

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

Date: September 11, 2012

Time: 8:00PM

Location: 1415 Admiral Drive

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

Resident – Anna Longo (1417 Admiral Drive)

Agenda

1. **Call to Order** – At 8:05pm by meeting chair, Steve Heath.
2. **Resident Time** – Anna Longo advised the Board that information she provided Mike May's office had been forwarded to the respective cable companies for appropriate action.
3. **Approval of Minutes** – Secretary Bechtoldt presented the minutes of the July 10, 2012, meeting to the Board. Michele McQuigg motioned, and Norman Howard seconded, to approve the minutes. 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 Norman Howard seconded, to approve the agenda. This motion was unanimously approved by the Board members in attendance.
5. **Treasurer's Report** – Steve Heath presented three reports prepared by Bookkeeper Ivan Suarez. These reports included the Profit & Loss Budget vs. Actual (1/1 - 9-11-12), Balance Sheet (as of 8-23-12), and the A/R Aging Summary (as of 9-11-12). The profit and loss report showed total income of \$52,556.42, total expenses of \$42,903.40, and net income of \$9,653.02. The balance sheet showed a total of \$65,720.62 in checking and savings, and total liabilities and equity of \$138,907.64. The aging summary report showed a total of \$8,474.04. Mr. Heath commented that the balance sheet was in good shape and the budget was in the black.

Concerns were raised by the Board regarding the amounts listed under "Receivable Dues Due" on the Balance Sheet and the "Total" listed on the A/R Summary report. In addition, questions were raised on whether "Accumulated Depreciation" as listed on the Balance Sheet needed to be tracked by the HOA. The Board requested that the bookkeeper come to the next meeting to discuss those issues as well as provide a breakout of expenses reported as Capital Improvements, Clean-up and Repair, Administration, and Parking Tickets/Decals. Maria Kincaid agreed to contact the bookkeeper and to arrange for him to come to the next scheduled meeting.

6. **Architectural Control (A/C):**
 - a. **Violations Report** –
 - i. **Old** - Jack Reba reported that the townhouse at 1425 Admiral Drive was in compliance with the A/C guidelines except for repair or replacement of the front door frame.

- ii. New - Questions were raised by a Board member as to whether the new door knockers at 1412 Admiral Drive were in violation with the A/C guidelines. Another Board member indicated that the back yard gate had yet to be installed. Steve Heath and Jack Reba indicated that they would talk to the homeowner.
 - b. 12794 Captains Cove – Steve Heath reported that the homeowner did not want to install muntin bars to bring the new windows into compliance. He indicated that he would talk to him one more time before reinstating the A/C fines.
7. **Maintenance/Grounds:** Norman Howard advised the Board that grass cutting was every other Friday.
- a. Trees – Several Board members raised concerns about dead limbs, branches, and tress in the community and when they could be removed. Steve Heath stated that he would walk around the community with Omar Alvarez to identify trees and branches that needed to be removed.
 - b. Littering from Vehicles – Steve Heath reported that there were problems with the delivery of the Washington Post “Shopping Guide.” He indicated that Charles Dyson had offered to be the point person for the community in getting the Washington Post to stop delivering the “Shopping Guide” except to those residents who wanted it.

8. **Parking:**

- a. Towing Option – Steve Heath reported that Roadrunner had not gotten back with him, but Dominion Wrecker Service had. Board members requested that references be obtained and contacted before any contract was signed with the company. Norman Howard agreed to take care of this.
- b. Blue Sticker Report – Michele McQuigg reported that new hang tag stickers for had been distributed to 75 residents.

9. **Old Business:**

- a. Bonding/Insurance – Steve Heath indicated that he would check with the insurance company on the bill and to clarify whether the bookkeeper would be considered an “independent contractor.”
- b. Trash Cans – Steve Heath indicated that while the trash cans were needed, there was no money at this time to purchase them.

10. **New Business:**

Michelle Bechtoldt reported that the Occoquan Town Hall had been reserved on December 5, 2012, for the annual meeting, and requested that the annual meeting notice and proxy be prepared and distributed with the fourth quarter statement.

Maria Kincaid requested that the white planter at Route 123 and Admiral Drive be removed. Michele McQuigg indicated that the planter was covering a fountain or light that was no longer working.

Michelle Bechtoldt indicated that the community signs needed to be repainted.

Board members agreed to meet on October 16 and 30, 2012, at 1415 Admiral Drive at 8:00pm.

11. **Adjourn:** Meeting adjourned at 9:35pm.