

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

Date: June 8, 2010 **Time:** 8:00 pm **Location:** 12788 Captains Cove

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

Resident: Anna Longo (1417 Admiral Drive), Judy Smith (1425 Flagship Drive), Teresa Williams (1419 Flagship Drive), Agere Gebrehiwot (1423 Flagship Drive), and Gwen Zimmerman (12786 Captains Cove)

AGENDA

1. Call to Order: At 8:05 pm by meeting chair, Steve Heath.
2. Approval of Agenda: Michele McQuigg motioned, and Norman Howard seconded, that the agenda be approved with an amendment to add "Resident Time" as item 2.5. This motion was unanimously approved by the Board members in attendance.
- 2.5 The residents raised several issues regarding children playing in the streets (*e.g.*, skate boarding, lying in the street, running between and under cars, etc.), residents not picking up dog waste or letting the dog run freely without a leash, noisy party in the Admiral Drive park with alcohol served, rodent problem on Captains Cove due to residents not keeping their yards clean, unruly children throwing rocks at townhouses and wielding a pickax in public, renters not following community rules and regulations, and parking violations particularly on Captains Cove and Flagship Drive, and new bench moved within community.

The residents proposed hiring an off-duty police officer to monitor the community, to require renters to sign a statement that they have received and understand the Home Owners Association (HOA) rules and regulations, and to fine the homeowners when the renters violate the rules and regulations.

In response, the Board expressed appreciation for the residents concerns and gave helpful guidance to many of the concerns. The Board noted that the community is a small HOA and did not have money to hire an off-duty policeman. The Board noted, however, that it has been trying for several months to revitalize the community's neighborhood watch program and asked for volunteers. At least one resident agreed to volunteer. With respect to unruly children or children playing inappropriately in the community streets, the Board suggested that residents who are eyewitnesses to inappropriate behavior by children to contact Child Protective Services or the Police. Regarding non-compliance with the County laws regarding disposal of dog waste and dogs running loose, residents should call the

County's Animal Control office for action. However, the Board cautioned that any such complaint must be followed-up with proof, such as a picture of the dog running loose or going to the bathroom without the owner scooping up the waste. With respect to the rodent problem, the Board suggested that residents call the County's Environmental Health office for appropriate action. The office of County District Supervisor Mike May may also be contacted regarding residents with unsanitary premises by requesting the Supervisor's staff to contact the appropriate County office to inspect the premises and to report on its findings.

In regards to parking violations, the Board appreciated the list of vehicles parked in violation on Captains Cove furnished by a resident and noted that the Board monitors parking violations as well as it can, but cannot be everywhere in the community 24/7. The Board will look into the truck with temporary tags parked on Flagship Drive to determine if it is parked in violation.

The Board will also explore new guidelines for parties in the Admiral Drive Park and wholeheartedly agreed that alcoholic beverages were not permitted to be in the park nor consumed in the park. The Board agreed to look into whether the community can place restrictions on skate boarding and impose fines on owners of dogs performing their business on the community's common ground.

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 except for Steve Heath who abstained as he was absent from the May 18, 2010, meeting.
4. Treasurer's Report:
 - a. Report – Bookkeeper Anna Longo prepared and presented to Board members three reports, *i.e.*, “Profit & Loss Budget vs. Actual” (June 8, 2010), “Balance Sheet” (as of June 8, 2010), and “Customer Balance Summary” (All Transactions as of June 7, 2010). Bookkeeper Longo reported that income and expenses were on track. She noted again that the “Lighting on Residences (Security)” line item of \$480.00 should be moved from “expenses” under the Profit and Loss report as it is issuing credit against future statements. The report showed a net income balance of \$2,823.11.

Bookkeeper Longo stated that overdue accounts as of June 7, 2010, totaled \$7,491.36 for a **decrease** of \$447.50 from the previous balance of \$7,938.86 in the May 16, 2010, report. The June report showed 5 of 10 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 the Balance Sheet report showing \$37,661.93 in savings and checking accounts.

5. Parking:

- a. Tow Hoppers – Steve Heath proposed to revise the towing policy to include the following preventive language:

“After all step listed above to notify a resident of the parking regulations and the residents repeated violations of these regulations have been followed, towing is recommended. If the resident intervenes to move their vehicle after the tow truck arrives, but before the resident’s vehicle is hooked up to the tow truck, a \$50 dollar fine will be levied on the home attached to that resident.”

However, before this policy can be implemented, Steve Heath agreed to contact Nowell’s Towing and the County District Supervisor Michael May’s office in order to clarify the county code with respect to assessing the proposed \$50.00 fine. Specifically, County Code Sec. 13-501 states in subsection (4) that a fine of up to \$50 may be assessed if the tow truck does not hook up. However, it is not clear whether the tow operator or the HOA may collect the fee. This is critical as Nowell’s Towing has already advised that it does not take a fee from a person when the vehicle is not hooked up.

- b. Database Updating – Steve Heath indicated that he needed help in keeping track of parking violations, *i.e.*, notices, tickets, towing.

6. Architectural Control (A/C):

- a. Improved Effort – Steve Heath led the Board in congratulating Jack Reba on his efforts to obtain compliance with the A/C Guidelines. Since taking over as Director, Mr. Reba has sent out numerous letters, responded to numerous emails and telephone calls, and met with homeowners in order to achieve compliance with the A/C Guidelines.
- b. What is the response from residence been? As a result of his efforts, Jack Reba stated that he was getting a good response from homeowners who have received A/C violation letters.
- c. Brick Repair work at corner of Lighthouse and Flagship – In response to a letter notifying the homeowner of an A/C violation (*i.e.*, “fence brick foundation in disrepair at referenced townhouse”), the homeowner advised Steve Heath and Jack Reba that the bricks were coming out due to sidewalk sinking. Steve Heath advised that this matter will have to be checked out further.

d. Resident Fences

- i. Brick Fence – The homeowners of the Harborview Court townhouses concerned with brick fence repairs reported to Steve Heath and Jack Reba that the repairs were underway and that the fences were stabilized.
- ii. End of Captains Cove – It was reported that an A/C violation letter needed to be sent to the homeowners regarding fence in disrepair, *i.e.*, broken and missing slats. Jack Reba agreed to review and send A/C violation letter.
- iii. Others – Several A/C violations were noted, such as window air conditioner and mismatched painting scheme involving two separate townhouses on Lighthouse Lane and window and door trim issues on two separate houses on Flagship Drive. Jack Reba agreed to review and send A/C violation letters as appropriate

7. Maintenance/Grounds

- a. Playground Equipment – Steve Heath noted that to replace playground equipment, particularly the slide in the Admiral Drive Park, would require the raising of funds as the current budget was too tight to pay for such expenditure. In addition to the slide, Steve Heath also cited other community items that needed repair such as painting the curbs, replacing the timber wall along Rivershore Drive, and repair of some sidewalks/steps, particularly between Flagship Drive and the Admiral Drive Park. **Action Item:**

Steve Heath motioned, and Norman Howard seconded, to levy a special assessment to replace the playground slide in the Admiral Drive Park with new playground equipment. Votes to approve motion were made by Steve Heath, Norman Howard, and Michelle Bechtoldt. Vote against motion was made by Michele McQuigg. Jack Reba declined to vote.

- b. Playground Condition – Michelle Bechtoldt submitted a report on the overall condition of the playground in the Admiral Drive Park. The report noted the poor condition of the slide, a dead tree, swing set needing lubrication plus dirt fill and mulch underneath it in the park. Bookkeeper Longo indicated that she knew someone who could properly remove the slide, the dead tree and lubricate the swing set for \$500. **Action Items:**
 - 1. Michelle Bechtoldt motioned, and Norman Howard seconded, to transfer \$500 from the “Reserve” account to the “Capital Improvement” line item account to remove the slide and dead tree and lubricate the swing set.
 - 2. Michele McQuigg proposed an alternative motion regarding the funding of this action item, which entailed the transfer of \$220 from the “Reserve” account into the “Miscellaneous” line item account of \$350 providing a

total of \$570 to pay for the removal of the slide and dead tree and lubricate the swing set.

3. Consequently, Michelle Bechtoldt motioned, and Norman Howard seconded, to withdraw the initial motion to transfer \$500 from the “Reserve” account to the “Capital Improvement” line item account. This motion carried.
 4. Michele McQuigg then motioned, and Norman Howard seconded, to fund the removal of the slide and dead tree and lubricate the swing set by transferring \$220 from the “Reserve” account to the “Miscellaneous” line item account. This motion carried with affirmative votes from Michele McQuigg, Norman Howard, Steve Heath, and Michelle Bechtoldt. Jack Reba voted against the motion on the grounds that he was opposed to the removal of the slide.
- c. Sidewalks – As noted under A/C item “c” and item “a” under “Maintenance/Grounds,” certain sidewalks/steps in the community needed repair. Steve Heath suggested that this matter be checked out further by someone who was more qualified to assess the matter.
8. Website: N/A
 9. Neighborhood Watch: N/A
 10. Old Business: N/A
 11. New Business: Bookkeeper Longo volunteered to check with the insurance company to determine whether coverage for “dwellings” under the policy included fences and playground equipment.
 12. Adjourn: Norman Howard motioned, and Michelle Bechtoldt seconded, to adjourn the meeting at 10:08 pm. This motion was unanimously approved by the Board members in attendance.