

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

**Date:** November 3, 2010    **Time:** 8:00PM    **Location:** 1415 Admiral Drive

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

Resident – Anna Longo (1417 Admiral Dr.)

### **Agenda**

1. **Call to Order:** At 8:10pm by meeting chair, Steve Heath.
2. **Approval of Agenda:** Steve Heath stated that the meeting was to focus on the annual meeting and the agenda was the same as that listed for Item 4 of the agenda from the October 19, 2010, meeting and adding “presentations” under Item “c” of Annual Meeting, and old and new business. Norman Howard motioned, and Michelle Bechtoldt seconded, to approve the proposed agenda. This motion was unanimously approved by the Board members in attendance.
3. **Annual Meeting:**
  - a. **Date** – The meeting is scheduled for Monday, November 8, 2010 to commence at 8:00pm. Michelle Bechtoldt advised that the Occoquan Town Hall was available from 7:30 to 10:00pm, and asked Board members to try to get there early in order to assist in setting up for the meeting. Handouts will include copies of the agenda, the 2011 proposed budget, 2010 end-of-year budget (as of November 8, 2010), minutes of the 2009 annual meeting, and the 2010 winter service schedule from the trash company.
  - b. **Payment** – Bookkeeper Anna Longo confirmed 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 noted that 102 homeowners were in good standing and 15 were not in good standing. She indicated that the list of homeowners would be ready for the annual meeting.
    - ii. **Proxy Count** - Michelle Bechtoldt reported that 9 proxies had been received.
    - iii. **Officers Up for Reelection** - Michelle Bechtoldt provided a chart that identified six positions up for election, of which four are for

two-year terms and two are for one-year terms to complete the terms vacated by two Board members who resigned in 2010. She offered to handle the election of officers at the annual meeting.

- iv. 2011 Budget – Steve Heath and Anna Longo identified the line items for the 2011 budget and Michele McQuigg entered the information on her computer for distribution. The Board agreed to budget \$4,410 for capital improvements, \$1,500 for collections, \$4,500 for snow removal, and \$3,200 for clean-up/repair with the remaining line items consistent with last year’s totals. Norman Howard advised that he was getting ready to send out requests for proposals for the lawn care contract in 2011, and noted that the trash contract of \$14,700 was good for one more year. Total budget for 2011 was estimated to be \$67,250.
  - v. List of Capital Improvements – Steve Heath will put together a slide presentation for the annual meeting that will identify needed capital improvements, *e.g.*, playground equipment in Admiral Drive park, repairs to community roads, sidewalks, and stairs, timber wall on Rivershore Drive, trash cans in common areas, etc. Michele McQuigg advised the Board that a “reserve study” was needed for the community that would identify those items covered by maintenance versus those covered by capital improvement.
  - vi. Projections of Needed Capital Money - Steve Heath will present a slide show that will identify the basis for increasing the HOA dues by \$5.00 a quarter or \$20 a year.
  - vii. Presentations – Steve Heath will present a slide show that will identify accomplishments in 2010, impact of foreclosures on the budget, infrastructure issues, sinking fund increase for future road improvements, budget priorities for 2011, and basis for dues increase in 2011. Michelle Bechtoldt will handle the election of officers, Michele McQuigg will discuss neighborhood watch, Jack Reba will discuss Architectural Control issues, Norman Howard will discuss the status of the lawn care contract, and Anna Longo will discuss the 2010 budget with Steve Heath. In addition, Steve Heath will obtain the sense of the community on whether to forego hand railings where the clearance is 30 inches or less. Steve Heath will prepare an agenda for the annual meeting and distribute it via email for comment before the meeting.
4. **Old Business:** Anna Longo advised the Board that no action had been taken on the Board’s proposal in response to an offer from the real estate agent regarding a short-sell transaction on Lighthouse Lane.

5. **New Business:**

Two motions carried:

The first motion involved the removal of two dead trees from the Admiral Drive Park. Norman Howard motioned, and Michele McQuigg seconded, to transfer \$125 from Administration to Clean-up/Repair in order to pay Omar Alvarado to remove the two dead trees. This motion was unanimously approved by the Board members in attendance.

The second motion involved an offer from a real estate agent on a real estate transaction involving a townhouse on Admiral Drive. The offer consisted of \$500 toward HOA dues, \$350 toward attorney fees, and \$100 for the community's homeowner's package. Michele McQuigg motioned, and Norman Howard seconded, to accept the offer. This motion was approved by all Board members in attendance except Jack Reba.

12. **Adjourn:** Meeting adjourned at 9:15pm.