

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

**Date:** March 8, 2011      **Time:** 8:00PM      **Location:** 12772 Captains Cove

**Attendees:** Board – Steven Heath, Michelle Bechtoldt, Jack Reba, Norman Howard,  
Maria Kincaid, and Michele McQuigg

Resident – Anna Longo (1417 Admiral Dr.)

### Agenda

1. **Call to Order:** At 8:01 by meeting chair, Steve Heath

2. **Resident Time:**

Anna Longo advised the Board that there was a lot of trash and debris under the bushes on Route 123 behind Harborview Court. Norman Howard indicated that he would contact Kingstowne to have them take care of this while they were conducting a spring clean-up in the community.

3. **Approval of Agenda:**

Michele McQuigg motioned, and Michelle Bechtoldt seconded, to approve the agenda as presented by Steve Heath. The agenda was unanimously approved by the Board members in attendance.

4. **Approval of Minutes:**

Maria Kincaid presented minutes of the Board meeting held on February 15, 2011. Michele McQuigg motioned, and Norman Howard seconded, that the minutes be approved. These minutes were unanimously approved by the Board members in attendance with an abstention from Michelle Bechtoldt, who was not present at that meeting.

5. **Treasurer's Report:**

a. **Monthly Reports** - Bookkeeper Anna Longo prepared and presented to the Board four reports, *i.e.*, "Profit & Loss Budget vs. Actual" (Jan. – Dec. 2011), "Balance Sheet" (as of Mar. 08, 2011), "Profit & Loss" (Jan - Mar. 08, 2011) and "Customer Balance Summary" (All Transactions as of Mar. 08, 2011). She identified the columns left to right in the budget report in the following way: the first column is the amount spent; the second column is the amount budgeted; the third column is the amount over budget (note minus sign is credit), and; the last column shows the *per cent* of budget spent. The "Profit & Loss" report showed that total income from January through March 8 was

\$17,373.80, total expenses was \$6,598.54, for a net income of \$10,775.26. She stated that checking and savings assets showed a balance of \$48,926.38, and reflected an increase of slightly more than \$5,000 due to the required 2010 budget transfer of \$5,000 into the sinking fund. She noted that the Certificates of Deposits (“CDs”) for 2006 and 2008 were due in 2012 and that the interest rates paid on the savings accounts were extremely low. Steve Heath indicated that he and Bookkeeper Longo would talk to Cardinal Bank about getting better interest rates. She noted that the “Customer Balance Summary” report showed a total of **\$8,388.28** in overdue accounts of HOA dues and fines which is a decrease of **\$2,668.81** from the previous month’s total of \$11,057.09. The Board requested that she separate the HOA dues and fines overdue and to establish a separate line item that showed income obtained from fines that were paid.

- b. **Overdue Accounts** - Bookkeeper Longo indicated that February was a good month for collections by noting that the lawyer sent a check for \$1,561.19 on four overdue accounts, and a resident mailed in a check for \$600 to cover in part her overdue HOA account. The bookkeeper also noted that the legal cost for collections equalled \$445.95. She observed that the 12720 Gordon Blvd. property in foreclosure may have been sold. If so, the community will have to write off \$552.50 in HOA dues owed, as they are lost under foreclosure, but the bank will have to pay HOA dues owed since September 17, 2010, which is the date of foreclosure on that property. She also noted that the 1412 Admiral Drive property that is on the market as a “short sell” may also have a buyer.
- c. **Budget Review** - Bookkeeper Longo noted that overall the budget was in good shape. As requested by the Board at the January 11, 2011, meeting and again at this meeting (see last sentence under “a.” above), the bookkeeper is to set up a separate line item under income to show revenues obtained from fines assessed on individual homeowners.
- d. **Reserve Study** - Prior to the meeting, Michele McQuigg forwarded *via* email a seven page listing of community property to be included in the reserve study for discussion of how such property should be categorized.
- e. **Determination of Capital Improvement versus Clean-up and Repair Status of Priority Items** (list making and status identification, not prioritization or agenda setting) - As noted in Article II, Section 6, major capital items and improvements involve expenditures exceeding \$500.00 and a useful life in excess of one year. For purposes of the reserve fund, two major categories were identified, *i.e.*, “Clean-up/Repair/Maintenance” and “Capital Improvement.” A sub-category was also identified, *i.e.*, “Capital Improvement Projects,” which would be incorporated under the community’s sinking fund.
  - i. **Playground** - Costs to replace playground equipment and install a new playground surface would be substantial, and such work should be categorized as a capital improvement. The key question

is whether new playground equipment and surface should be covered by funds in the sinking fund along with replacement of sidewalks and roads. It should be noted that, historically, the sinking fund has been reserved for major road repairs and replacement only.

- ii. **Signage** - Concerns were raised as to what types of signs did the community need and whether the community currently had too many signs.
- iii. **Curbs** - Discussion postponed.
- iv. **Barriers to Protect Fences** - See item “c” under Architectural Control.
- v. **Other** - Several items were identified for consideration in the 2011 budget. These items included removal/replacement of trees, assessment of trees by an arborist, replacement of the three entrance signs to the community, install new benches, replace existing community trash cans with trash cans with hinge lids, replace playground fence, new backboard, chain net, and free throw key for basketball court, and repair or replace timber retaining wall on Rivershore Drive.

6. **Architectural Control (A/C):**

- a. **New A/C Guidelines** - Jack Reba presented the new guidelines for railings, which was distributed *via* email prior to the meeting. The new language modified section 15 of the A/C Guidelines and reads as follows:  
“[R]ailings, gutters, and down-sprouts must be kept in good repair and replaced if missing. Railings do not have to be replaced if the stoop has only one riser.” **Motion:**

Michele McQuigg motioned, and Maria Kincaid seconded, to approve the new language as presented as the new A/C Guidelines for section 15. This motion was unanimously approved by the Board members in attendance.

- b. **Violation Update** - Jack Reba stated that the grids had not been put into the windows of the townhouse located at 12720 Gordon Blvd. that was in foreclosure. Bookkeeper Longo stated that she sent a letter to the lawyer and realtor advising them of the A/C violation.
- c. **Protecting Fences from Cars** - Discussion postponed to next Board meeting.
- d. **Pre-existing A/C Violations** - Jack Reba indicated that there were several townhouses with sheds in the back yard that were more than 12 inches above

the fence line and a bay window on the back side of a townhouse located at 12708 Harborview Court that was not original to the house. In the ensuing discussion, concerns were raised as to how long the violations have existed and whether they existed when the townhouses were sold with or without A/C violation letters. Notwithstanding these concerns, there was a consensus for Jack Reba to proceed to send letters to those townhouses with sheds more than 12 inches above the fence line in violation of the A/C Guidelines. Concerning the bay window issue, two motions were offered. **Motions:**

First motion was made by Norman Howard, and seconded by Michele McQuigg, to send a letter to the owner of the townhouse that the bay window was in violation of the A/C Guidelines. Norman Howard, Michele McQuigg, Jack Reba, Steve Heath, and Maria Kincaid voted in favor of this motion, while Michelle Bechtoldt voted against the motion on the basis that there were other townhouses in the community with window violations and it was not fair to pick and choose which owners would be served with a violation letter.

A second, substitute, motion was made by Maria Kincaid, and seconded by Norman Howard, to send letters to all owners of townhouses with window violations. This counter motion carried with unanimous vote of the Board members in attendance.

#### 7. **Maintenance/Grounds:**

- a. **Review of New Kingstowne Contract** - Norman Howard advised that the new contract was for three years. The contractor was in the process of mulching trees situated on the common grounds, performing a spring clean-up, and putting down fertilizer. Aeration, over-seeding, and weeding would have to be scheduled with the company.
- b. **Things We Need to Communicate to the Community in Order to Help Make the Landscape Refurbishing Work** - N/A
- c. **Update on Locating New Trash Pick-up Service** - Norman Howard advised that he got a quote from Charley & Sons that was \$2.00 less per month than American Disposal Service (ADS), the current contractor. Charley & Sons also will pick-up large items one day a week without additional cost to resident or community, if given advance notice, and does not have a fuel surcharge. The Board determined that the savings would not be sufficient to hire Charley & Sons. Mr. Howard agreed to contact ADS to see if the trash dates could be changed to Tuesday and Friday.
- d. **Community Clean-Up** - Michele McQuigg forwarded *via* email an announcement from the Prince William Clean Community Council for the 2011 Spring Clean-up Campaign to be conducted from April through June in

Prince William County. The community would have to fill out a form and in turn would receive from the Council free trash bags and vouchers for the county landfill. Maria Kincaid volunteered to check on the voucher.

e. **Community Lighting and Fire Pits** - Anna Longo advised that she had a copy of the security lighting survey conducted some years ago for the community. Maria Kincaid and Steve Heath reported on two fire pits on Harborview Court in which the Fire Marshall was called because the fire from the front yard fire pit was too close to the house, while the fire pit in the back yard was not attended to causing the neighbors to be concerned. Michele McQuigg offered to contact Mike May, the Occoquan District Supervisor, to obtain regulations regarding the use of portable fire pits. Once this information is obtained, Jack Reba is to work-up language for the A/C Guidelines on the use of fire-pits in the community.

8. **Old Business:**

Steve Heath alerted the Board that exposed cable for TVs was again a problem in the community and indicated that he would contact Delegate Rich Anderson for assistance.

9. **New Business:**

a. **Rental Disclosure Resolution** - Because of the time, it was agreed to postpone until the Board meeting on April 12th.

b. **Meeting Schedule:**

The Board agreed to meet on March 29, 2011, to discuss the reserve study and fence protection from motor vehicles. This meeting will be held at Norman Howard's house located at 12788 Captains Cove, starting at 8:00p.m.

The Board also agreed to meet on April 12, 2011, at 8:00pm, at Michele McQuigg's house located at 1415 Admiral Drive.

10. **Adjourn:** Meeting adjourned at 10:10pm.