

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

Date: February 16, 2010 **Time:** 8:00 pm **Location:** 12717 Harborview Court

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

Resident: Anna Longo

Agenda

1. **Call to Order:** At 8:01 pm by meeting chair, Steve Heath.
2. **Approval of Agenda:** Michele McQuigg motioned, and Michelle Bechtoldt seconded, that the agenda be approved. This motion was unanimously approved by the Board members in attendance.
3. **Approval of Minutes:** Michele McQuigg motioned, and Tom Jessup seconded, that the minutes of the January 12, 2010, meeting be approved. This motion was unanimously approved by the Board members in attendance.
4. **Treasurer's Report:**
 - a. **Reports -** Bookkeeper Anna Longo prepared and presented to Board members three reports, *i.e.*, "Profit & Loss Budget vs. Actual" (Jan. – Dec. 2010), "Balance Sheet" (as of Feb. 15, 2010), and "Customer Balance Summary" (All Transactions as of Feb. 15, 2010). Bookkeeper Longo noted that the line item for "snow removal" was \$2,400 over budget for 2010 due to recent snow storms. Bookkeeper Longo also presented a proposal from Cornerstone Group, LLC, to remove fallen trees and branches caused by the recent snow storms for \$1,865.00, which was \$1,115.00 above the \$750 specified in the line item for "clean-up/repair."

Bookkeeper Longo raised concerns about the last two bills from American Disposal Services that included a \$76.00 surcharge for diesel fuel. This surcharge, which is applied when the price for diesel fuel is above \$2.40 a gallon, may add up to \$912.00 more on an annual basis to the budget. The line item for "trash" is currently budgeted for \$1085.76 per month. With the surcharge, the amount paid over the last two months was \$1161.76.

Bookkeeper Longo stated that overdue accounts as of Feb. 15, 2010, totaled \$11,226.71 for a **decrease** of \$567.50 from the previous balance of \$11,794.21 in the Jan. 12, 2010, report. The report disclosed that five of these accounts had balances that ranged from nearly \$1,000 to \$1700, with liens on three of these accounts and the remaining two accounts in foreclosure. As

noted in the minutes of the December 15, 2009, and January 12, 2010, meetings, the total amount of overdue accounts raised concerns and discussions on what options were available to the Board to collect these monies besides placing liens on the townhouses. See below for further discussion on this issue.

- b. Budget** - To address the additional expenses for snow removal and clean-up, Steve Heath proposed to amend the 2010 budget by transferring \$4,000 from “capital improvements” to both line item accounts, *i.e.*, \$3000 to “snow removal” and \$1,000 to “clean-up/repair.” **Motion:**

Michele McQuigg motioned, and Michelle Bechtoldt seconded, that Steve Heath’s proposal to amend the 2010 budget by transferring \$4,000 from capital improvements to snow removal (\$3,000) and clean-up/repair (\$1,000) be approved. This motion was unanimously approved by the Board members in attendance.

Bookkeeper Longo indicated that she should be able to negotiate a lower price, *i.e.*, \$1,750 for Cornerstone Group, LLC, to provide clean-up services, which is the amount in the line item for “clean-up/repair” when adding the recent transfer of \$1,000 (see above motion) to the existing \$750 in this account. **Motion:**

Michele McQuigg motioned, and Michelle Bechtoldt seconded, to accept the proposal from Cornerstone Group, LLC, to remove fallen tress and branches at a cost of \$1,750.00, instead of \$1,865.00 as specified in the proposal. This work will be paid for from money budgeted under the line item for “clean-up/repair.” This motion was unanimously approved by the Board members in attendance.

- c. Action to be taken against delinquent dues payers** - As was the case in the previous two meetings, Steve Heath led the discussion on what options were available to collect this money. The options available include limiting parking privileges, seizing assets (*e.g.*, banking accounts), and wage garnishment, of those homeowners with significant overdue accounts who refuse to pay up or to participate in a payment plan. At the Jan. 12th meeting, Steve Heath indicated that he would discuss these options with the community lawyer, Don E. Coulter, Esq., before the next Board meeting, and 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 advised that he was unable to talk directly with the lawyer and stated that the community needed a new lawyer. Bookkeeper Longo offered to review the Prince William County Bar Association’s website to obtain names of lawyers that specialize in homeowner associations’ issues and to

forward the names to the Board members. Tom Jessup advised that concrete stop blocks cost \$25 a piece and were less expensive than plastic stop blocks. Stop blocks could be painted red to indicate that the parking space was a tow zone.

Several Board members raised concerns about the execution and accountability issues that were likely to be associated with limiting parking privileges in the community. **Motion:**

Tom Jessup motioned, and Michelle Bechtoldt seconded, that the Board should exhaust all legal remedies first before limiting parking privileges in the community of those residents with significant overdue accounts. This motion was unanimously approved by the Board members in attendance.

5. Maintenance/Grounds:

- a. **Snow Removal Costs** – See discussion under “Treasurer’s Report.” As a result of the snowstorms and transfer of funds from capital improvements to snow removal, only \$600 remains in this account for the remainder of 2010.
- b. **Snow Clean Up Costs** – See discussion under “Treasurer’s Report.” As a result of the recent snowstorms and transfer of funds from capital improvement to clean-up/repair for the removal of trees and branches after the recent snow storms, no funds are currently available for future clean-up/repair work in 2010.
- c. **Other Priorities for the Year** – See discussion under “Treasurer’s Report.” Because of the transfer of \$4,000 from capital improvements to snow removal and clean-up/repair, no funds are currently available for future capital improvement projects. Steve Heath announced that priorities other than basic services must be put on hold.

6. **Architectural Control (“A/C”)**: Jack Reba advised that three A/C Violation letters, *i.e.*, 12703 and 12705 Harborview Court, and 12784 Captains Cove, are pending. He also advised that the homeowner of 1419 Flagship Drive was assessed an on-going fine of \$250 (\$10 per day X 25 days) so far for failure to make necessary repairs to bring said property into compliance with A/C guidelines. He also noted that this homeowner was also overdue in paying HOA dues.

7. **Website**: Michele McQuigg advised that the website was currently under “construction,” and had not had the time to work on it.

8. **Old Business**: Steve Heath presented a logo for Occoquan Landing that was designed by a resident (Maureen Paige). The Board appreciated the effort Ms.

Paige put into developing the logo, but decline to accept it as the logo was not what the Board wanted to convey for the community.

9. **New Business:** Tom Jessup requested that the requirement of a Board member to be present when a resident had a vehicle illegally parked in the resident's assigned parking space be dropped. A discussion of the issue did not reveal the reason why it was necessary to impose such a requirement in such a situation, and Steve Heath agreed to contact Nowell's Towing to have it removed.

Tom Jessup also expressed concerns with cut-through traffic and wanted to know if the community could put restrictions on such traffic. Michele McQuigg indicated that the Board should obtain legal advice before imposing such restrictions.

10. **Resident Time:** None
11. **Adjourn:** Michele McQuigg motioned, and Steve Heath seconded, to adjourn the meeting at 9:30.