

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

Date: September 20, 2011 **Time:** 8:00PM **Location:** 1415 Admiral Drive

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

Residents – Anna Longo (1417 Admiral Dr.), Oumar Keita (1429 Admiral Dr.), and Tom Jessup (12728 Lighthouse Lane).

Agenda

1. Call to Order – At 8:00 PM by meeting chair, Steve Heath.
2. Mike May – Is on the Prince William County Board of Supervisors. He came by for a “meet and greet” session with the Board. He took several questions from the Board and Steve Heath agreed to follow up on them with a member of his staff. Among the issues discussed were exposed cable wires in the community, potential storm water and traffic issues from the new development on Occoquan Road, the number of units in the new development, and whether there is a possibility of dual turn lanes from Route 123 onto Old Bridge Road.
3. Resident Time – Resident Keita raised several issues that included graffiti on the back of his and neighbor’s fence, grass too high, and water in his basement from the recent storms. He also noted that the yellow painted curbs looked good. Steve Heath responded to the graffiti and basement issues by saying that there are products on the market that will remove the graffiti, and gave him a name of a person who might be able to help with the graffiti and basement issues. Norman Howard advised that the grass cutting is now on a two-week schedule and it is high because of the recent storms.

Resident Jessup advised the Board that the ladder in front of his house was taken down, and that he would resume working on the shutters and painting of his house upon his return from a trip. He also noted that water was getting into the asphalt pavement where Lighthouse Lane and Flagship Drive intersect and recommended that it be checked out for patch repairs. He also asked the Board if he could remove bushes in the ditch between Lighthouse Lane and Flagship Drive. Steve Heath indicated that he could do so.

Resident Anna Longo advised the Board that she had replaced the burned-out security light on the side of her house for \$400.00. The community initially paid to have the security light installed on her house several years ago. She replaced the light because of safety concerns when walking the community sidewalk on the side of her house at night. She requested compensation. **Action Item:**

Jack Reba motioned, and Maria Kincaid seconded, to reimburse Mrs. Longo for the full amount of \$400.00 to cover the cost of replacing the security light. This motion carried with an affirmative vote by Jack Reba, Maria Kincaid, Norman Howard, and Michelle Bechtoldt. Steve Heath abstained, and Michele McQuigg voted against the motion because it reflected poor policy considering the Board's previous motion to not pay for further upkeep of such security lighting.

4. Approval of Agenda – Norman Howard motioned, and Michelle Bechtoldt seconded, to approve the agenda as presented to the Board by Steve Heath with an amendment to add '11b' titled "Annual Meeting" under New Business. This motion was unanimously approved by the Board members in attendance.
5. Approval of Minutes – Secretary Bechtoldt presented minutes of the Board meeting held on August 9, 2011. Norman Howard motioned, and Michele McQuigg seconded, to approve these minutes with an amendment to revise the last sentence under "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 the stoop and walkway are **substantially** repaired or replaced." This motion was unanimously approved by the Board members in attendance.
6. Treasurer's Report:
 - a. Monthly Report – Bookkeeper Anna Longo prepared and presented to the Board five reports, i.e., "Profit & Loss Budget vs. Actual" (Jan. 1 through Sept. 20, 2011), "Balance Sheet" (as of Sept. 20, 2011), "Customer Balance Summary" (All Transactions as of Sept. 20, 2011), "Collections Report for 2011," and "Projects Report 2011."

The "Profit & Loss" report showed total income of \$54,191.12, total expenses of \$44,365.29, and net income of \$9,825.83.

The "Balance Sheet" reflected a total of \$53,111.39 in the checking and savings accounts, of which \$16,889.95 were in the checking account. She indicated that the report showed equal totals of \$120,836.91 for "Total Assets" and "Total Liabilities & Equity."

The “Customer Balance Summary” report showed a total of \$4,105.04 in third quarter HOA dues not yet paid as well as overdue accounts and fines of owners. Two accounts on Captains Cove reflected significant fine totals of \$595.00 and \$352.50 that had not been collected and which needed action by the Board.

The “Collections Report” for 2011 showed \$10,727.20 collected minus costs of \$3,611.91 for a total of \$7,115.29. In addition, \$150.00 in trash fines had been collected.

The “Projects Report for 2011” showed six projects completed and a partial payment on the purchase of community signs for a total expenditure of \$8,844.24.

- b. Budget Review – Bookkeeper Longo indicated that the budget was in good shape, and that average monthly expenditures were \$3,500. She advised that “Miscellaneous Income” under “Income” on the “Profit & Loss Budget vs. Actual” report was money obtained from the lawyer that was besides money from collections.
- c. Determination of Improvements –
 - i. Signage – Progress Report: Michele McQuigg indicated that the signs were in her backyard and that bolts for the signs were needed. Steve Heath stated that the new signs should be put up before deciding on fire lane signs.
 - ii. Fence – Steve Heath stated that new fences, along with new trash receptacles, would be postponed because of sidewalk problems (see ‘8b’ for details). Jack Reba indicated that he would send by email to the Board the trash receptacles estimate that he had received.

7. Architectural Control (A/C):

- a. Pre-existing violations – Steve Heath indicated that he along with Jack Reba and Michele McQuigg needed to meet with John Grimes to go over his report, which included photographs of every townhouse in the community, to determine the Board’s next steps in addressing A/C violations and preparing policy for pre-existing violations. The following were identified as pre-existing issues: stoops; railings; sheds; decks; front doors, and; muntin bars in windows.

8. Maintenance/Grounds:

- a. Overseeding and Aeration – Norman Howard reported on the information that Kingstowne provided him when this work could be performed and what residents would have to do to make it successful. Mr. Howard had doubts that residents would follow through on watering after the aeration and overseeding were completed. Mr. Heath suggested that this matter be discussed at the annual meeting to see if residents would be committed to water as required after the work was done. If there is a commitment, then the work would be scheduled next year.
- b. Sidewalk on Lighthouse – Steve Heath reported that a resident on Lighthouse Lane contacted him and expressed concerns about two large trees on common ground near the sidewalk in front of his townhouse because the tree roots were tearing up the sidewalk. Mr. Heath requested that every member of the Board look at the situation as costs to remove the trees would be significant. He further noted that until this matter was resolved, new fences and trash receptacles would be tabled (see also 6cii).
- c. Dogs – Where can they go, where are they prohibited from going? – Steve Heath reported that he was getting several complaints about dogs and had received a suggestion from Judy Smith to post signs at the two parks that read “No Pets Allowed.” It was noted that such signs were already posted at both parks.
 - i. We need to inform the people – It was suggested that a reminder be included in the newsletter to advise residents that pets are not permitted in the two parks.

9. Safety and Security:

- a. Lighting – Michelle Bechtoldt indicated that she had not gotten back with Dominion Virginia Power, but would do so before the next Board meeting.

10. Old Business: None

11. New Business

- a. Newsletter Articles – Steve Heath noted that a newsletter should go out soon and include the Board meeting schedule, the date of the annual meeting, a reminder that pets are not allowed in parks, and visitor spaces are not for “resident” vehicles.

- b. Annual Meeting – Steve Heath announced that he would draft the annual meeting agenda. Michelle Bechtoldt will identify those up for election.
- c. Meeting Schedule – The Board agreed to meet on the following dates at Michele McQuigg’s house: October 18, November 15, and if needed on November 17.
- d. Front Yard Violation letters – Norman Howard reported that he sent out 18 letters to homeowners advising them that the front yards were in violation of the community’s covenants and A/C Guidelines. He indicated that he had gotten good results from 16 of the owners, but two of the owners had not made corrections. He stated that he would continue to monitor the situation until the two houses came into compliance.

12. Adjourn: Meeting adjourned at 9:48 PM.