

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

Date: May 16, 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), Tom Jessup (12728 Lighthouse Lane, Shabud Ghayour (1438 Flagship Drive), Eva Katounas (12711 Harborview Court), and Gary D. DeVight and son (1405 Flagship)

Agenda

1. **Call to Order:** At 8:01 by meeting chair, Steve Heath

2. **Resident Time:**

Several residents attended the Board meeting over various matters. A resident on Lighthouse Lane came to the meeting to address an AC letter he received relating to the front of his house and the ladder leaning on the front of the house. The Board and the resident had a discussion about these issues. It was decided that the resident would give a timeline as to when the work would get done and deliver the timeline to Jack Reba by the following Friday.

An owner at 1438 Flagship came to the meeting to address the height of his shed. The Board will revisit this issue once a rule on dealing with existing conditions has been fully addressed by the Board.

An owner at 1405 Flagship came to the meeting to discuss a trash violation. After much discussion by the Board, Michele McQuigg made a motion to have the fine suspended as long as no other trash violation was committed within 12 months. If there should be a violation with 12 months, all fines would be reinstated and the owner would be responsible to pay these charges. Maria Kincaid seconded the motion. The motion passed unanimously. Michele Bechtoldt mentioned to the owner that a black cable was coming from this particular yard to the Verizon box and asked the owner to check into that.

The owner of 12711 Harborview came to address the Board about a trash violation. After much discussion by the Board, Michele McQuigg made a motion to have the fine suspended as long as no other trash violation was committed within 12 months. If there should be a violation with 12 months, all fines would be reinstated and the owner would be responsible to pay these charges. Norman Howard seconded the motion. The motion passed unanimously.

3. **Approval of Agenda:**

Maria Kincaid motioned, and Michelle McQuigg seconded, to approve the agenda as presented by Steve Heath. The agenda was unanimously approved by the Board members in attendance.

4. **Approval of Minutes:**

Michele Bechtoldt presented minutes of the Board meeting held on April 12, 2011. Michele McQuigg discussed making amendments to the Minutes. The Board discussed the changes to the Minutes. After discussion, Michele McQuigg motioned to accept the Minutes as amended. Norman Howard seconded, that the minutes be approved. These minutes were unanimously approved by the Board members in attendance as amended.

5. **Treasurer's Report:**

- a. **Monthly Reports** - Bookkeeper Anna Longo prepared and presented to the Board four reports, i.e., "Profit & Loss Budget vs. Actual", "Balance Sheet", "Profit & Loss" and "Customer Balance Summary." The Board requested that she separate the HOA dues and fines overdue and to establish a separate line item that showed income obtained from fines that were paid.
- b. **Overdue Accounts** - Bookkeeper Longo indicated that collections were good and several past due accounts had been paid. The remainder of the past due amounts were at the lawyer for collection. The Board discussed the continue efforts to collect past due amounts.
- c. **Budget Review** - Bookkeeper Longo noted that overall the budget was in good shape.
- d. **Reserve Study** - Prior to the meeting, Michele McQuigg forwarded via email a seven page listing of community property to be included in the reserve study for discussion of how such property should be categorized.

6. **Rental Disclosure Resolution:**

The Board discussed incorporating the resolution into the current bylaws and rules and regulations. Michele McQuigg motioned to approve the new Rental Disclosure Resolution. Norman Howard seconded. The resolution was approved unanimously.

7. **Architectural Control:**

- a. **Fire Pits:** The Board discussed the fire pits in the neighborhood. It was decided that the Board would discuss Fire Pits at the next meeting as it had to be resolved.
- b. **Paint on Steps:** The Board discussed painted and peeling steps and Norman Howard made a motion to send violation letters to the residents with painted and

peeling steps. Michele Bechtoldt seconded the motion. The motion was passed unanimously.

- c. **Preexisting Violations Policy:** As previously discussed, the Board must establish a preexisting violation policy to use as guideline for enforcing violations. The Board decided to work on this matter and discuss it further at the next meeting.

8. **Maintenance/Grounds:**

- a. **Curbs:** The Board discussed the peeling and painted yellow curbs. It was decided the curb issue would be discussed at a later meeting.
- b. **Playground Equipment:** Michele Bechtoldt stated that the playground equipment needed immediate repair. The Board discussed and Norman Howard made a motion to have the swing set refurbished this month. Maria Kincaid seconded the motion. The Motion passed unanimously.
- c. **Signage:** Michele McQuigg stated that the signage should be a top priority. The Board discussed the signage. Michele McQuigg motioned to replace the signs during coming month. Norman Howard seconded. The Motion passed unanimously.
- d. **Basketball bench:** Jack Reba stated that the basketball bench, basketball net, backboard and hoop should be replaced. The Board discussed the basketball repairs and decided to address this expense at the next meeting when we have more information on the costs associated with the repairs.
- c. **Community Clean Up Day:** The Board discussed the Community Clean up day and asked Maria Kincaid to make a flyer alerting everyone to the new date of June 4 and the fact that there would be no rolloff. Maria Kincaid agreed to make and distribute the flyer with that information and also let everyone know about the Ice Cream Social as well.

9. **Old Business:** There are no further Old Business to discuss.

10. **New Business:** No new business to discuss.

Meeting Schedule - The Board agreed to meet on June 8, 2011 for the next Board meeting at 8:00 p.m. at Michele McQuigg's house at 1415 Admiral Drive.

11. **Adjourn:** Meeting adjourned at 10:00 pm.