

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

Date: June 08, 2011 **Time:** 8:00PM **Location:** 1415 Admiral Drive

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

Residents: Anna Longo (1417 Admiral Drive)

Agenda

1. **Call to Order:** At 8:02 by meeting chair, Michele McQuigg
2. **Resident Time:** N/A
3. **Approval of Agenda:** Norman Howard motioned, and Michelle Bechtoldt seconded, to approve the agenda as presented to the Board prior to the meeting by email by Steve Heath. This motion was unanimously approved by the Board members in attendance.
4. **Approval of Minutes:** Norman Howard motioned, and Michelle Bechtoldt seconded, to approve the minutes of the May 16, 2011, meeting. This motion was unanimously approved by the Board members in attendance.
5. **Treasurer's Report:**

Monthly Report - Bookkeeper Anna Longo prepared and presented to the Board three reports, *i.e.*, "Profit & Loss Budget vs. Actual" (Jan. 1 through June 08, 2011, "Balance Sheet" (as of June 08, 2011), and "Customer Balance Summary" (All Transactions as of June 07, 2011).

She stated that the "Profit & Loss" report showed total income of \$36,182.14, total expenses of \$13,595.98, and a net income of \$12,586.16. She indicated that all bills had been paid except for the trash collection (ADS) bill. She noted that three expense line items needed to be adjusted, *i.e.*, "Cost of Collections," "Insurance," and "Review of Tax Filing." She advised that the first two items could be adjusted at the next meeting, but the last item needed immediate action to add \$500 to pay the accountant in full. **Action Item:**

Norman Howard motioned, and Michelle Bechtoldt seconded, to add \$500 to the "Review of Tax Filing" account. This motion was unanimously approved by the Board members in attendance.

She stated that the Balance Sheet reflected a total of \$53,725.89 in the checking and savings accounts, of which \$17,504.45 was in the checking account. She observed that Total Assets of \$129,865.24 was not equalled to Total Liabilities & Equity of \$132,501.39. This will be discussed at the next meeting.

She stated that the “Customer Balance Summary” report showed a total of **\$7,376.37** in overdue accounts and fines of owners for a decrease of **\$2,686.91** from the previous month’s total of **\$10,063.28**. She reported that a total of \$5,962.32 was collected in late dues from February through early June 2011, minus total cost of \$1,956.44, for a total of \$4005.88 to the community.

6. Architectural Control:

a. Violations Update -

- i. 12714 Harborview- Michelle Bechtoldt noted that this house had gutters that were overflowing with debris such as leaves, etc., and suggested that a letter be sent to this house as well as the house on Captains Cove with a similar problem. Following a discussion, it was determined that it was not the Board’s place to send letters advising homeowners to clean their gutters. However, a Board member may casually mention to the homeowner that it may be a good idea to clean the gutters.
- ii. Ladder on House - This matter was postponed until the next meeting. However, Jack Reba will track progress in the meantime.

b. Pre-Existing Violations Policy -

- i. Sheds (Height and condition) - This matter was postponed until the next meeting.
- ii. Painted Stoops - Michelle Bechtoldt advised that the minutes of the May 16th meeting included a motion that was unanimously approved by the Board to send letters to homeowners who had painted or peeling steps.

7. Maintenance/Grounds:

- a. **Progress on the Community Signs** - Michele McQuigg reported that she had ordered the signs and was waiting for the proofs.

b. **Next Projects - Options** - Selection of the next project was postponed for a variety of reasons. The Board agreed to hold a special meeting that would focus on selecting a new community project. See below for comments made on the various projects.

- i. Replace Fences along Admiral Playground - Jack Reba distributed a quote to replace the split rail fence on Admiral Drive as well as other locations within the community. The total cost for material and labor was \$4,074.56. The Board indicated that it wanted to see samples of the fence before voting.
- ii. Trash Cans - Jack Reba advised that he had made a thorough search for community trash cans and felt that they were too expensive.
- iii. Sand Blast Yellow Curbs - No information was available to discuss.
- iv. Repaint Yellow Curbs - No information was available to discuss.
- v. Team Bench for Basketball Court - Jack Reba distributed a quote before the meeting that showed the bench design and cost of \$367.95. He noted that the backboard did not need to be replaced, but a good outdoor rim and chain metal net would need to be installed.

8. **Parking:** The Board noted that there were parking problems in the community, but provided no specific issue.

9. **Old Business:**

- a. **Notification of Change of Address or Occupants Resolution** - Postponed until the next meeting on the basis that Michelle Bechtoldt wanted to review policy for determining a penalty or remedy if member failed to comply with the resolution. This review should be completed before the 3rd quarter statements are mailed on June 27.

10. **New Business:**

In honor of her Birthday, Anna Longo gifted the cost of painting the jungle gym located in the Admiral Drive playground. The Board extended a sincere Thank You and Birthday wishes to Mrs. Longo.

Norman Howard expressed concerns about certain children that were harassing other children in the neighborhood and monopolizing the basketball court. The Board suggested that the parents either talk to the children's parents or call the police.

The Board agreed to schedule a special meeting to select the next community project and to approve the notification resolution.

11. **Adjourn:** Norman Howard moved to adjourned the meeting at 9:00pm.