

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

**Date:** July 13, 2011      **Time:** 8:00PM      **Location:** 1415 Admiral Drive

**Attendees:** Board: Steve Heath, Michelle Bechtoldt, Jack Reba, Maria Kincaid and Michele McQuigg; Residents: Anna Longo (1417 Admiral Drive) and Margaret "Peggy" Chaillet (12782 Captains Cove)

### **Agenda**

1. **Call to Order:** At 8:02 by meeting chair, Steve Heath.
2. **Resident Time:** Peggy Chaillet indicated that she had received an Architectural Control ("A/C") violation notice regarding her front stoop and walkway, which she had recapped and resealed a number of years ago at great expense. She indicated that the contractor, who performed the work, had advised her that the finished product would be in compliance with the A/C Guidelines. She acknowledged that the stoop and walkway are not in compliance with the current A/C Guidelines. She requested an exception to the guidelines because to bring the stoop and walkway into compliance would require a full replacement as the seal cannot be sandblasted off. In response to her request, the Board unanimously approved a motion made by Maria Kincaid, and seconded by Michele McQuigg, to make a temporary exception to the rule in this case until the stoop and walkway are repaired or replaced.
3. **Approval of Agenda:** Michele McQuigg motioned, and Maria Kincaid seconded, to approve the agenda as presented to the Board by Steve Heath with an amendment to add "12794 and 12784 Captains Cove" under Violations Update. This motion was unanimously approved by the Board members in attendance.
4. **Approval of Minutes:** Secretary Bechtoldt presented minutes from the Board meetings held on June 8 and 20, 2011. Michele McQuigg motioned, and Maria Kincaid seconded, to approve the minutes of the June 8, 2011, meeting. This motion was unanimously approved by the Board members in attendance. Maria Kincaid motioned, and Michele McQuigg seconded, to approve the minutes of the June 20, 2011, meeting with an amendment to add "Maria Kincaid's" name

to the Board members in attendance at that meeting. This motion was unanimously approved by the Board members in attendance.

## 5. Treasurer's Report:

- a. **Monthly Report** – Bookkeeper Anna Longo prepared and presented to the Board four reports, i.e., “Profit & Loss Budget vs. Actual” (Jan. 1 through July 13, 2011), “Balance Sheet” (as of July 13, 2011), “Expenses by Vendors” (Jan. 1 through July 13, 2011), and “Customer Balance Summary” (All Transactions as of July 13, 2011).

She advised that the “Profit & Loss” report showed total income of \$53,218.03, total expenses of \$28,382.83, and net income of \$24,835.20. She indicated that a new income account titled “Miscellaneous” was set up to capture income from interest and penalties assessed by the community’s lawyer. She also noted that three expense accounts were highlighted on the report as needing additional funds. These accounts are “Bank Charges,” “Review for Tax Filing,” and “Cost of Collections.” **Action Item:**

Michele McQuigg motioned, and Jack Reba seconded, to transfer sufficient funds from the Miscellaneous Expense account to make the above mentioned expense accounts whole, or 100 percent. This motion was unanimously approved by the Board members in attendance.

She stated that the Balance Sheet reflected a total of \$53,913.18 in the checking and savings accounts, of which \$17,691.74 were in the checking account. She indicated that the report now shows equal totals of \$135,846.28 for “Total Assets” and “Total Liabilities & Equity.”

She reported that average monthly expenses were \$4,010.00 through June as reflected in the “Expenses by Vendor Summary” report. So far, the biggest expenses were landscaping, trash pickup, community improvement projects, and lawyer expenses.

She noted that the “Customer Balance Summary” report showed a total of \$18,170.12 in third quarter HOA dues not yet paid as well as overdue accounts and fines of owners. She indicated that seven overdue accounts were at the lawyer or will go to the lawyer for action. She advised that two accounts reflected significant fine totals of \$930 and \$352.50 that had not been collected and which needed to be discussed by the Board for follow-up action.

- b. **Budget Review** – She noted that overall the budget was in good shape. See the above motion for the transfer of funds to make three expense accounts whole and the addition of a new miscellaneous income account.
- c. **Determination of Improvements** –
  - i. Signage – On June 22, Michele McQuigg distributed the proofs for the new community signs by email and requested that the Board members review them quickly. The new signs essentially replaces the signs currently posted throughout the community. Board members reviewed the proofs as requested and offered comments. One comment wanted speed limit signs posted at each entrance for safety reasons, which would have been a new sign and which may be considered in the future. Following a discussion, it was agreed that the proofs were fine as distributed.
  - ii. Curbs – Jack Reba provided a quote from Precision Painting and Powerwashing (“PPP”) to paint the yellow curbs. Following a discussion, Mr. Reba agreed to go back to the company for references of similar work and how the work would be accomplished
  - iii. Players Bench – Jack Reba provided quotes for players benches of 7.5’ and 15’ for the basketball court. The total cost for the 7.5” bench plus shipping and handling was \$294.52 versus \$367.95 for the 15’ bench. Installation cost would be additional. **Action Item:**

Michelle Bechtoldt motioned, and Maria Kincaid seconded, to approve funds for the purchase and installation of the 7.5' players' bench. This motion was unanimously approved by the Board members in attendance.

- iv. Other – Jack Reba brought up the replacement of the community's split rail fences. Due to the number of projects underway or under consideration, discussion of the split rail fences was postponed to a future meeting.

## 6. Architectural Control (“A/C”):

- a. **New A/C Guidelines** – Jack Reba provided revised guidelines to clarify certain provisions to make them easier to enforce. Following a discussion of the revisions, only one change was proposed, which was to remove “clutter” from Section 14 titled “Front Yards.” Action Item:

Michele McQuigg motioned, and Jack Reba seconded, to approve the revised A/C Guidelines as amended. This motion was unanimously approved by the Board members in attendance.

- b. **Violations Update** – Jack Reba led the discussion of these items.
  - i. 12794 Captains Cove – Jack Reba stated fines were assessed for A/C violations that the owner wanted removed. The Customer Balance Summary showed \$352.50 in fines assessed and not paid. The Board determined that the owner must arrange to meet with the Board before any action is taken to remove the fines in full or in part.
  - ii. 12784 Captains Cove – Jack Reba stated that fines were assessed for A/C violations that the owner wanted removed. The Customer Balance Summary showed \$930 in fines assessed and not paid. The Board determined that the owner must arrange to meet with the Board before any action is taken to remove the fines in full or in part.

- c. **Rear Window Modification at 12720 Gordon Blvd.** – Jack Reba provided a sketch of the rear window modification on behalf of the owner, who is seeking approval to install such window. The owner also indicated that muntin bars would come with the new window. Action Item:

Jack Reba motioned, and Maria Kincaid seconded, to approve the rear window modification as presented. This motion was unanimously approved by the Board members in attendance.

- d. **Preexisting violations** – Steve Heath advised that policy for preexisting violations (such as sheds, railings, etc.) will need to be drafted and distributed to the homeowners prior to the annual meeting so that they can make an informed decision to vote for or against approval.

7. Maintenance/Grounds: No report.

8. Old Business: N/A

9. New Business:

The Board agreed to meet on Tuesday, August 9, at Steve Heath's house at 12772 Captains Cove at 8:00pm.

10. Adjourn: The meeting adjourned at 9:30pm.