

## **Riverview Overlook Community Annual Association Meeting**

**Date:** October 19, 2010      **Time:** 8:00PM      **Location:** 12772 Captains Cove

**Attendees:** Board – Steven Heath, Michelle Bechtoldt, Norman Howard,  
Jack Reba, and Michele McQuigg

Resident – Anna Longo (1417 Admiral Dr.), Minna Pehkonen (1436  
Flagship Dr.), and Anthony Katounas (12711 Harborview Dr.)

### **Agenda**

1. **Call to Order:** At 8:07pm by meeting chair, Steve Heath.
2. **Approval of Agenda:** Michele McQuigg motioned, and Michelle Bechtoldt seconded, to approve the agenda as amended. The amendments added new agenda items numbered 2.5 to be titled “Residents Time” and 9.5 to be titled “Web Page,” and adding two new items under Maintenance/Grounds of Sidewalks and Lawn Care. This motion was unanimously approved by the Board members in attendance.
- 2.5. **Resident Time:** Mr. Katounas expressed concerned about a \$50 trash fine and asked whether he could work off the fine. Steve Heath responded that the fine was assessed because the recycle bin was left in the front yard following trash pick up for recycle items on Thursdays. He also suggested that Mr. Katounas could work off the fine by removing two discarded televisions and a tire from the community by taking them to the dump, which was agreeable to Mr. Katounas.  
**Action Item:**

Norman Howard motioned, and Michelle Bechtoldt seconded, to approve the removal of the trash fine assessed to Mr. Katounas provided that he removed the identified items from the community by the end of the week. This motion was unanimously approved by the Board members in attendance.

Ms. Pehkonen raised concerns about replacing the railings at 1418 Flagship Drive. She requested guidance from the Board on what type(s) of railings would be acceptable to replace the original railings. This matter was tabled for further discussion under Architectural Control.

3. **Approval of Minutes:** Michele McQuigg motioned, and Norman Howard seconded, to approve the minutes of the September 14, 2010, meeting as amended. The amendment revised the last sentence under Old Business item “a.” Fire Lane and No Parking Signs to read “[T]he Board agreed to re-install existing signs and to table yellow curbs.” This motion was unanimously approved by the Board members in attendance.

#### 4. Annual Meeting:

- a. Date – 11/8/10 at 8 pm - This was confirmed by Steve Heath. Michelle Bechtoldt advised that the Occoquan Town Hall will be opened at 7:30pm and requested that Board members try to get there at that time to help set up for the meeting.
- b. Payment – Is this covered - Bookkeeper Anna Longo noted that the 2010 budget included a line item for annual meeting expenses.
- c. Items Needed:
  - i. List of all Residents in good Standing and Not in Good Standing - Bookkeeper Longo will have both lists ready before the annual meeting. Michele McQuigg wanted to know whether residents not in good standing needed to be notified. The Board concluded that the Bylaw provisions needed to be researched.
  - ii. Proxy Count - Michelle Bechtoldt will maintain the proxy count.
  - iii. Officers Up for Reelection - Michelle Bechtoldt will send out the positions up for elections.
  - iv. 2011 Budget - Steve Heath and Anna Longo will prepare the budget.
  - v. List of Capital Improvements (to be discussed below) - Steve Heath will start the list for discussion by the Board prior to the annual meeting. Once the list is finalized, it will be presented to the meeting participants for their input and to set priorities.
  - vi. Projections of Needed Capital Money - Steve Heath will work on the basis for increasing the HOA dues.

#### 5. Treasurer's 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 October 19, 2010), and "Customer Balance Summary" (All Transactions as of October 19, 2010). She noted that all bills were paid up, and total checking and savings showed a balance of \$42,460.77. The "Customer Balance Summary" report showed a total of **\$15,636.66**, but according to Bookkeeper Longo **\$10,800** was the total of accounts more than one quarter in arrears. Five accounts out of the 20 listed showed balances ranging from \$1,100.00 to \$1,697.38. She noted that three townhouses were in foreclosure, one townhouse was in a "short sell"

action, and any account two quarters plus 30 days in arrears go to the lawyer. She noted that overall the budget was in line with projections.

**6. Architectural Control:**

Jack Reba led the discussion on what type of railings would be suitable for replacing the existing railings in the community. He expressed concern that some of the railings sold at local stores were not in keeping with the community's "colonial" style railings. Concerns were also raised that railings of some townhouses had already been removed and not replaced, while other townhouses replaced original railings with more modern looking railings (*e.g.*, aluminum, thinner railings). In light of the concerns raised, the Board wanted to review the types of handrails available to replace existing handrails and also to look at the county code for height requirements for handrails and the like to determine whether certain townhouses with one or two steps needed to have handrails. Jack Reba wanted to explore not requiring handrails for townhouses with one step with the proviso that they may have two railings (but not one) or none at all. Michele McQuigg offered to research the county code. The Board agreed to postpone moving on this matter until the review was completed.

**7. Parking:**

Michele McQuigg presented the amended parking regulations relating to commercial vehicles and overnight parking of vehicle in excess of 16 feet under section VI. Action Item:

Norman Howard motioned, and Michelle Bechtoldt seconded, the approval of the amended regulations as presented. This motion was unanimously approved by the Board members in attendance.

Michelle Bechtoldt requested that Michele McQuigg clarify the towing policy of reserved parking spaces at the next meeting.

**8. Maintenance/Grounds:**

- a. Snow Removal Contract - Norman Howard advised that the contract was signed and in effect.
- b. List of Projects - See item "v." under Items Needed for Annual Meeting.
- c. Sidewalks - Michele McQuigg provided information on two companies that specialized in concrete sidewalks and steps. She proposed to contract with one of the companies (A-1) and pay with her personal funds to replace the squares of sidewalk in front of her townhouse that needed fixing and the sidewalk near the curb between 1417 and 1419 Admiral Drive as precipitation collects and freezes there. **Action Item:**

Norman Howard motioned, and Michelle Bechtoldt seconded, to permit McQuigg to go forward with the above mentioned proposal. This motion was unanimously approved by the Board members in attendance.

- d. Lawn Care - Norman Howard indicated that he would have the service requirements for future contracts by the next meeting.

9. **Neighborhood Watch:**

Michele McQuigg announced that Judy Smith will captain Flagship Drive and Michelle Richardson will captain Harborview Court. She indicated that a sign-up sheet will be available at the annual meeting.

9.5. **Web Page:**

Michele McQuigg advised that she had the proxy for the annual meeting, but need the meeting notes and newsletter. Michelle Bechtoldt advised that she would send the items via email.

10. **Old Business:** N/A

11. **New Business:**

Steve Heath noted that the Board needed to have a pre-annual meeting. Michele McQuigg offered to have the meeting at her house on November 3, 2010. She proposed to demonstrate the administration part of the website at 7:30pm and to start the Board meeting at 8:00pm.

12. **Adjourn:** Meeting adjourned at 9:45pm.