

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

Date: October 16, 2012 **Time:** 8:00PM **Location:** 1415 Admiral Drive

Attendees: Board – Michele McQuigg, Michelle Bechtoldt, Maria Kincaid, and Norman Howard

Residents – Anna Longo (1417 Admiral Drive) and Ivan Suarez (12747 Lighthouse Lane)

Agenda

1. **Call to Order** – At 8:05pm by meeting chair, Michele McQuigg.
2. **Resident Time** – Anna Longo mentioned that the community signs on Admiral Drive and Flagship Drive by Route 123 needed to be repainted.
3. **Approval of Minutes** – Secretary Bechtoldt presented the minutes of the September 11, 2012, meeting to the Board. Norman Howard motioned, and Maria Kincaid seconded, to approve the minutes. This motion was unanimously approved by the Board members in attendance.
4. **Approval of Agenda** – Secretary Bechtoldt presented the agenda to the Board. Norman Howard motioned, and Maria Kincaid seconded, to approve the agenda as amended. This motion was unanimously approved by the Board members in attendance.
5. **Treasurer's Reports** – Bookkeeper Ivan Suarez distributed to the Board four reports, *i.e.*, Profit & Loss (1-1-12 to 10-16-12), Balance Sheet (as of 10-16-12), A/R Summary (as of 10-16-12), and Expenses by Vendor Summary (1-1-12 to 10-16-12), and a powerpoint presentation on “Recommendations for Coming Year.”
 - a. **Concerns about Monthly Reports** – At the September 11, 2012, Board meeting, several concerns were raised about the treasurer's reports, and Board members requested that the bookkeeper attend the next meeting to discuss them. The following is a summary of the concerns raised and subsequent action agreed to:

Profit & Loss Report – Board members observed that this report should be a year-to-date budget versus actual “cash-based” report instead of an

“accrual-based” report and requested a revised report. Board members requested that a report that breaks out expenses be provided for Capital Improvements, Clean-up/Repair, Administration, and Parking Tickets/Decals. Board members requested confirmation of the amount listed under the “Roll-over from Previous Year” income account, and that a new account be created under income to identify income received from architectural control (A/C) and trash fines. Bookkeeper Suarez agreed to all of these requests.

Balance Sheet – Board members noted that the bookkeeper had fixed the amounts listed under “Accounts Receivable Dues Due” on the Balance Sheet and “Total” listed on the A/R Summary. Board members questioned why “Accumulated Depreciation” was being tracked as the HOA is a non-profit organization. The Board concluded that it maybe useful information and requested the bookkeeper to provide a break-out report, which Bookkeeper Suarez agreed to do.

A/R Summary – Board members requested that overdue A/C and trash fines be listed separately from overdue HOA dues on this report. Bookkeeper Suarez agreed to do this.

Expenses by Vendor Summary – Board members requested clarification of one of the vendors (*i.e.*, Learn Now Music) listed on the report and was advised that this was Bookkeeper Suarez’s company. Payments for bookkeeping services rendered to the community were made out to this company. The bookkeeper disclosed that he had not been charging the community for postage and paper used to provide the community bookkeeping services. Board members advised the bookkeeper that the community ought to pay for such postage and paper and requested a report of such costs be submitted. Bookkeeper Suarez agreed to do this.

- b. **Homeowners List for Annual Meeting** – Secretary Bechtoldt requested from the bookkeeper a homeowners list that also disclosed rental properties in time for the annual meeting. She provided the bookkeeper a sample of last year’s report. Bookkeeper Suarez agreed to do this.

Board members and Bookkeeper Suarez briefly reviewed the powerpoint that made budget recommendations for 2013. Bookkeeper Suarez stated that he will not be present at the annual meeting, but will be accessible by phone or on-line.

6. **Maintenance/Grounds – Snow Removal Contract** – Norman Howard reported that he had received a bid for snow removal services in 2013 from the same

contractor (Scott Lindley of Cornerstone Contraction) at the same hourly rate as specified for 2012. **Action Item:**

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

7. **Adjourn** – Meeting adjourned at 8:55pm.