

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

Date: April 13, 2010 **Time:** 8:00 pm **Location:** 1415 Admiral Drive

Attendees: Board: Steve Heath, Michelle Bechtoldt, Michele McQuigg, Norman Howard, and Jack Reba; Resident: Anna Longo

Agenda

1. **Call to Order:** At 8:05 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 Jack Reba seconded, that the minutes of the March 9, 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 three reports, *i.e.*, “Profit & Loss Budget vs. Actual” (Jan. – Dec. 2010), “Balance Sheet” (as of April 12, 2010), and “Customer Balance Summary” (All Transactions as of April 12, 2010). Bookkeeper Longo reported that all bills were paid as of April 12, 2010, the American Disposal Services did not include a fuel surcharge in its last bill, and the profit and loss budget report showed a net income balance of \$3,156.71.

Bookkeeper Longo stated that overdue accounts as of April 12, 2010, totaled \$10,073.86 for a **decrease** of \$96.95 from the previous balance of \$10,170.81 in the March 8, 2010, report. The April report disclosed that six of the overdue accounts had balances that ranged from \$825.00 to \$1,422.38, and liens on eight of the 14 overdue accounts listed in the report.

- b. **Budget** – Bookkeeper Longo noted that there was “nothing extraordinary” in the current budget reports and that the lawyer was going after assets of those homeowners whose accounts were in arrears.

5. **Architectural Control (“A/C”):**

- a. **Brick Fence on Harborview** – Steve Heath advised that the owners wanted additional time to make the repairs and that an extension to June 1, 2010, would be granted contingent upon receipt of a signed contract that showed the repair plans. Jack Reba would send another letter to the owners

approving this extension of time, but noting that if no signed contract is received by June 1, 2010, then fines would start on June 2, 2010.

- b. **Fences**– Jack Reba indicated that fences at 1415 Flagship and 12784 Captains Cove were in need of repairs. He will send A/C violation letters to the respective owners and request written plans on the type of repairs to be undertaken to bring fences into compliance.

6. Maintenance/Grounds:

- a. **Playground Equipment** – Steve Heath provided an update on the sliding board located in the Admiral Drive playground by stating that repairs still needed to be made. He noted that Jack Reba had volunteered to make temporary repairs to the slide by duct taping the holes in the fiberglass siding of the board. Jack Reba had made two attempts to temporarily fix the slide, but neither had held up. He noted that the temporary repairs may have been vandalized. He indicated that one final attempt to repair the slide should be undertaken with the proviso that the slide would have to be removed if the repairs did not take. He also advised that the newsletter should include a statement regarding the condition of the slide, the Board’s efforts to repair the slide, and a warning for parents to keep the children off the slide until the repairs were made. **Motions:**

1. Michele McQuigg motioned, and Norman Howard seconded, that the Board make one final attempt to repair the slide. If the repairs do not take, the slide will be removed. This motion carried by majority vote (four in favor to one opposed). Board members Steve Heath, Norman Howard, Jack Reba, and Michele McQuigg voted in favor of one final repair and to remove the slide if the repairs did not hold. Michelle Bechtoldt voted against the motion on the grounds that it did not specify when and how the repairs would be done.
2. Michele McQuigg motioned, and Norman Howard seconded, that the newsletter include a special notice advising the community that the slide is in need of repairs and for parents to keep their children off the slide until the repairs are made. The notice will state that the Board made previous attempts to repair the slide, but they did not hold due to possible vandalism. If the latest repairs do not take, the Board will have no choice but to remove the slide. Community cooperation would be requested. This motion was unanimously approved by the Board members in attendance.

- b. **Playground Condition** – Steve Heath indicated that he looked over both playgrounds to see if there were any inexpensive improvements that could be made. He reported that mulch could be put down under playground

equipment and a new basketball rim and metal net could also be purchased. He indicated that he would obtain prices for the basketball rim and net.

- c. **Tree Debris behind Harborview** – Norman Howard reported that he talked to Kingstowne about what it would cost to remove debris leftover from the winter storms and Kingstowne came back with an offer of \$375.

Motion:

Norman Howard motioned, and Michelle Bechtoldt seconded, to appropriate \$375 to remove debris left over from the winter storms. This motion was unanimously approved by the Board members in attendance.

- 7. **Website – Let’s find a way to update this ASAP:** Michele McQuigg advised that the minutes from the Board meetings, Annual meetings, and community newsletters in PDF format were sent to her and that the website was being updated to include these documents.
- 8. **Neighborhood Watch:** Steve Heath mentioned that it was important to the community for neighborhood watch to be up and running and indicated that he would put a notice together for the community following Michele McQuigg’s statement that she did not have time to handle neighborhood watch.
- 9. **Old Business:** Steve Heath indicated that the towing policy needed to be reviewed to determine if a fine can be imposed in those situations where Nowell’s Towing is about to tow a vehicle parked in violation and the owner/operator comes running to move the vehicle before it can be towed.
- 10. **New Business:** Steve Heath observed that the Board has two vacancies and is in need of volunteers, which the newsletter will highlight in the President’s message.

Meeting Schedule through August –

Date	Location
5-18-10 (Tuesday)	Michelle Bechtoldt at 12717 Harborview Ct.
6-08-10 (Tuesday)	Norman Howard at 12788 Captains Cove
7-11-10 (Tuesday)	Steve Heath at 12772 Captains Cove
8-20-10 (Tuesday)	Michele McQuigg at 1415 Admiral Drive

- 11. **Adjourn:** Michele McQuigg motioned, and Michelle Bechtoldt seconded, to adjourn the meeting at 9:50 pm. This motion was unanimously approved by the Board members in attendance.