

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

Date: May 8, 2012 **Time:** 8:00PM **Location:** 1415 Admiral Drive

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

Resident – Anna Longo (1417 Admiral Drive)

Agenda

1. Call to Order – At 8:03pm by meeting chair, Steve Heath.
2. Resident Time – Resident Longo commented on four items that included the following: (1) unburied cable in the community to which she plans to identify the location in the community of the unburied cable and to contact Supervisor Mark May's office for assistance in getting this resolve with Comcast and Verizon; (2) erosion at end of Lighthouse Lane by the woods; (3) community sidewalk fenced-in by end-unit townhouse on Captains Cove, and; (4) community sidewalk appeared to be in good shape for the most part. Chairman Heath responded by thanking Ms. Longo for her comments and indicated that he would look into the erosion and sidewalk issues and will support her efforts to resolve the unburied cable in the community.
3. Approval of Minutes – Secretary Bechtoldt presented minutes of the Board meeting held on March 6, 2012. Norman Howard motioned, and Michele McQuigg seconded, that the minutes of the March 6, 2012, meeting be approved. Motion carried.
4. Approval of Agenda – Mr. Heath presented the agenda to the Board. Michele McQuigg motioned, and Norman Howard seconded, to approve the agenda. Motion carried.
5. Treasurer's Report: Mr. Heath presented three reports prepared by Bookkeeper Ivan Suarez. These reports included the Profit & Loss Budget vs. Actual (Jan. 1 - May 7, 2012), Payments Snapshot (as of May 7, 2012), and Company Snapshot (as of May 7, 2012). The profit and loss report showed Total Income of \$33,887.81, Total Expenses of \$17,309.10, and Net Income of \$16,578.71. The payments snapshot report showed Overdue Invoices of \$7,082.50, while the company snapshot report showed Account Balances (savings/checking) of \$68,369.89. Board members expressed concerns about the reports, and Mr. Heath agreed to discuss the issues with Bookkeeper Suarez.

- a. Dues Increase Notice – Mr. Heath stated that he would provide a notice of the Home Owners Association (HOA) dues increase to Bookkeeper Suarez in time to send out with the third quarter statements. He indicated that the newsletter will also carry a notice of the dues increase.
- b. Budget Review – Mr. Heath indicated that the budget was in good shape, but expressed concern about how to handle overdue accounts related to A/C violation fines. Following a discussion of the matter, a suggestion was offered by Michelle Bechtoldt that would drop such fines once the homeowner brought the property into compliance with the A/C Guidelines.

6. Maintenance/Grounds:

- a. Asphalt: Crack Seal - Mr. Heath and Jack Reba advised that the work was completed on the contract. Resident Longo commented that not all of the cracks were repaired. Mr. Heath advised that the contractor fulfilled the requirements of the contract and laid more sealant than the contract called for.
- b. Tree on Lighthouse – Mr. Heath advised that the two trees plus surface roots were removed and a new tree planted as called for under the contract. Two concerns were raised, *i.e.*, who is watering the new Pin Oak tree and when will grass be replanted in the affected area. Mr. Heath indicated that one of the residents on Lighthouse Lane had offered to water the tree, and grass will be taken care of at a later time.
- c. Lighting – Ms. Bechtoldt advised that the two outside pole security lights were installed and working. She indicated that the price tag for upgrading the community’s 14 colonial mercury vapor lights to colonial high pressure sodium vapor lights was substantial at \$6,666.42. She noted that savings in electrical costs would not be sufficient to justify the expense to upgrade the lights and recommended that the project be cancelled. The Board agreed.
- d. Swing Repair – Mr. Heath advised that the repairs to the swing set were complete.
- e. Kingstown Question – Because a resident in the community raised concerns about the current contract with the company concerning pruning low-lying branches and shrubbery in common ground areas, edging of sidewalks, and hard surfaces blown clear of debris, Mr. Howard agreed to

make arrangements to meet with Kingstowne to discuss these contract requirements.

- f. Trash Cans – Although the purchase of trash cans had been tabled indefinitely, Mr. Heath discussed whether it was feasible to purchase trash cans for the community that had wheels where a stake could be inserted so that they could not be removed. The proposed trash cans would be considerably cheaper than those previously proposed at a price tag of \$2,019.00, and discussed at previous Board meetings.
- g. Basketball Net – Mr. Heath advised that the net had been replaced twice and would not be replaced again at community expense.

7. Parking:

- a. Roadrunner Towing Option – Mr. Heath summarized the policy options on how to handle the towing of vehicles parked in the community in visitor and Rivershore Drive parking spaces. Policy options include: (1) towing all vehicles parked in visitor spots and Rivershore Drive that do not display hang tags, or; (2) include also “resident” vehicles parked illegally in visitor spots even with a hang tag. In order to identify illegally parked vehicles, whether visitor or resident, a **60-day** period should be implemented to conduct a survey of vehicles parked in the community and to provide a notice by way of a newsletter to the community of the pending changes to the parking regulations as well as providing warning notices to illegally parked vehicles in visitor and Rivershore Drive parking spaces. Mr. Heath agreed to order warning notices and distribute them to Board members who need them and to include a notice in the newsletter about the pending changes to the towing policies.
- i. Remove the warning provision for cars parked overnight with no visitor’s pass – In response to discussions in previous Board meetings, particularly the March 6, 2012, meeting, the Parking regulations were changed at Section VIII E to read that “Vehicles parked in visitor spaces or on Rivershore Drive without a hang tag will be towed[.]” and relettering F and G. **Action Item:**

Mr. Howard motioned, and Ms. Bechtoldt seconded, to approve the above mentioned revision to the Parking regulations. Motion carried.

8. Old Business:

- a. Bonding/Insurance – Mr. Heath reminded the Board that when the current insurance policy is up for renewal, a rider can be added to the policy for \$150 to insure against employee theft. He observed that this action would be the cheapest and most practical way to protect the community from theft, but noted that the bookkeeper would be considered an employee of the community for income tax purposes.
- b. Fences – Mr. Heath advised the Board that fences will be purchased when money becomes available.
- c. Playground Use – Board members raised concerns about what was the policy regarding playground use and should perimeters be set. Mr. Heath indicated that there was no set policy, but noted that the issue had been raised before. (See minutes of annual meetings in 2009 and 2010.)

9. New Business:

- a. Block Party on Captains Cove – Mr. Heath announced that Captains Cove would like to have a block party on the Captains Cove basketball court to coincide with Occoquan Days on Saturday, June 2, 2012. He indicated that anyone in the community would be welcome to attend and wanted to know if the Board had any objections. The Board did not have any objections.

10. Adjourn – Meeting adjourned at 9:40pm.