

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

Date: June 5, 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 8:00pm by meeting chair, Steve Heath.
2. **Resident Time:** Resident Longo noted that the community for the most part looked to be in good shape. She indicated that she still planned to identify the locations of unburied cable in the community and to seek assistance from Supervisor Mark May's office for getting this matter resolve with Comcast and Verizon.
3. **Approval of Agenda:** Chairman Heath presented the agenda to the Board. Michele McQuigg motioned, and Michelle Bechtoldt seconded, to approve the agenda. This motion was unanimously approved by the Board members in attendance excluding Norman Howard, who was absent for the vote.
4. **Approval of Minutes:** Secretary Bechtoldt presented the minutes of the May 8, 2012, meeting to the Board. Michele McQuigg motion, and Maria Kincaid seconded, to approve the minutes as amended. This motion was unanimously approved by the Board members in attendance excluding Norman Howard, who was absent for the vote.
5. **Treasurer's Report:** Steve Heath presented two reports prepared by Bookkeeper Ivan Suarez. These reports included the Profit & Loss Budget vs. Actual (Jan. 1 - June 5, 2012) and the A/R Aging Summary (as of June 5, 2012). The profit and loss report showed zero income from May 8th to June 5 and expenses of \$3,099.05 for lawn care and trash pick-up. The aging summary report showed a total of \$8,207.04 in overdue accounts. Board members expressed concerns about the reports, and Mr. Heath agreed to discuss the issues with Bookkeeper Suarez. In particular, the profit and loss report needs to be converted from an accrual based budget to a cash based budget and should reflect expenses accurately for clean-up/repair and capital improvement. In addition, the A/R Summary report needed to be reviewed for accuracy.

6. Architectural Control (A/C):

- a. Progress on Violations Already Sited - Jack Reba reported that all violations were completed except for gate replacement on Admiral Drive and back fence replacement on Harborview Court.
- b. New Violations - Mr. Reba reported that violation notices were sent to townhouses on Admiral Drive and Lighthouse Lane.
- c. Violation Fine Appeal: Mr. Heath reported that a resident submitted a letter of appeal regarding overdue fines for previous A/C violations. The Board agreed to discuss this matter at the next meeting after Mr. Heath forwarded a copy of letter and Mr. Reba checked the townhouse for A/C compliance.

7. Maintenance/Grounds:

- a. Kingstowne: At the last Board meeting on May 8, 2012, Mr. Heath reported on concerns raised by a resident regarding the performance of Kingstowne with pruning low-lying branches and shrubbery in common ground areas, edging of sidewalks, and clearing debris from hard surfaces. As a result, Norman Howard agreed to meet with Kingstowne.
 - i. Meeting with Norman: Mr. Howard met with Kingstowne to discuss the above mentioned issues. Kingstowne advised that it did edge the curbs so long as curbs were free of vehicles and cleared sidewalks of debris, but not roads since the community was considered residential and only roads in commercial properties were cleared. Kingstowne agreed to look into the pruning of shrubbery and low-lying tree branches.
 - ii. Outstanding Complaints: Steve Heath agreed to contact the resident and discuss the results of the meeting.
- b. Overall Appearance of the Community: Mr. Heath as well as a resident (see "2") noted that the community looked good. He requested Board members to be vigilant and to report when something is amiss in the community, such as trash cans overflowing, etc.

8. **Parking:** While working on the parking survey (see “9” below), Ms. McQuigg observed, among other things, that address stickers on community hand tags were not in good shape and recommended that new stickers be created. She also suggested one hang tag (as opposed to two) per townhouse and that visitor parking spaces be more visible. She also mentioned whether the current parking regulations, which considers vehicles over 5000 pounds to be commercial vehicles, be changed to be consistent with the DMV, which issues truck plates to vehicles over 7000 pounds. The Board agreed to create new stickers for the hang tags, but to keep two hang tags per townhouse.
9. **Survey:** Before the meeting, Ms. McQuigg forwarded the parking survey by email to the Board members. The survey identified vehicles parked on Admiral Drive, Flagship Drive, Harborview Court, and Lighthouse Lane, but not those parked on Captains Cove, on several nights in May and June. Mr. Heath observed that Board members needed to keep up with the survey.
10. **Roadrunner Towing:** N/A
11. **Old Business:** N/A
 - a. Fences
 - b. Trashcans
 - c. Dog Waste
12. **New Business:**

The Board agreed to meet at Michele McQuigg’s house on July 10, August 7, and September 11, 2012.

Michelle Bechtoldt raised concerns about the fire lanes as provided for in the parking regulations. Following a discussion, it was determined that no changes were needed to be made to the parking regulations.
13. **Adjourn:** Meeting adjourned at 9:40pm.