

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

Date: August 9, 2011

Time: 8:00PM

Location: 12772 Captains Cove

Attendees: Board - Steve Heath, Michelle Bechtoldt, Jack Reba, Maria Kincaid and Michele McQuigg, and Norman Howard;

Residents - Anna Longo (1417 Admiral Dr.), John Grimes (1421 Admiral Dr.), Tom Jessup (12728 Lighthouse Lane), and Sandra Williams (12754 Captains Cove).

Agenda

1. **Call to Order** - At 8:01 by meeting chair, Steve Heath.
2. **Resident Time** - Resident Anna Longo indicated that the outside security light on the side of her house, that the community paid for, had burned out, and was concerned about the safety of residents walking the community steps by her house in the dark.

Resident John Grimes expressed concerns about the overall appearance of the community and put together a report that showed his concerns. Steve Heath requested an electronic copy of the report and indicated that he would distribute it to the Board members for consideration. He also invited Mr. Grimes to join the Board. Mr. Grimes declined that invitation, but indicated that he would volunteer his time to work with the Board on architectural control issues.

Resident Tom Jessup raised several concerns about the new Occupant/Address form, the name of the community association (Riverview Overlook versus Occoquan Landing), and why were "parking stickers/decals" in the old Parking regulations removed from the new regulations. Steve Heath responded to each of these concerns by advising that the form should be completed and submitted with the third quarter payment, the community operates under both names, and parking stickers/decals cited in the previous regulation were never implemented in the community and were removed from the current regulations.

Resident Sandra Williams noted her concerns about the condition of fences in the community, particularly the fences along Occoquan Road.

3. **Approval of Agenda** - Michele McQuigg motioned, and Norman Howard seconded, to approve the agenda as presented to the Board by Steve Heath with an amendment to add "Work Plan for Annual Meeting" under New Business. This motion was unanimously approved by the Board members in attendance.
4. **Approval of Minutes** - Secretary Bechtoldt presented minutes from the Board meeting held on July 13, 2011. Michele McQuigg motioned, and Norman Howard seconded, to approve these minutes with an amendment to revise the last sentence under the Resident Time to read "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 stoop and walkway are substantially repaired or replaced.*" 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 August 9, 2011), "Balance Sheet" (as of August 9, 2011), "Customer Balance Summary" (All Transactions as of August 9, 2011), and "Collections Report for 2011."

She advised that the "Profit & Loss" report showed total income of \$53,218.78, total expenses of \$32,121.79, and net income of \$21,096.99.

She stated that the Balance Sheet reflected a total of \$58,019.97 in the checking and savings accounts, of which \$21,798.53 were in the checking account. She indicated that the report showed equal totals of \$132,108.07 for "Total Assets" and "Total Liabilities & Equity."

She noted that the "Customer Balance Summary" report showed a total of \$10,467.62 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 on Captains Cove reflected significant fine totals of \$595.00 and \$352.50 that had not been collected and which needed to be discussed by the Board for follow-up action.

She reported that collections obtained so far in 2011 were \$5,962.32 minus costs of \$2,113.44 for a total of \$3,848.88. In addition, \$100.00 in trash fines had been collected.

- b. Budget Review - She noted that overall the budget was in good shape and that all bills except for the American Disposal Service's bill for trash pickup had been paid.
- c. Determination of Improvements –
 - i. Signage - Progress Report: Michele McQuigg reported that she had contacted the Prince William County Sign Shop, but had not heard from them when the signs would be delivered. Tom Jessup noted that he had two signs, one for the playground and one for the fire lane.
 - ii. Curbs - Jack Reba distributed revised estimates by email for the yellow curb painting project, which will include scraping, power washing, and painting the curbs. Questions concerning quality of work, duration of job, and warranty were also addressed by emails from the contractor to Board members. **Action Item:**

Norman Howard motioned, and Maria Kincaid seconded, to approve the yellow curb painting project and to appropriate funds to pay for it. This motion carried with affirmative votes by Steve Heath, Michelle Bechtoldt, Norman Howard, Maria Kincaid, and Jack Reba. Michele McQuigg voted against the motion on the basis that the yellow curb fire lanes cannot be enforced by the Prince William County Police and the curbs will need to be repainted every couple of years.
 - iii. Fence - Jack Reba reported that over \$4,000 will be needed to replace the existing split rail fences in the community. It was the consensus of the Board to table this project for the foreseeable future.

6. Architectural Control (A/C):

- a. Preexisting violations - Steve Heath led the discussion of how to address these violations. The Board agreed that the first step was to identify violations in the community. This can be accomplished by taking pictures of each townhouse in the community front, back, and sides (end units). The second step was to define the problem based upon the A/C Guidelines, Covenants, and By-laws.

Maria Kincaid volunteered to take pictures of the townhouses. Jack Reba and John Grimes would then create a list of the violations. A suggestion

was made to look at the list used when the community was last evaluated for A/C violations. Another suggestion was to mail the final list of A/C violation with the quarterly dues and to provide the homeowner with options on how to fix the problem.

- b. Ladder on Lighthouse Lane - In response to concerns raised by the community that the ladder in front of the townhouse in question was a safety hazard, the Board requested the homeowner to take down the ladder each day after work was completed. The homeowner advised that the townhouse was under construction and that the ladder in front of the townhouse was secured. The homeowner also noted that no notice of a violation had been received.

7. **Maintenance/Grounds:**

- a. Over-seeding and Aeration - Norman Howard agreed to contact Kingstowne about what this work would cost, when should it be done, and what follow-up watering would the community have to do to make this effort a success. He will report his findings back to the Board.
- b. Snow Removal - Norman Howard reported that he had been in contact with the snow removal contractor and negotiated a two-year contract with competitive rates of \$150 per hour for plowing and \$550 for salting and sanding that will require prior approval of the Board. **Action Item:**

Michelle Bechtoldt motioned, and Michele McQuigg seconded, to approve the snow removal contract as presented by Norman Howard. This motion was unanimously approved by the Board members in attendance.

8. **Safety and Security:**

- a. Norman Howard reported on the burglary of his home where nearly \$20,000 in jewelry and other items were stolen. He advised that backyard gates should always be locked and outdoor lights in front and back of the house should always be on during the night.
- b. Lighting - Steve Heath noted that outdoor security lighting was a concern of the community and that this would be a good time to look at the security lighting needs of the community. He indicated that he would contact Mike May, the Occoquan District Supervisor, about how to get additional security lights in the community. Anna indicated that she had an electronic copy of the survey conducted some years ago of security lighting needs in the community. Michelle Bechtoldt volunteered to

contact Dominion Virginia Power to see if they still conducted community audits and to report back her findings to the Board.

9. **Parking** - Norman Howard reported on issues involving parked vehicles in violation of the parking regulations regarding visitor spaces and fire lanes on Captains Cove. Tom Jessup noted similar problems. Steve Heath indicated that the Board should step up enforcement of the Parking regulations.
10. **Old Business** - Jack Reba indicated that the basketball backdrop and basket had been repaired. He also noted that he would not recommend painted lines for the basketball court.
11. **New Business:**
 - a. Work Plan for Annual Meeting - Steve Heath indicated that it was time to set forth a plan for the annual meeting. He requested the following:
 1. Michelle Bechtoldt to first identify dates that the Occoquan Town Hall and Board members would be available for the meeting in November, and second to lock in a date for the rental of the town hall and annual meeting;
 2. Maria Kincaid to take pictures of the community;
 3. Jack Reba and John Grimes to prepare A/C list;
 4. Norman Howard to contact Kingstowne about fall landscape needs; and
 5. Steve Heath to contact Mike May about security lighting.
 - b. Next Board Meeting - Board will meet on Tuesday, September 20, at 8:00pm, at Michele McQuigg's house at 1415 Admiral Drive.
12. **Adjourn** - Meeting adjourned at 10:40pm.