

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

Date: May 18, 2010 **Time:** 8:00 pm **Location:** 12717 Harborview Court

Attendees: Board: Michelle Bechtoldt, Norman Howard, Michele McQuigg, and Jack Reba. Residents: Anna Longo and Al Betancourt

AGENDA

1. **Call to Order:** At 8:11 pm by meeting chair, Michelle Bechtoldt.
2. **Approval of Agenda:** Michele McQuigg motioned, and Norman Howard seconded, that the agenda be approved. This motion was unanimously approved by the Board members in attendance.
3. **Approval of Minutes:** Michele McQuigg motioned, and Norman Howard seconded, that the minutes be approved. This motion was unanimously approved by the Board members in attendance.
4. **Residents Time:** Al Betancourt raised two issues, *i.e.*, parking violations and the community yard sale. He was advised by the Board that the May 2010 newsletter provided information about the date and location of the yard sale and to contact Libby Hogan-Heath if he should wish to participate. Mr. Betancourt indicated that he was very concerned about the numerous parking violations that he had observed on Lighthouse Lane (*i.e.*, commercial truck and resident vehicles parked in visitor parking spaces). He mentioned that he was working closely with Steve Heath on these parking issues, but did not agree with the towing policies. The Board advised that it would step-up monitoring parking enforcement on Lighthouse Lane. He inquired as to whether the police could be called in to enforce the community's parking rules and was advised by the Board that only the community can enforce its parking rules. He also indicated that he may be interested in joining the Board.
5. **Treasurer's Report:**
 - a. **Report** – Bookkeeper Anna Longo prepared and presented to Board members five reports, *i.e.*, “Profit & Loss Budget vs. Actual” (Jan. – Dec. 2010), “Balance Sheet” (as of May 18, 2010), “Customer Balance Summary” (All Transactions as of May 16, 2010) and two transaction detail accounts for legal costs and clean-up/repair costs. Bookkeeper Longo reported that all bills were paid as of May 18, 2010, that the security lighting on residences line item of \$480.00 should be moved from “expenses” under the Profit and Loss report as it is issuing credit against future statements, and the report showed a net income balance of \$4,033.07. Key expenses

listed in the report were Bank Charge @ \$120.10; Cost of Collections @ \$1,162.51; Clean-up/repair @ \$2,546.13.

Bookkeeper Longo stated that overdue accounts as of May 16, 2010, totaled \$7,938.86 for a **decrease** of \$2,135 from the previous balance of \$10,073.86 in the April 13, 2010, report. The May report disclosed that 5 of 11 overdue accounts had balances that ranged from \$825.00 to \$1,422.38.

b. Budget – Bookkeeper Longo noted that the budget was in good shape with \$38,871.82 in savings and checking accounts.

6. Architectural Control (A/C): Jack Reba reported that four new A/C violation letters are ready for signature by Steve Heath and to be mailed out. He indicated that he would get in touch with Mr. Heath as soon as possible in order to get them signed and in the mail. He also reported that the letters were getting a good response as many homeowners were correcting the A/C violations.

7. Maintenance/Grounds: It was noted that the split rail fence by the Admiral Drive playground needed repairs or replacement. It was suggested that Kingstowne be contacted to see if they could make the repairs and at what costs.

a. Playground Equipment – Jack Reba advised that the slide had been patched up, but not repaired by a contractor. He did not know if a contractor had been contacted. Status of slide repair/demolition will be discussed at the next Board meeting.

8. Website: Michele McQuigg reported that the community's website was up and running. She indicated that she was working on making community pictures larger and needed a PDF copy of the May 2010 newsletter concerning neighborhood watch volunteers and community yard sale.

9. Parking (Revised Towing policy): Michelle Bechtoldt reported that she had sent by email (April 14th) parking and towing policy actions taken by the Board over the last two years. Parking regulations could be accessed from the website. Concerns regarding how to handle violators who move their vehicles just as the Nowell's Towing is about to hook up their vehicles to the tow truck were discussed, but solution(s) were put off for further discussion at the next Board meeting after relevant policy actions and regulations were reviewed.

10. Old Business: N/A

11. New Business: N/A

12. Adjourn: Michele McQuigg motioned, and Norman Howard seconded, to adjourn the meeting at 8:52 pm. This motion was unanimously approved by the Board members in attendance.