter was tabled to a future meeting.
- e. Lighting – Michelle Bechtoldt also forwarded to board members a quote from Virginia Power to install two new security pole lights, one in the Admiral Drive park and the other at the end of Lighthouse Lane for a cost of \$3,338.77. These locations were identified at the annual meeting as critical for additional security lighting. **Action Item:**

Norman Howard motioned, and Michelle Bechtoldt seconded, to appropriate funds from capital improvement to install two new security pole lights at the above mentioned locations. This motion carried with affirmative votes from Steve Heath, Norman Howard, Michele McQuigg, Michelle Bechtoldt, Oumar Keita, and Maria Kincaid. Jack Reba voted against the motion.

7. Parking:

- a. Current Issues – Steve Heath reported that Captain Cove was experiencing parking problems with vehicles parked in visitor spots late at night (11:00pm) and leaving early in the morning (3:00am) without hang tags on rear view mirror.
- b. Roadrunner Towing Option – Steve Heath led the discussion of how to handle the towing option, and requested Board members to think about the following options. Policy options include: (1) towing all vehicles parked in visitor spots and Rivershore Drive that do not display hang tags, or; (2) establishing a list of resident vehicles in the community. He noted that visitor spots must be well marked and visible, especially at night for the tow truck operator to see.

8. Old Business: N/A

9. New Business: N/A

10. Adjourn: Meeting adjourned at 9:50pm.