

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

**Date:** March 6, 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

Resident – John Grimes (1421 Admiral Drive)

**Agenda**

1. **Call to Order** – At 8:03 pm by meeting chair, Steve Heath
2. **Resident Time** – N/A
3. **Approval of Minutes** – Secretary Bechtoldt presented minutes of the annual meeting held on January 4, 2012, and the board meeting held on February 13, 2012.

Although the Board cannot approve the minutes of the annual meeting, the Board may review the minutes and offer comments. Three comments were offered. Norman Howard motioned, and Michele McQuigg seconded, that the annual minutes be amended and put on the website as a draft. Motion carried.

Norman Howard motioned, and Michele McQuigg seconded, that the minutes of the February 13, 2012, meeting be approved as amended. Motion carried.

4. **Approval of Agenda** – Steve Heath presented the agenda to the board. Norman Howard motioned, and Michele McQuigg seconded, to approve the agenda. Motion carried.
5. **Treasurer's Reports** – Oumar Keita presented three reports prepared by Bookkeeper Ivan Suarez. These reports included the Balance Sheet (as of March 4, 2012), Profit & Loss Budget vs. Actual (Jan. 1 - Mar. 4, 2012), and Accounts Receivable (A/R) Aging Summary (as of March 4, 2012). The balance sheet showed \$22,683.45 in checking and \$44,370.08 in savings for a total of \$67,053.53, and total liabilities and equity of \$136,961.53. The profit and loss report showed expenses of \$6,217.48 and net income of \$10,757.83. The A/R aging summary showed an open balance of \$6,145.02.

- a. Budget Review – The budget review was tabled to the next meeting as the format of the treasurer’s reports was confusing. Steve Heath and Oumar Keita agreed to contact the bookkeeper to discuss changing the format similar to that used by the previous bookkeeper.

**6. Maintenance/Grounds:**

- a. Asphalt: Crack Seal – Jack Reba indicated that he sent the board members an email that included a reference for Advantage Asphalt, LLC, which was a church project in Woodbridge that the company completed last fall. He stated that the crack sealing project will cost \$2,500, take one or two days to complete, and require vehicles to vacate the community for a day. He indicated that parking spaces would be repaired first and then the roads.

**Motion:**

Norman Howard motioned, and Maria Kincaid seconded, to approve the asphalt repair project by appropriating funds from capital improvements to cover the cost of the work. This motion was unanimously approved by the board members in attendance.

Steve Heath recommended that the project be scheduled in three weeks with an alternative rain and temperature date. He agreed to draft a notice to advise the community of the project and to include a message in the newsletter. He indicated that two or three notices to the community should be sufficient.

- b. Trees on Lighthouse – Steve Heath forwarded bids from both Tree Bark and Mitchell Tree Service.
  - i. Tree Bark Bid – This bid consists of removing two large maple tree, surface roots and replant a pin oak tree for \$2,425.00
  - ii. Mitchell Tree Service Bid – This bid will perform the same work, but replant an 8 foot to 12 foot post oak for \$2,700.

**Motion:**

Norman Howard motioned, and Michelle Bechtoldt seconded, to approve Tree Bark’s bid and to appropriate funds to cover the cost of the project. This motion was approved by Steve Heath, Michele McQuigg, Michelle Bechtoldt, Norman Howard, Oumar Keita, and Maria Kincaid. Jack Reba voted against the motion as he did not agree with the removal of the second tree.

- c. Lighting – Michelle Bechtoldt reported that a check in the amount of \$3,338.77 had been mailed to Virginia Power for the installation of two pole lights, one in the Admiral Drive park and the other at the end of Lighthouse Lane. She noted that she had received an email from Virginia Power indicating that once the check was posted, the work would start with a completion date of April 1.
- d. Swing Repair – Steve Heath reported that two swings were broken and that Omar Alvarado could replace the swings and chains for \$300.00.

**Motion:**

Norman Howard motioned, and Michelle Bechtoldt seconded, to appropriate \$300 from clean-up/repair to purchase and install two new swings and chains to the swing set in the Admiral Drive park. This motion was unanimously approved by the board members in attendance.

**7. Parking:**

- a. Current Issues – Steve Heath reported that a resident on Lighthouse Lane was having problems with a neighbor parking in his assigned parking space, and that a commercial vehicle was spotted parked on Harborview Court. Michelle Bechtoldt agreed to talk to the individual parking the commercial vehicle on Harborview Court. Norman Howard reported that a vehicle was parking in a visitor spot on Captains Cove without a hang tag. He as well as several other board members requested a supply of warning notices. Steve Heath reminded board members that it was important to give a warning notice when a vehicle is parked illegally as it is a record of the incident. The warning notice should also be entered into the web site’s spreadsheet so that any member of the board can have access to the information.
- b. Roadrunner Towing Option – Steve Heath indicated that he thought the option was viable (see item 8 from minutes of January 10, 2012, meeting and item 7b of minutes of February 14, 2012, meeting), but policy had to be determined as to whether towing should be limited to vehicles parked in visitor spots or Rivershore Drive without a hangtag or should it include resident vehicles parked illegally in visitor spots or Rivershore Drive even with a hangtag. He noted again the importance to log parking violations on the web site’s spreadsheet.

Michele McQuigg indicated that the revised parking regulations should be reviewed at the next meeting.

**8. Old Business:**

- a. Bonding/Insurance – Steve Heath reminded the board that the bond issue will be reviewed when the current insurance policy is renewed.
- b. Fences – Steve Heath advised that this project will be tabled indefinitely.
- c. Trash Cans – Steve Heath advised that this project will be tabled indefinitely.

**9. New Business:**

Jack Reba reported that he had observed several architectural control violations in the community and will prepare A/C violation letters. The violations include muntin bars missing from front window of house on Admiral Drive, new door leading to deck missing muntin bars on a Flagship Drive house, and a new Victorian style front door with oval shaped glass on a Lighthouse Lane house. Michelle Bechtoldt reported that backyard gate was down at a house on Admiral Drive and its fence needed to be repaired or replaced. She also indicated that fence of house on Harborview Court needed to be repaired or replaced.

**10. Adjourn** – Meeting adjourned at 9:15pm.