

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

Date: April 12, 2011

Time: 8:00PM

Location: 1415 Admiral Drive

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

Residents: Anna Longo (1417 Admiral Drive), Kim Shelton (1427 Flagship), Judy Smith (1425 Flagship), and Minna Pehkonen (1436 Flagship)

Agenda

1. **Call to Order:** At 8:04 by meeting chair, Steve Heath
2. **Resident Time:** Kim Shelton requested that the trash fine levied against her be dropped on the basis that she was working on her house and would make every effort in the future to comply with the trash regulations. **Action Item:**

Michele McQuigg motioned, and Norman Howard seconded, to suspend the fine so long as no other trash violations occur within 12 months. The motion was unanimously approved by the Board members in attendance.

Kim Shelton raised another issue regarding the fence adjoining her yard and Judy Smith's yard. She indicated that the fence was in poor condition and needed to be replaced. She requested Ms. Smith to pay for part of the fence, who declined to do so. The Board responded that ideally the neighbors would split the cost of any adjoining fence, but ultimately this matter would have to be resolved by the two parties. In response, Judy Smith stated that she would pay half of the cost to replace the existing fence.

Minna Pehkonen raised three issues, *i.e.*, where to buy muntin bars, the cost to replace railings, and a dog chasing an ice cream truck. The Architectural Control (A/C) Guidelines required muntin bars (grids) on all windows. Steve Heath advised that a company out of Pittsburgh, PA, sells external muntin bar kits. See item "6a-ii" under A/C for the latest developments. She also indicated that she had received three bids for replacing the railings for her two houses. The cost to replace the railing on both houses will be about \$750. She wanted the Board to know that recently a small dog chased after the ice cream truck and frightened a resident. The Board responded that the newsletter would include a reminder that dogs outside in front yards and common areas must be on a leash.

3. **Approval of Agenda:** Maria Kincaid motioned, and Norman Howard seconded, to approve the agenda as presented by Steve Heath to the Board with one change to add item 6-c titled “Modify Front Stoop of 1415 Admiral Drive.” This motion was unanimously approved by the Board members in attendance.
4. **Approval of Minutes:** Norman Howard motioned, and Maria Kincaid seconded, to approve the minutes of the March 8, 2011, meeting. This motion was unanimously approved by the Board members in attendance.

Norman Howard motioned, and Steve Heath seconded, to approve the minutes of the March 29, 2011, meeting with minor edits. This motion was unanimously approved by the Board members in attendance.

5. **Treasurer’s Report:**

- a. **Monthly Report-** Bookkeeper Anna Longo prepared and presented to the Board three reports, *i.e.*, “Profit & Loss Budget vs. Actual” (Jan. 1 through April 11, 2011), “Balance Sheet” (as of April 11, 2011), and “Customer Balance Summary” (All Transactions as of April 11, 2011). She stated that the “Profit & Loss” report showed total income of \$34,266.17, total expenses of \$10,577.83, and a net income of \$23,688.34. She indicated that the average monthly expenses so far in 2011 were \$2,853.00. She advised that total checking and savings showed a balance of \$52,926.66. She noted that the “Customer Balance Summary” report showed a total of **\$10,063.28** in overdue accounts and fines of owners who owed more than \$250.00. This was an increase of **\$1,675.00** over the previous month’s total of **\$8,388.28**. She indicated that there were six uncollected trash fines. The Board observed that neither a line item under income had been established for fines collected, nor did the customer balance report show separate amounts for overdue HOA dues and uncollected fines.
- b. **Budget Priorities for 2011** - Steve Heath advised that the Board must set priorities for the various capital improvements and maintenance items identified in the minutes of the March 8th and 29th meetings.
- c. **Gold Star Curb Painting Bill** - At the March 29th meeting, Norman Howard presented to the Board a follow-up bill from Gold Star Specialty Painters for \$1,585.00. Subsequently, a thorough review was conducted that concluded the firm completed the contract as negotiated except for the visitor background and stenciling, but the bill was not paid by the association. **Action Item:**

Norman Howard motioned, and Michelle Bechtoldt seconded, to pay the bill minus \$190.00 (for the visitor background and stenciling) for a total of \$1,385.00, with funds to be transferred from “Clean-up/repair” to “Capital Improvements” in which to make payment. This motion was unanimously approved by the Board members in attendance.

- d. **Prioritizing Capital & Maintenance Items – Do we have estimated prices?** - Steve Heath noted that estimated prices for the various capital improvement and maintenance items needed to be obtained in order to set priorities. Four items were identified that needed estimated prices. The following are the items identified and the Board member tasked to obtain costs:

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|---------------------------------|-----------------|
| Sand or Water Blasting Curbs | Steve Heath |
| Replace Community Trash Cans | Jack Reba |
| Replace Community Signs | Michele McQuigg |
| Refurbish Community Swing Set | Norman Howard |
| Rivershore Drive Retaining Wall | Norman Howard |

(see 7c below)

6. Architectural Control:

- a. **Violations Update** - Steve Heath and Jack Reba provided an update on the various violation issues confronting the community.
 - i. Bay Window - Steve Heath noted that the owner’s reaction and letter was discussed at the March 29th meeting as well as the community’s response. The Board determined that the response should be a short letter to the owner stating that the Board was conducting an assessment of the community to determine overall compliance with the A/C Guidelines, to invite the owner to a meeting, and to request the owner to provide proof of approval.
 - ii. Muntin Bars (12737 Lighthouse Lane) - Steve Heath reported that he had received a sample of muntin bars from a Pittsburgh, PA, firm, and was going to give them to the owner to try out.
 - iii. 12728 Lighthouse Lane - Steve Heath and Jack Reba indicated that they talked to the owner previously and would give the owner another verbal warning about the ladder in the front yard and the unfinished work on the house before taking any further action.

iv. 12784 Captains Cove - Jack Reba advised that the owner would have everything done to be in compliance by the end of the week.

- b. **Pre-Existing Violations Policy (12715 Harborview Court & Painted Steps)** - At the March 29th meeting, the Board discussed how pre-existing A/C violations should be handled. Suggestions included preparing written policy, *e.g.*, if the A/C violation had existed for a number of years let it be, but have documentation that when the house was sold the new owners must take corrective action. Another suggestion from that meeting was to have the Board take pictures of all the townhouses in the community and to take action against A/C violations consistent with approved written policy. At this meeting, the Board agreed that pictures should be taken of the community and to subsequently evaluate those pictures in order to establish policy and to take action. A key point was how long did an existing violation become a “pre-existing” violation to be “grandfathered” until there were new owners.

The Board agreed that a letter suspending the A/C violation for not having railings on the front stoop should be sent to the owners of 12715 Harborview Court, but to also advise the owners that when the house was sold the new owners would have to comply with the A/C Guidelines and install railings on the front stoop. Jack Reba noted that three houses in the community had painted steps, one on Captains Cove and two on Lighthouse Lane. They were painted in 2007.

- c. **Modify Front Stoop of 1415 Admiral Drive** - Prior to the meeting, Michele McQuigg forwarded to the Board *via* email her request to modify the front stoop of her townhouse. The Board reviewed the request and requested additional information. Steve Heath advised Ms. McQuigg that she had enough information to take the next step, but needed to provide a sketch.

7. **Maintenance/Grounds:**

- a. **Fire Pits** - Steve Heath reported that the Fire Marshall evaluated the fire pit of the townhouse in question on Harborview Court and led the discussion on what further actions may be taken by the Board.
- b. **Clean-up Day** - Maria Kincaid advised that the trash roll-off would be in the community for the May 21st community clean-up day.

- c. **Rivershore Drive Retaining Wall Proposal** - Norman Howard reported that the quote to replace the retaining wall was \$1,376.00, which included labor plus parts. **Action Item:**

Norman Howard motioned, and Michelle Bechtoldt seconded, to approve the proposal and to allocate the funds from the Capital Improvement account. This motion was unanimously approved by the Board members in attendance.

8. **Parking:** N/A

9. **Old Business:**

- a. **Notification of Change of Address or Occupants Resolution** - Postponed to next meeting.

10. **New Business:**

Norman Howard indicated that he would walk through the community to make a list of townhouses that had toys, bicycles, scooters, butterfly hangings, etc., in their front yards.

The Board agreed to schedule the next meeting to be held on Tuesday, May 17th, 8:00pm, at Michele McQuigg's house at 1415 Admiral Drive.

11. **Adjourn:** Meeting adjourned at 10:16pm.