

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

Date: September 14, 2010 **Time:** 8:00 pm **Location:** 12717 Harborview Court

Attendees: Board - Steve Heath, Michelle Bechtoldt, Michele McQuigg, and Jack Reba; Resident - Anna Longo

Agenda

1. Call to Order: At 8:00pm by meeting chair, Steve Heath.
2. Approval of Agenda: Michele McQuigg motioned, and Jack Reba seconded, to approve the agenda as amended. The amendments included transferring “Curb Painting - Review” from Maintenance/Grounds to Treasurer’s Report, adding “Executive Session” to Treasurer’s Report, and adding “Hang Tag Notice” under Parking. This motion was unanimously approved by the Board members in attendance.
3. Approval of Minutes: Michele McQuigg motioned, and Jack Reba seconded, as amended. The amendments included three changes to the minutes. The first change removed the following statement from the “Fire Lane and No Parking Signs,”- “This would entail having VDOT come out to the community and make a determination that no parking areas would work. The association would purchase the VDOT “No Parking” signs and install them in accordance to VDOT’s requirements, and then make arrangements for the police department to enforce.” The second change removed the tow hopping policy created by Steve Heath and inserted the tow hopping policy in the recently approved Parking Regulations. The third change identified under the Action Item that the motion to approve the tow hopping policy was that specified in the Parking Regulations. This motion was unanimously approved by the Board members in attendance.
4. Annual Meeting:
 - a. Date – Michelle Bechtoldt agreed to check on the availability of the Occoquan Town Hall for the annual meeting to be held on the evening of one of the following dates, *i.e.*, November 8, 9, or 10. Steve Heath will prepare the meeting notice for homeowners in time to go out with the quarterly statement.
 - b. Payment – The Town Hall rental fee was \$150 last year. Anna Longo noted that the 2010 Budget allocated \$200.00 to cover the meeting costs.

5. 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 September 14, 2010), and "Customer Balance Summary" (All Transactions as of September 14, 2010). She noted that all bills were paid up, and total checking and savings showed a balance of \$39,668.27. The "Customer Balance Summary" report showed a total of **\$10,349.35** in overdue accounts of 20 homeowners that range from \$50 to \$1,559.88. This was a decrease of **\$1,585.62** over the August balance of **\$11,934.98**. Five accounts out of the 20 listed showed balances ranging from \$962.50 to \$1,559.88.
- b. Budget – Bookkeeper Longo indicated that the budget was on target.
- c. Curb Painting Review – Michele McQuigg advised the Board that Mullen's, the contractor that painted the curbs, would provide a 5% discount on the total contract cost (\$2,810 to \$2,669.50) if they were paid by Friday, September 17. **Action Item:**

Michele McQuigg motioned, and Michelle Bechtoldt seconded, to approve the contract and to pay the contractor on Friday, September 17, a sum of \$2,669.50 by transferring that amount from the reserve account to the Budget's Capital Improvement line item account. This motion was unanimously approved by the Board members in attendance.

- d. Executive Session – Michele McQuigg motioned, and Jack Reba seconded, to go into executive session to discuss potential litigation concerning a townhouse in a "short sale" real estate transaction. This motion carried. At the conclusion of the session, Michele McQuigg motioned, and Jack Reba seconded, that the Board did not need to take any action. This motion carried.
6. Architectural Control (A/C): Jack Reba reported that several homeowners wanted to replace the wrought iron Colonial style railings with cheap railings. He also advised that he was in the process of initiating fines for two townhouses cited with A/C violations that had not been taken care of.

7. Parking:

- a. Hang Tag Notice – Michele McQuigg provided a copy of the notice that will go out with the labels when the quarterly statement is mailed.
- b. Commercial Vehicle – Steve Heath reported that a resident wanted to park

a van used for commercial purposes in the community. The van, which does not have any signage, does have ladders that would be covered. Following a discussion, the Board members requested that Steve Heath look at the van with the ladders covered and report back to the Board on whether it would be acceptable or not.

8. Maintenance/Grounds:

- a. Snow Removal Contract – Steve Heath presented the Cornerstone Construction Group, LLC, contract for November 2010-2011 on behalf of Norman Howard who was absent from the meeting, but who provided an electronic copy of the contract to Board members via email on September 9, 2010. This contract provides the following: the hourly rate was the same as last year; salting/sanding increased from last year, but would only be done by request; and added a condition that if the snow was more than 12 inches, different equipment may be used with agreement of the Board if more expensive. **Action Item:**

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

9. Neighborhood Watch: No report.

10. Old Business:

- a. Fire Lane and No Parking Signs – A “No Parking Decision Matrix” was handed out to the Board members and resident for review before making a decision on whether to have “no parking” areas enforced by the police. Following discussion, it was agreed by the Board that the community did not need the police to enforce its “no parking” areas. The Board agreed to re-install existing signs and to table yellow curbs.

Steve Heath presented Omar Alvarado’s estimate of \$305 for installing street signs, repair sidewalk, and other miscellaneous work. **Action Item:**

Michele McQuigg motioned, and Jack Reba seconded, to approve the estimate and to pay Mr. Alvarado a sum of \$305 by transferring \$900 from the reserve account to the budget’s “Clean-up/Repair” account. This motion was unanimously approved by the Board members in attendance.

- b. Playground Equipment – Michelle Bechtoldt indicated that nothing had changed from the August meeting with regards to three quotes that were received and pending from vendors. The budget, however, has insufficient funds to purchase and install the slide. She suggested that this matter be tabled until sufficient funds were available.

c. Dog Poop Rule Enforcement – Steve Heath did not have anything new to present to the Board on this matter.

11. New Business: Steve Heath advised that Verizon is scheduled to bury the cable behind Harborview Court.

12. Website – Live Demo: N/A

13. Adjourn: Meeting adjourned at 9:40pm.