

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

Date: August 17, 2010 **Time:** 8:00 pm **Location:** 1415 Admiral Drive

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

Resident: Anna Longo and Juan Rivas

Agenda

1. **Call to Order:** At 8:05pm by meeting chair, Steve Heath.
2. **Approval of Agenda:** Michele McQuigg motioned, and Norman Howard seconded, to approve the agenda as modified. The modification changes the order of Parking from Item “6” to “7” and includes sub item “a” to “Vote on Tow Hopping” policy and adds sub item “b” to “Vote on Revised Parking Regulations,” while Maintenance/Grounds becomes Item “6.” This motion was unanimously approved by the Board members in attendance.
3. **Approval of Minutes:** Michele McQuigg motioned, and Norman Howard seconded, to approve the minutes of the July 13, 2010, Board meeting as amended. The amended item is to change the wording of Item 11 “Adjourned” to “Meeting was adjourned at 9:30pm. This motion was unanimously approved by the Board members in attendance.
4. **Treasurer’s Report:**
 - a. 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 August 17, 2010), and “Customer Balance Summary” (All Transactions as of August 17, 2010). She noted that all bills were paid up, and savings and checking accounts showed a balance of \$40,076.35. The “Customer Balance Summary” report showed a total of **\$11,934.98** in overdue accounts of 30 homeowners that range from \$137.50 to \$1,559.88. This was an increase of **\$3,006.12** over the July balance of **\$8,928.86**. Five accounts out of the 10 listed showed balances ranging from \$962.50 to \$1,559.88.
 - b. Budget – Bookkeeper Longo indicated that there was money in the bank and that the budget was standard so far.
5. **Architectural Control:** Jack Reba advised that he did not have a report. He was concerned, however, about the status of the fence at 12784 Captains Cove as he had not heard from the owner whether the fence had been repaired/replaced and he was ready to send out another notice letter implementing the \$10 a day fine for

up to 90 days. Norman Howard and Steve Heath indicated that they would check on the fence and get back with him.

6. Maintenance/Grounds:

- a. Curb Painting – At the July 13th meeting, Michele McQuigg stated that she would research this matter and get back to the Board with options. On August 9th, she sent an email showing quotes from three firms. After a discussion, the Board identified Mullen’s as the firm with the best quote and identified the following to also be negotiated into contract: White background with black letters/numbers so long as one coat will cover; tick lines to be white with one coat; add letters/numbers to Captains Cove, but no tick lines; repaint tick lines on Rivershore Drive, and; visitor to be on curb only. **Action Item:**

Norman Howard motioned, and Michelle Bechtoldt seconded, that Michele McQuigg should negotiate the contract with the above mentioned provisions at a price of no more than \$2,650. This motion was unanimously approved by the Board members in attendance.

- b. Fire Lane and No Parking Signs – Steve Heath and Michele McQuigg addressed options. Steve Heath advised that the community could have enforceable “fire lanes” (*i.e.*, yellow painted curbs) if the community paid \$300 for the Fire Marshall to come out and review the community. This would also entail purchasing VDOT signs and placing them based upon required feet distance and painting the curbs.

Another alternative was discussed by Michele McQuigg. She advise that the community could avoid painting the curbs yellow and still have no parking areas enforced by the county police department.

Jack Reba expressed concerns about removing the yellow painted curbs from the community roads as he believed that everyone understands that curbs painted yellow are “no parking” areas. He opined that the community does not need to have enforceable “fire lanes” or “no parking” areas, and recommended that we maintain the yellow painted curbs as an adequate deterrent to illegal parking.

In light of the two options and concerns raised, this matter, including power washing or sandblasting yellow curbs and speed bumps, was tabled for further discussion at the next meeting.

- c. Playground Equipment – Michelle Bechtoldt stated that she had obtained three quotes from vendors who can deliver a free standing sliding board for about \$1,800. This cost does not include installation cost. This matter was tabled for discussion at a future meeting.

- d. Dog Poop Rule Enforcement – Steve Heath indicated that he was getting two emails a day about pet waste. He asked whether the community should have a pet waste disposal kit and/or impose a fine of \$50 to the owner where there is adequate proof. This matter was tabled for discussion at a future meeting.
- e. Lawn Maintenance Contract – Norman Howard stated that the current contract with Kingstowne expires in February 2011. The Board requested Norman Howard to identify the service requirements that the community would want in the new contract, such as aeration, reseeding, mowing, fertilizing, and weeding of front yards and common grounds, customer service, etc., and to present to the Board for review before obtaining bids.

7. Parking:

- a. Vote on “Tow Hopping” Policy – Steve Heath advised that the Board needed to vote and approved this policy before it could be implemented. A description of the policy in the parking regulations is as follows: “If a tow truck is called and the owner of the vehicle comes out to move the vehicle when the tow truck is on the same street as the vehicle or adjacent street, the vehicle will not be towed if it is moved, but the property owner will be fined \$50 for the violation.” **Action Item:**

Norman Howard motioned, and Michele McQuigg seconded, to approve the policy “Tow Hopping” policy as specified in the parking regulations. This motion was unanimously approved by the Board members in attendance.

- b. Vote on Revised Parking Regulations – Michele McQuigg distributed the revised parking regulations as well as a sheet disclosing the changes that were made. **Action Item:**

Norman Howard motioned, and Michelle Bechtoldt seconded, that the revised Parking Regulations be approved. This motion was unanimously approved by the Board members in attendance.

- 8. Neighborhood Watch:** Michele McQuigg indicated that seven residents on Admiral Drive had volunteer for neighborhood watch duty. Steve Heath noted that at least one person on Harborview Court was interested in volunteering her services, but was looking for more volunteers on Harborview Court as well as for volunteers from Captain Cove, Lighthouse Lane, and Flagship Drive.
- 9. Old Business:** As noted in the July 13th meeting, Anna Longo contacted State Farm to request information on liability coverage for Board members. She advised that the current policy did not provide liability coverage for Board members, and obtained a quote of \$393.00 per year for an insurance policy that would provide liability coverage for the entire Board. **Action Item:**

Michelle Bechtoldt motioned, and Norman Howard seconded, to purchase liability insurance by transferring \$400 from “Snow Removal” to “Insurance.” This motion was unanimously approved by the Board members in attendance.

10. **New Business:** At the next meeting, Steve Heath proposed that the Board discuss whether it should get a new tow company for the community that would recognize the new towing policy, *i.e.*, vehicles parked illegally in assigned parking spaces may be towed by resident without a Board member present.

Hang Tag Labels – Michele McQuigg noted that addresses on several hang tags were no longer legible and requested that address labels be purchased and distributed with the quarterly dues report. **Action Item:**

Michelle Bechtoldt motioned, and Norman Howard seconded, to purchase the address labels for the hand tags and for them to be distributed with the quarterly dues report. This motion was unanimously approved by the Board members in attendance.

Steve Heath mentioned that a date for the annual meeting must be determined at the next meeting.

Omar’s List – The minutes of the July 13th meeting indicated that Jack Reba and Omar Alvarado were to review the signs that needed work and for Omar Alvarado to provide an estimate. Jack Reba advised that the estimate to repair the signs was \$375. In addition, Jack Reba stated that several new items should be added to the list. He identified the following new items: sidewalk repair on Captains Cove; removal of cement slabs, rocks, and bricks from Rivershore Drive and playground area; finish the work on brick retaining wall at Lighthouse lane, and; repair or replace damage trash disposal container at Rivershore Drive. Steve Heath advised Jack Reba that an itemized list showing price breakout for each item needed to first be presented to the Board for review and action.

11. **Website – Live Demo:** This was tabled because it was very late. Michele McQuigg requested that Board members make arrangements to set up a time with her to go over the parking violation database program.
12. **Adjourn:** Meeting adjourned at 9:45pm.