

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

Date: July 10, 2012                      Time: 8:00PM                      Location: 1415 Admiral Drive

Attendees: Board – Steve Heath, Michele McQuigg, Michelle Bechtoldt, Jack Reba,  
and Maria Kincaid

Resident – Anna Longo (1417 Admiral Drive)

**Agenda**

1. Call to Order – At 8:05pm by meeting chair, Steve Heath.
2. Resident Time – N/A
3. Approval of Minutes – Secretary Bechtoldt presented the minutes of the June 5, 2012, meeting to the Board. Maria Kincaid motioned, and Michele McQuigg seconded, to approve the minutes as amended. This motion was unanimously approved by the Board members in attendance.
4. Approval of Agenda – Steve Heath presented the agenda to the Board. Michele McQuigg motioned, and Maria Kincaid seconded, to approve the agenda. This motion was unanimously approved by the Board members in attendance.
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 July 10, 2012) and the A/R Aging Summary (as of July 9, 2012). The profit and loss report showed total income of \$51,202.81, total expenses of \$30,790.54, and net income of \$20,412.27. The aging summary report showed a total of \$7,244.54 (accounts 61 or more days in arrears). Mr. Heath commented that the money paid out for the new security lights needed to be moved to capital improvements and that fines needed to be shown separately. He noted that the budget was in good shape and that the balance sheet would be provided at the next meeting.
6. Maintenance/Grounds:
  - a. Swing Repair – Mr. Heath noted that one of the swings is in need of repair. He indicated that he would check all the chains and make repairs.
  - b. Trash Cans – Mr. Heath advised that purchase and installation of community trash cans to be tabled indefinitely.

- c. Fence – Mr. Heath advised that there were sufficient funds to purchase and install new split rail fences based on previous estimate from Omar Alvarado. **Action item:**

Michelle Bechtoldt motioned, and Maria Kincaid seconded, to appropriate funds not to exceed \$4,500 for the purchase and installation of new community fences. This motion carried unanimously.

7. Parking:

- a. New Hang Tag Policy – Michele McQuigg presented to the Board “Policy Regulation Resolution Number 12-01,” which requires new address stickers to validate community hang tags for visitor and Rivershore Drive parking spaces. She indicated that she would take care of updating stickers and distributing them to residents by having them come to her house. Steve Heath agreed to prepare a notice that would be included in the newsletter announcing the resolution and how and when residents may obtain new stickers. **Action item:**

Maria Kincaid motion, and Michelle Bechtoldt seconded, to approve the resolution with a new date of September 4, 2012, for when the new stickers must be affixed to the hang tags. This motion carried unanimously.

8. Architectural Control (A/C):

- a. Fines:
  - i. C94 – Jack Reba advised the Board that muntin bars (grilles) were missing from the windows. Steve Heath noted that there was an easy way to fix the windows and to bring the townhouse into compliance. He agreed to send the homeowner a letter advising him that he had 30 days to notify the Board that he was in agreement to bring the townhouse into compliance with the A/C guidelines. In turn, the Board would waive existing A/C fines.
  - ii. C84 – Steve Heath advised the Board that the townhouse in question was in full compliance with the A/C guidelines. He agreed to send a letter to the homeowner advising him that the existing A/C fines were waived, but any future fines due to failure to comply would not be waived.

- b. Violations Update – Jack Reba indicated that he would check on gate and front door trim that may not be in compliance with the A/C guidelines of two townhouses on Admiral Drive.

9. Trash: N/A

10. Old Business:

- a. Bonding/Insurance – Steve Heath advised that he had not heard back from the insurance company.
- b. Block Party on Captains Cove – Steve Heath indicated that the party was a big success.
- c. Construction/Ladder truck – Maria Kincaid expressed concerns about the attitude of owner when she approach him about not parking his commercial vehicle in the community except for the normal conduct of business. Steve Heath indicated that he would talk to the owner and advised of the provisions of the parking regulations concerning commercial vehicles.

11. New Business: Steve Heath advised that it was time to consider a new curb painting contract. It was noted that any new contract must clearly identify visitor spots.

12. Adjourn: Meeting adjourned at 9:25pm.