

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

Date: March 29, 2011 **Time:** 8:00PM **Location:** 12788 Captains Cove

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

1. **Call to Order:** At 8:00 by meeting chair, Steve Heath

2. **Agenda:** Mr. Heath advised the Board that at the March 8th meeting, the Board agreed to meet on March 29th to continue discussion of the reserve study and to identify items to be included in the budget and to discuss jersey walls as fence protection for 1435 Admiral Drive. Mr. Heath requested that the meeting start with a discussion of policy for preexisting architectural control (A/C) violations in light of reaction from certain residents, who recently received violation letters. The Board agreed to discuss these three issues.

3. **Policy for Preexisting A/C Violations:** Steve Heath expressed concern over the reaction by certain residents to recent A/C violation letters. In one case, the homeowners alleged that they had received prior approval to insert a bay window in the back of the house approximately ten years ago. Although the homeowners in this case did not have anything in writing, they indicated that they could prove that the bay window was approved by the Board approximately ten years ago. In the second case, Mr. Heath was approached by homeowners who received an A/C violation letter for not having railings on their front stoop. The homeowners alleged that the house was bought nearly 15 years ago without railings or any document requiring such railings to be on the front stoop, and would present pictures if requested.

Several Board members asked if there were any records to show whether the Board had taken any action in the past with the two cases in question, or for any other townhouse with A/C violations. No member of the current Board had any record of actions taken by previous Boards. Jack Reba indicated that he had copies of all A/C violation letters sent by certified mail since 2009. Maria Kincaid offered to organize the Board records and would contact the bookkeeper and Board members for records.

It was suggested that the Board prepare written policy on how to handle preexisting A/C violations. For instance, if the violation had existed for a number of years, let it be, but have documentation that when the house is sold, the new owners must take corrective action. Another suggestion would have the Board take pictures of all the townhouses in the community and to take action against A/C violations consistent with written policy (when approved).

4. **Treasurer's Report:** To assist the discussion of the reserve study and items to be included in the 2011 capital improvement budget, Bookkeeper Anna Longo prepared and distributed by email before the meeting a "Profit & Loss Budget vs. Annual" report and a "Balance Sheet" report from January 1 through March 28, 2011.
5. **Reserve Study:** Michele McQuigg prepared and distributed before the meeting a "Preliminary Assumption for Asset Inventory" report that identified "major" capital improvement projects, *i.e.*, pavement, sidewalks, and Admiral Drive and Captain Cove playgrounds, as well as capital improvement items such as retaining wall on Rivershore Drive, and curb/speed bump painting (house numbers/visitor/yellow) in 2011 dollars, year done, and year needed.

Steve Heath presented three budget "projections," with the current projection showing that the budget was on track to replace the community roads in 2020. He provided two other projections, one labeled "Aggressive Projections" that increased the amount of monies available for capital improvement items by transferring the sinking fund contribution of \$7,250 into the capital improvement line item of \$6,000 for a total of \$13,250, and the other one labeled "More Aggressive Projections," which leverage the entire sinking fund of \$35,835, the sinking fund contribution of \$7,250, and capital improvement line item expense of \$6,000 for a total of \$49,085, for major projects such as the Admiral Drive playground and/or repair of sidewalks. In all cases, future contributions to the sinking fund would have to increase every time the homeowners dues were raised. It was also noted that \$2,000 per year should be put aside for the repair and/or replacement of sidewalks.

Steve Heath opened the discussion of what capital improvement items could be accomplished in 2011 under the current budget of \$6,000. Items proposed were sandblasting or water-blasting the yellow paint off of curbs, replacing the retaining wall on Rivershore Drive, replacing community trash cans, and replacing the fence at the Admiral Drive playground. The Board determined that at least one capital improvement item should be undertaken, if possible, each month. For April, replacing the Retaining wall on Rivershore Drive was selected. Norman Howard was designated to contact Omar Alvarado for a proposal and to report back to the Board at the next meeting for action. In May, the playground fence was tentatively designated.

Steve Heath distributed via email a playground proposal that also included trash cans with attached tilt lids for \$15,802.50. Discussion of the proposal was postponed.

6. Fence Protection: N/A

- 7. Old Business:** Norman Howard presented to the Board a follow-up bill from Gold Star Specialty Painters for \$1,575.00. This firm painted the yellow curbs several years ago and wanted payment. Mr. Howard indicated that the firm did a poor job, but did not know whether it had been paid. Maria Kincaid offered to contact the firm.
- 8. Adjourn:** Meeting adjourned at 9:00pm.