

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

**Date:** October 18, 2011      **Time:** 8:00PM      **Location:** 1415 Admiral Drive

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

**Residents** – Oumar Keita (1429 Admiral Dr.), Faye Anderson (12776 Captains Cove), and Andrew Arredondo (12712 Harborview Court).

### **Agenda**

1. Call to Order: At 8:007 PM by meeting chair, Steve Heath.
2. Resident Time:

Officer Arredondo, who is employed with the VA State Police, recently moved into the community and had several concerns. These concerns included the safety of his family in which he suggested a police detail on Friday nights by the Prince William County Police Department because of unusual activity. This would cost money and the Board advised that at this time, the budget was too tight. Another concern was the high number of vehicles parked in the community with expired tags and flat tires, which did not project a good image of the community. The Board responded that it would look into this, but noted that it was a volunteer organization. His final concern involved the Board's handling of a parking infraction that involved one of his vehicles. The Board noted his concern and ensured him that it would not happen again.

Resident Anderson expressed concerns about how visitor parking was handled in the community. She advised the Board that she had recently moved into the community and felt that visitors to her house, who parked in a visitor parking space, were not treated fairly. Steve Heath advised that the matter had already been looked into and indicated that he would be handling all future parking issues on Captains Cove.

Resident Keita also expressed concerns with visitor parking and stated that he was interested in joining the Board. See "New Business" for motion.

Following resident time, Michele McQuigg motioned, and Maria Kincaid seconded, that the Board go into executive session to discuss parking issues. This motion was unanimously approved by Board members in attendance excluding

Norman Howard, who was absent for the vote. All residents were asked to leave the meeting while the Board was in executive session, but were told that they may return after the session.

3. Approval of Agenda:

Maria Kincaid motioned, and Michele McQuigg seconded, to approve the agenda as presented by Steve Heath with an amendment to add “Parking” under “Old Business.” This motion was unanimously approved by the Board members in attendance excluding Norman Howard, who was absent for the vote.

4. Approval of Minutes:

Secretary Bechtoldt presented minutes of the September 20, 2011, Board meeting. Michele McQuigg motioned, and Maria Kincaid seconded, to approve the minutes as presented. This motion was unanimously approved by the Board members in attendance excluding Norman Howard, who was absent for the vote.

5. Treasurer’s Report:

- a. Monthly Report – Steve Heath presented to the Board three reports, *i.e.*, “Profit & Loss Budget vs. Actual” (Jan. 1 through Oct. 17, 2011), “Balance Sheet” (as of Oct. 17, 2011), and “Customer Balance Summary” (All Transactions as of Oct. 17, 2011). These reports were prepared by Bookkeeper Anna Longo, who had resigned after the September 20, 2011, Board meeting, but had agreed to continue in that capacity until a financial management firm was hired. She also provided a list of her bookkeeping duties.

The “Profit & Loss” report showed total income of \$71,537.32, and total expenses of \$47,878.29. The report showed four accounts that were over budget, *i.e.*, Newsletter, Administration, Cost of Collections, and Clean-up/Repair.

The “Balance Sheet” reflected a total of \$57,749.59 in the checking and savings accounts, of which \$20,955.43 were in the checking account. The report showed equal totals of \$134,670.11 for “Total Fixed Assets” and “Total Liabilities & Equity.” Note, the CD’s are due in December 2011 and January 2012.

The “Customer Balance Summary” report showed a total of \$13,157.54 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.

- b. Budget Review – Steve Heath indicated that the budget was in good shape.
- c. New Bookkeeping Arrangements – Norman Howard, who returned to the meeting after a brief absence, advised that after conducting a thorough evaluation of the proposals submitted by four firms, he concluded that two of the firms provided reasonable proposals while the remaining two firms provided proposals that were too high. He distributed a chart that showed financial management fees that ranged from a low of \$6,000 plus a start up fee of \$500 to a high of \$11,934.00. All of the proposals were on a time and material basis. Mr. Howard indicated that the two firms with the highest bids of \$11,400 and \$11,934.00 should be discarded. He recommended that the other two firms, *i.e.*, GHA Community Management, LLC, and Loudon Management Associates, be contacted for further consideration. He recommended that the firms provide “fixed cost” proposals based upon the duties provided by Bookkeeper Longo. He recommended that the two firms meet with the Board separately, make short presentations and take questions from the Board. The Board gave Mr. Howard the go ahead to contact the two firms with the lowest bids, to provide the information as mentioned above, and to arrange for a meeting.

6. Architectural Control (A/C):

- a. Pre-existing violations – Steve Heath reported on the status of preparing the policy for the pre-existing violations that will be presented to the homeowners at the Annual Meeting. He requested a copy of the preliminary policy prepared some months ago by Michele McQuigg and Jack Reba. He indicated that he would contact Resident John Grimes to obtain the community photographs that Mr. Grimes made for this effort. He advised that he would work with Michele McQuigg to get the photographs on the community website. He noted that comments on A/C violations should be sent to Jack Reba.

7. Maintenance/Grounds:

- a. Asphalt – Steve Heath forwarded, via email before the meeting, a proposal from Asphalt Restoration Technologies to rejuvenate, seal and paint asphalt in the community for a cost of \$15,831.00 for discussion at the meeting. Mr. Heath requested that Board members view the proposal as a possible future community project.

- b. Sidewalk on Lighthouse – Steve Heath advised that the sidewalk issue on Lighthouse Lane involved the roots from the two trees located on common ground. These tree roots were affecting the sidewalk and a resident’s townhouse. The resident, who filed the complaint, understood that the trees may have to be removed to correct the problem.

8. Safety and Security:

- a. Lighting – Michelle Bechtoldt advised the Board that she had not taken any further action in this matter because the potential costs of the bookkeeping firm and removal of tress on Lighthouse Lane may not leave sufficient funds to add outside security lighting in the community. She indicated that she would like to bring this up once the other two issues were resolved.

9. Old Business:

- a. Parking – Michele McQuigg motioned, and Maria Kincaid seconded, to modify the current Parking Regulations by removing “Nowell’s Towing” and adding in its place “Road Runners.” This modification is necessary as Nowell’s Towing was bought out by Road Runners.
- b. Playground – Steve Heath indicated that he and Michele McQuigg would be working on playground equipment proposals to be presented at the Annual Meeting.

10. New Business:

Resident Oumar Keita indicated that he was interested in joining the Board. Norman Howard motioned, and Maria Kincaid seconded, to make Mr. Keita a member of the Board filling an at-large seat. This motion was unanimously approved by the Board members in attendance.

11. Adjourn: Meeting adjourned at 9:58 PM.