

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

**Date:** March 9, 2010   **Time:** 8:00 pm   **Location:** 12788 Captains Cove

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

Resident: Anna Longo and Sandra Williams

**Agenda**

1. **Call to Order:** At 8:02 pm by meeting chair, Steve Heath.
2. **Approval of Agenda:** Norman Howard 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:** Norman Howard motioned, and Tom Jessup seconded, that the minutes of the February 16, 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 six reports, *i.e.*, “Profit & Loss” (Jan. 01 – Mar. 08, 2010), “Profit & Loss Budget vs. Actual” (Jan. – Dec. 2010), “Balance Sheet” (as of Mar. 08, 2010), “Transaction Detail By Account for Total Clean-up/Repair” (Jan. – Dec. 2010), “Transaction Detail By Account for Total Snow Removal” (Jan. – Dec. 2010), and “Customer Balance Summary” (All Transactions as of Mar. 08, 2010). Bookkeeper Longo also provide a copy of the community’s lawyer (Donald E. Coulter, Esq.) “Remittance Report” (Through Mar. 04, 2010) for various transactions taken against homeowners. Bookkeeper Longo reported negative income action on the Balance Sheet, which reflected negative “retained earnings” of \$20,848.15 and negative “net earnings” of \$196.65 due to increase expenses for snow removal and clean-up/repair and delinquent accounts. (See Feb. 16, 2010, minutes for more detailed discussion on these items.) She noted that all bills except American Disposal Service for garbage pick-up were paid as of Mar. 08, 2010.

Bookkeeper Longo stated that overdue accounts as of Mar. 8, 2010, totaled \$10,170.81 for a **decrease** of \$1,055.90 from the previous balance of \$11,226.71 in the Feb. 15, 2010, report. The report disclosed that six of these accounts had balances that ranged from \$827.50 to \$1,284.88, and liens on nine of the 24 overdue accounts listed in the report.

- b. **Budget** – Bookkeeper Longo noted that the current budget showed a negative balance due to unusually high snow removal and accompanied clean-up/repair costs and overdue accounts. While the Board could do nothing about the expenses resulting from the snowstorms, Steve Heath noted that the Board agreed (see minutes of the Feb. 16<sup>th</sup> meeting) to have the lawyer exhaust all legal remedies to obtain monies from delinquent accounts.
  - c. **Lawyer Update** – Steve Heath noted he had discussed options with the lawyer (Donald E. Coulter, Esq.) about taking aggressive legal actions, such as seizing assets (*e.g.*, banking accounts) and wage garnishment, against homeowners with delinquent accounts who previously had refused to cooperate with the Board by either paying up in full or to participate in a payment plan. As a result, Steve Heath indicated that dropping Coulter as the community’s lawyer would be very difficult to do. The lawyer provided an updated report on legal actions taken against homeowners with delinquent accounts. Steve Heath stated that once the delinquent account is turned over to the lawyer, the Board cannot forgive the debt.
5. **Architectural Control (“A/C”)**: Steve Heath advised that the homeowner of 1419 Flagship Drive called him after the weather turned and receipt of the second letter about making the cited repairs.
- a. **Brick Fence on Harborview** – Jack Reba provided the following update on this matter. He indicated that the letters were written and awaiting Steve Heath’s signature. Once signed, he would send the letters to the two owners via certified mail.
  - b. **Captains Cove Fence** – Steve Heath advised that the homeowner stopped by his house and subsequently called to say that the fence would be taken care of. He requested that the third A/C violation letter to the owner not go out.
  - c. **1415 Flagship** – The fence is down on this property and Jack Reba will send A/C violation letter.
  - d. **Bats in Belfries** – Steve Heath advised that there are bats in the attics of two townhomes on Captains Cove and wanted feedback on how to proceed with this matter. One of the board members advised that he had a similar problem several years ago and had to make his own arrangements to address the situation since it was in his home as opposed to the common grounds. He further advised that there are strict laws with respect to removing bats and to do so would require professional services. Because this matter involves townhomes as opposed to common grounds, the Board does not have any responsibility to act on this matter.

## 6. Maintenance/Grounds:

a. **Playground Equipment** – Steve Heath reported that one of the residents contacted him to say that the sliding board located in the Admiral Drive playground needed to be repaired or removed as her daughter was injured while playing on it. Tom Jessup agreed to look at the slide to see if it can be repaired. Several members of the Board expressed the view that the sliding board must be made safe or it must be taken down and removed.

b. **Playground Condition** – Steve Heath advised that there were no discretionary funds at this time to replace any playground equipment. He indicated that once the weather improves, he would look over both playgrounds to see if there would be any inexpensive improvements that could be made.

7. **Children Leaving Messes:** Steve Heath mentioned that a resident had again complained about the trash left behind by children playing or visiting the Admiral Drive playground area. The Board discussed the issue and recommended two steps to combat it, *i.e.*, to remind parents when the opportunity strikes to monitor their children's behavior while on the playground and to instruct their children to pick up their trash, and to address this issue in the newsletter.

8. **Website:** Steve Heath indicated that he would call Michele McQuigg for an update on the community website and to find out when it may be completed.

9. **Neighborhood Watch:** Steve Heath observed that it was important to the community for neighborhood watch to be up and running. Note Steve Heath's observation under "Old Business" that neighborhood watch may be able to assist in monitoring parking in the community.

10. **Old Business:** As noted in the Feb. 16<sup>th</sup> minutes, Tom Jessup requested that the requirement for a Board member to be present when a resident had a vehicle illegally parked in the resident's assigned parking space be dropped, and Steve Heath agreed to discuss this issue with Nowell's Towing. Steve Heath indicated that he did discuss the issue with Nowell's Towing and the company agreed to drop the attendance of a Board member when the towing involves an assigned parking space and the individual making the complaint can prove that he/she resides at the townhome for which the space is assigned to.

Steve Heath also indicated that parking must be enforced, and observed that Neighborhood Watch could assist in this area. (See above mentioned statement under neighborhood watch.)

Several Board members indicated that putting trash out too early (*e.g.*, Sunday afternoon instead of 8 pm) continued to be a problem. Consequently, the Board agreed to step-up enforcement. Same is also true about recycling pick-up. The newsletter will carry a message advising that recycling is picked-up on Thursday morning and to put out recycling items no earlier than 7:00 pm Wednesday evening.

11. **New Business:** Michelle Bechtoldt advised that there were tree limbs and debris on common grounds along Route 123 behind Harborview Court and Admiral Drive that were left over from the recent snow storms.

Michelle Bechtoldt inquired as to whether the Board should give any thought to seeking volunteers to clear sidewalks following snowstorms and to pick up trash in the community periodically to keep the community safe and attractive.

12. **Adjourn:** Michelle Bechtoldt motioned, and Steve Heath seconded, to adjourn the meeting at 9:25 pm. This motion was unanimously approved by the Board members in attendance.