

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

**Date:** July 13, 2010    **Time:** 8:00 pm    **Location:** 12772 Captains Cove

**Attendees:**    **Board:** Steve Heath, Michelle Bechtoldt, Michele McQuigg, and Jack Reba.    **Residents:** Anna Longo (1417 Admiral Drive), Al Betancourt (1435 Admiral Drive), and Shelly Suarez (12747 Lighthouse Lane)

**Agenda**

1. Call to Order: At 8:05pm by meeting chair, Steve Heath
2. Approval of Agenda: Michele McQuigg motioned, and Michelle Bechtoldt seconded, to approve the agenda as amended, which added under Maintenance/Grounds an entry titled “Curb Painting.” This motion was unanimously approved by the Board members in attendance.
3. Approval of Minutes: Jack Reba motioned, and Michele McQuigg seconded, to approve the minutes as presented. This motion was unanimously approved by the Board members in attendance.
4. Treasurer’s Report: Bookkeeper Anna Longo prepared and presented to the Board three reports, *i.e.*, “Profit & Loss Budget vs. Actual” (Jan. – Dec. 2010), “Balance Sheet” (as of July 12, 2010), and “Customer Balance Summary” (All Transactions as of July 9, 2010). She noted that the budget so far was standard, but highlighted that the line item for lawyer collection costs had nearly exceeded its yearly allocation. The “Customer Balance Summary” report showed a total of \$8,928.86 in overdue accounts, which was an increase of **\$1,437.50** over the June balance of \$7,491.36. Five accounts out of the 10 listed showed balances ranging from \$962.50 to \$1,559.88.
  - a. Balance Sheet – The “Balance Sheet” showed total current assets of \$39,819.10 in checking/savings bank accounts, which included an amount of \$7,931.97 in the reserve account.
  - b. Sinking Fund Projections – Steve Heath raised concerns on how much money will be in the sinking fund in 2020 for asphalt replacement, etc. He projected that a contribution of \$5,000 a year at 2 percent interest will gross \$100,000 by 2020, which may or may not be adequate for asphalt replacement that may have to be done at that time.
  - c. Projected Cost of Asphalt Replacement in 2020-2025 – Steve Heath expressed concerns that costs for such work may be more expensive and that the sinking fund may not be adequate to cover the likely costs. He

agreed to contact Lake Ridge and other HOAs to see if there is a possibility of working together to get a group discount.

- d. What Is the Status of Interest and/or Fines on Delinquent Accounts? Bookkeeper Longo distributed a “Remittance Statement and Report” prepared by the community lawyer, Donald E. Coulter, P.C. In response to the question, she advised that the lawyer added interest on the overdue accounts. She noted that the remittance report from the lawyer showed where such interest had been added to individual accounts. Steve Heath indicated that he would contact the lawyer to explore the use of garnishment against owners with the highest overdue accounts totals.

5. Architectural Control (A/C): Jack Reba provided a status report of the following A/C violations:

- a. 12784 Captains Cove – Owner notified that failure to respond to previous notice to replace/repair fence would lead to an assessment of a fine of \$10 a day (up to 90 days or \$900) until the fence was replaced or repaired.
- b. 12733 Lighthouse Lane – Omar Alvarado would be contacted by Steve Heath in order to make arrangements on behalf of the owner to do repairs to the brick foundation of the fence. The owner will pay for the repairs.
- c. Flagship Drive – Two townhouses on Flagship Drive were cited for A/C violations and owners were sent letters notifying them of such violations and what steps to take to bring the houses into compliance.
- d. Definition of a Dwelling for Insurance Purposes – Bookkeeper Longo advised that she discussed the existing insurance policy regarding whether the definition covered replacement costs for damaged fences and playground equipment. She was advised by State Farm that the policy did cover such items at a replacement cost of up to \$2,300, with a \$500 deductible.
- e. Discussion of Paragraph 9 in our documents (Jack) – Current paragraph 9 in the A/C Guidelines reads as “Satellite TV dishes and external DTV antennas are permitted per federal law, but may not extend beyond the property line. All wires shall be secured and shall not be visible from any elevation of the townhouse – front or rear.” Jack Reba expressed concerns about the second sentence regarding wires, which generated discussion and motion. **Action Item:**

Michele McQuigg motioned, and Jack Reba seconded, that the second sentence of paragraph 9 be modified to read “**All wires shall not be visible from any elevation of the townhouse – front or rear.**” This motion was unanimously approved by the Board members in attendance.

## 6. Maintenance/Grounds:

- a. Playground Upgrade – Michelle Bechtoldt agreed to look at the website “schooloutfitters.com,” which sells playground equipment and to report back to the Board. Steve Heath indicated that there were two slides listed on the website at reasonable prices.
- b. Lawn Care Contract – When does the current one end? Should we rebid? None of the Board members knew when the current contract with Kingstowne ended. Subsequent discussion led to a conclusion that bids should be obtained from various landscape companies before a new contract is let. As for example, prior to the meeting, Steve Heath provided an electronic proposal for grounds maintenance services from Hollymeade Owner Association that reflected substantially lower costs than those of the current contractor.
- c. Curb painting – Michele McQuigg agreed to research this matter and get back to the Board with options.

## 7. Parking

- a. Report – As a follow-up for assistance in maintaining the database for parking violations, Steve Heath provided prior to the meeting an electronic copy of the report on community parking violations going back to January 2005. He suggested that a secured spot on the community’s web site be created for Board members and parking committee member to enter data regarding parking violators. Such data may include date of violation, type of violation, contact name and email address, tag number, make and type of car, and what townhouse the violating vehicle was associated with. Michele McQuigg agreed to explore options on how to set up a secure database program for parking violations on the website.

It was noted that names, email and mailing addresses of all homeowners and renters were needed. It was suggested that this may be accomplished by requesting such information with the quarterly HOA dues statement

- b. Fine Discussion – Steve Heath initiated a discussion on whether parking violations should be fined, *e.g.*, \$50 per incident, similar to trash violations. Current parking policy permits towing vehicles that are illegally parked, but not assessing fines. Michelle Bechtoldt observed that such a fine may be an effective tool in decreasing parking violations.

8. Old Business:

- a. Failure to Clean Up After Dogs – Should We Fine the Home? In response to residents’ concerns about dog waste within the community, Steve Heath contacted the community’s lawyer to see if there was anything the Board could do. The lawyer advised that the community could fine a person, who allowed its dog to perform on the common grounds, up to \$50.00 for each instance. He noted, however, that a neighbor would have to testify that the dog was observed performing the act and waste was found on common grounds. Steve Heath agreed to draft a resolution.
- b. Rats – Since the June 8<sup>th</sup> meeting, evidence of rats were found on Captains Cove, but no rats were seen. Steve Heath indicated that he would call Supervisor May’s office to find out what steps should be taken next.
- c. Comcast Wires – Steve Heath reported that exposed cable were likely Comcast’s or Verizon’s. He indicated that persistence in calling in such complaints may be needed.

9. New Business

Signs – Jack Reba reported that the following signs needed replacement or repairs: fire zone sign; one No Parking sign on Captains Cove; temporary parking signs along Rivershore Drive; and street sign for Captain Cove/Rivershore Drive. Steve Heath agreed to contact Supervisor Mike May’s office to find out how to obtain replacement for the street sign, and to arrange for Omar Alvarado and Jack Reba to review the signs that needed repairs for an estimate.

Meeting Schedule through October –

Date	Location
8-17-10 (Tuesday)	Michele McQuigg at 1415 Admiral Drive
9-14-10 (Tuesday)	Michelle Bechtoldt at 12717 Harborview Ct.
10-19-10 (Tuesday)	Steve Heath at 12772 Captains Cove

State Farm Directors and Officers Liability Quote – In addition to obtaining a definition for “dwelling” under the community’s insurance policy, Anna Longo requested information on whether there was liability coverage for Board members. She advised that the current policy did not provide liability coverage for Board members and agreed to contact State Farm to obtain information on liability coverage for Board members.

10. Resident Time: N/A

11. Adjourn: Meeting was adjourned at 9:30pm.